

ELASTIC CLAUSE

The student-parent handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Please take time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or concerns, contact the Principal or either Assistant Principal at 355-0400.

Woodland Elementary

STUDENT/PARENT HANDBOOK 2023-2024

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School Office Hours 7:00 am - 3:45 pm

August 2023

Dear Woodland Wildcat Families,

Welcome to the 2023.2024 school year at Woodland Elementary! We are so happy that you will be a part of our Woodland family! We are beyond excited to have our students back in the school. The theme for this year is **Woodland Wildcats....riding the waves of Leadership #woodlandworldwide.** We believe that as a Leader In Me school your child will experience various opportunities throughout the school year to achieve academically and to flourish as a leader. Our goal is for every day at Woodland to be a positive experience for all of our students and that they are excited about learning and leadership.

Now that summer has ended and we have returned to school, we would like to share some very important information with you through the SCHOOL & DISTRICT STUDENT-PARENT HANDBOOKS. It has been carefully prepared to help all of us have a better understanding of each other and to make Woodland a more pleasant and safe place to learn and work. Please take the time to read through the handbooks. Knowing exactly what is expected to keep our students safe and focused on learning will make this school year easier, more rewarding, and a lot more fun.

As a school and district, we are focused on maintaining a safe environment for our students and staff. Thank you for partnering with us to provide our children with a quality education. I believe that we are capable of accomplishing amazing things when we work together.

Throughout the year, we will stay focused on working hard, setting goals, developing leadership skills, achieving academically, and celebrating our victories. We at Woodland are committed to synergizing as a school community to ensure that each and every student is successful and that their individual needs are met. Please let us know if there is ever anything that we can do to assist your child or your family.

Yours in serving children,

Katrina Y. Miller
Principal

VISION

Woodland, where we empower leaders every day in every way.

MISSION

Our Woodland community will inspire others to lead in an inclusive environment through honoring diversity and encouraging our stakeholders to become global leaders, who will leave a legacy of leadership.

DAILY SCHEDULE

7:00 - Earliest time students may enter the building.

School building opens to students. All students entering the building from 7:00-7:30 will either go to the cafeteria for breakfast or sit in grade level hall. At 7:30, students will report to their homeroom classroom and eat their school breakfast if they got one from the cafeteria. Breakfast is served from 7:00-7:45. Breakfast is free for all students.

7:30 - All classrooms will be opened and teachers will be at their doors to greet students.

7:45 - The school day begins. All students arriving after 7:45 are tardy and must report to the attendance clerk (front office) before going to class. If students are frequently tardy, the parents must accompany their child to the office before the child will be admitted to class.

9:55-1:00 - Lunch is served (schedule will be adjusted as needed).

1:45 - **There will be no early dismissals after 1:45 daily.**

2:08 - Afternoon announcements. **All students must be packed and ready for dismissal prior to announcements. All students should be seated and listening to announcements. There should be no movement until the announcements are finished.**

2:15 - All students are dismissed.

2:40 - All car riders must be picked up by this time. Late parents will have to enter the building to pick up their child.

Supervision by the Woodland staff is provided from 7:00 a.m. until 2:40 p.m. Students may not enter the building without parent supervision before or after these hours. Only children of teachers are allowed in the building before and after school hours. Students that have not been picked up by 2:40 will wait in the Main Office.

ACCIDENTS AND EMERGENCIES

In case of an accident or emergency, authorized school personnel will give first aid. In all cases of accidents or illness, every effort will be made to contact the parents. If we are unable to reach you, the school will follow the parents' directions on the health card or information sheet. In the event of serious illness or injury; if we are unable to reach the parent/s or emergency contacts, we will call 911. **All contact information must be current and correct at all times.**

ADDRESS AND/OR PHONE NUMBER CHANGE

It is necessary that the school office have on file your **current address and home/work phone numbers at all times.** This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone numbers. Many persons have an unlisted telephone number; however, the school must have a number where parents can be located. The school will not release unlisted phone numbers.

ARTICLES PROHIBITED IN SCHOOL

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the Health room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension.

Students are in school to study and learn; therefore, toys are not allowed at school unless the teacher specifies a purpose.

AWARDS DAY

End of year Awards Day celebrations will be held in the classrooms for grades K-2. Teachers in those grade levels will notify parents of specific details at the appropriate time. A more formal ceremony will be held for grades 3-5. These events are held in the cafeteria. Parents will be notified of the details at the appropriate time.

BREAKFAST/LUNCH

Breakfast is served at Woodland each day between 7:00 and 7:40. Students who arrive after 7:40 will not be offered breakfast. All students are offered breakfast free of charge as part of the GCSD Universal Breakfast Program. Lunch is FREE for the 2023-2024 school year for ALL students at Woodland Elementary. Adults at all locations are not allowed to charge meals.

Lunch & Milk Prices*

Student Meals-FREE at WES

Adult Meals:

Breakfast \$3.10

Lunch \$4.75

Extra Milk \$.65

*Meal prices are subject to change. Please refer to the District's website for current meal prices. A menu is posted on the school's web-site each month with the meal choices. Students have three different menu choices each day.

Soft drinks are not permitted in the school cafeteria. Fruit juice or water may be brought from home or purchased in the cafeteria. Parents who choose to bring treats to lunch for their child's class may not share with other classes unless all students are given a treat. *For safety concerns, we cannot serve or give "homemade" foods, therefore, all food (treats) to be shared with other children must be store bought with visible ingredient labels and individually pre-packaged.***

BIKES, SKATEBOARDS, AND HEELYS

Bikes may be ridden by students and parked in the assigned location if allowed from a designated neighborhood according to GCSD Transportation. Students must place their bikes in a bike rack each day and show respect to others' property. **All children riding bicycles need to wear a helmet. Bikes are not to be ridden on the sidewalks around the school at any time. Heelys and skateboards are not allowed on the school campus.**

BIRTHDAYS

*If you would like to provide food for special occasions (i.e. student birthdays) please check with your child's teacher prior to the event. **For safety concerns, we cannot serve or give "homemade" foods, therefore, all food to be shared with other children must be store bought with a visible ingredient label.***

Any items sent to the school for your child (such as balloons, gifts, or flowers) will be held for your child in the office until dismissal to prevent interruptions in the classroom. Students may not take balloons on the bus because this interferes with the driver's ability to have a clear view.

Invitations to parties outside of school may not be passed out at school or during EDP.

BOOKBAGS

Rolling bookbags are allowed at school for students in grades 2-5. A student may be asked to carry the book bag if they are using it for something other than to transport books. (i.e. horseplay). The administration will notify you if this should occur.

CARING FOR OUR BUILDING, GROUNDS and SCHOOL PROPERTY

Woodland's students, staff, parents, and visitors are expected to respect every part of our school at all times. Any person who damages the building, grounds, books, supplies, furniture or equipment will be responsible for paying for the repairs, replacement, or any other charges. The principal will assess any fees that are owed.

CELL PHONES

Students are allowed to keep their cellphones, turned off, in their book bags during the day. Phones that are visible or become a distraction during instructional times will be collected and returned at the end of the school day. Consequences for repeat offenders are at the discretion of administration.

CHALLENGE PROGRAM

Beginning in grade three, the school district provides a program for gifted and talented students to challenge them with rigorous, complex class work and research. It is a pullout program which third grade students attend 125 minutes per week and students in grades four and five attend for at least 200 minutes per week. Gifted students demonstrate high performance ability or potential in academic areas. Identification in academic areas will be made using state criteria. Students may qualify automatically with a composite aptitude score in the 96th percentile or higher for their age group. If students do not qualify solely on aptitude, they need to meet criteria in two of three dimensions below.

Dimension A - Reasoning Abilities (similar aptitude test) Students must score in the 93rd national age percentile or above in one or more of the following areas: verbal, non-verbal, quantitative, or composite.

Dimension B - Academic Achievement (MAP or similar achievement test) Students must score in the 94th national age percentile or above in reading and/or math; students must score an advanced status in reading and/or math on a South Carolina statewide assessment instrument.

Dimension C - Intellectual / Academic Performance Students must earn a qualifying score on a performance task test; students in grade five must have a 3.75 GPA on a 4.0 scale at the end of 5th grade..

All students currently in the program will be continually served, they do not need to requalify each year. If a student withdraws from the program, he/she must meet current criteria to re-qualify. Results of private testing will not be accepted for placing students in the Challenge Program. Any questions regarding Challenge should be referred to the Challenge teacher.

CHROMEBOOKS

Greenville County Schools encourages students to use a variety of technologies to enhance their learning. Each student will receive a Chromebook from Woodland Elementary and understand that the Chromebook is the sole property of Greenville County Schools and Woodland Elementary School. If a student violates any part of the [GCS Responsible Use Policy](#), he/she will be subject to the Chromebook discipline policies of Woodland Elementary.

Chromebook Agreement

- I understand that I am being issued a Chromebook to enhance my educational experience; and it will be in my possession for use at and away from school.
- I understand that I am responsible for the equipment issued to me and I will care for the equipment in such a manner as to prevent loss, damage, or theft to the best of my ability.
- I understand there are costs associated with damaging the Chromebook that I am responsible for if my Chromebook is intentionally damaged or accessories are lost.

Students are responsible for bringing their charged Chromebook to school with them daily along with other instructional supplies. Chromebooks may be returned home with students at the end of the instructional day in order for students to complete assignments.

Leadership

Each classroom will develop a class mission statement together at the beginning of each school year. Students and teachers will work together to develop and maintain a positive, collaborative and nurturing culture of leadership in the classroom and school. All students will strive to be the best they can be and to develop essential life and leadership skills.

CLOSING OF SCHOOL

The closing of school in extreme weather or emergencies will be announced on all Greenville County radio and television stations during the early morning hours. Greenville County School District will also post school closings using social media sites. If bad weather develops during the day, listen to the radio for information. You may also call 355-0400 for information. Greenville County School website can also be accessed for important information. In addition, you may receive an automated phone message from the school if any changes to the normal school schedule occur during the school day. ***If extreme weather occurs, eLearning will occur that day. Students will be expected to participate in the Google Meets session and complete the assignments to be marked as present for the day.***

Snow and Ice ***Plan A- Woodland will follow the regular schedule.

***Plan B- When a decision is made to open school two hours late, bus duty will begin at 9:00 at Woodland. Classes will start at 9:45.

Students not in class at 9:45 will be marked tardy.

***Plan C- When a decision is made to close schools for the entire day, students and teachers **will not** report to Woodland and eLearning will be utilized.

SCHOOL COUNSELING DEPARTMENT

Our counselors work closely with the school staff to provide a comprehensive developmental school counseling program. School counselors support the personal, social and emotional development of all students. In addition to classroom lessons, the counselors work with individuals and small groups as well as parents and teachers to best meet the needs of all students. A teacher, parent, or staff member may refer students to the school counselors. The counselor is also available for conferences with parents. To schedule appointments please call 355-0400.

CONFERENCES

Teacher and student-led conferences are held every fall and spring. These are very important and parents are urged to attend. A uniform Parent/Teacher/Student conference outline is used throughout the building. Parents are encouraged to participate in setting goals for their child during conference times. Parents may request a conference at any time by sending a note to the teacher or by emailing or calling the school office. Teachers or parents may also request special conferences as needed. Conferences/appointments with teachers cannot begin until afternoon dismissal has concluded each day at 2:50.

DROP-OFF AND DISMISSAL

Student Arrival Procedures-Front Car Line:

- Morning drop off begins promptly at 7:00 a.m. in the front car line when a staff member reports to the crosswalk with the stop sign. Please **do not** allow your child to exit the vehicle until you see the person at the crosswalk with the sign.
- Pull all the way down to the end of the sidewalk and follow the guidance from the staff members that are on duty.
- Students should be ready to exit the vehicle independently upon arrival. Please say your good-byes before your child exits the vehicle.
- Students **MUST** exit the vehicle from the passenger side, onto the sidewalk.
- The school day starts at 7:45. Students who arrive after 7:45 need to be walked in by an adult and will be marked tardy.
- Limit parking in the parking lot and walking your child into the building. Staff members are having difficulty finding parking spaces in the morning. Please utilize the car line.
- If you need to walk your child into the school from the parking lot, please wait for the person at the crosswalk to stop traffic and escort your child all the way across the crosswalk to the front sidewalk.
- Do not pull around cars that are stopped in the right lane to exit.
- Do not move the cones out of the left lane.

Student Arrival Procedures-Bus Car Line:

- Drivers of cars may not enter the bus entrance until **7:15 am**. If you arrive early, begin forming a line at the mailbox
- When given the signal from school personnel on duty, drivers of cars will proceed to the sidewalk and unload students to the sidewalk only. Lead cars will pull all the way up to allow for several cars to unload at one time.
- Drivers of cars will consistently yield right of way to buses by stopping away from the curb area to allow buses to park and unload riders onto the sidewalk unobstructed- regardless of the time the bus arrives.
- Drivers of cars will obey all speed limits and safety procedures while on school property.
- Drivers of cars will obey directions from school personnel on duty at all times.
- Access to the bus entrance will end at **7:45 each day and bus entrance doors will be locked**. Students are to be unloaded at the front entrance after 7:45 and escorted by their parents to the main office.
- If you need to drop your child off before 7:15 am you will need to access the front entrance car line.

Student Arrival Procedures - Walkers:

- **ALL** walker parents must sign a liability waiver if your child will walk to/from school. Please see your child's teacher for a waiver.
- You and your children must use the crosswalk located at the intersection of Suber Rd. and Gibbs Shoals Rd. Please do not cross the street at any other location.
- AM Walkers- A parent or adult chaperone must walk their child/children to the bicycle rack located near the front entrance sidewalk. Students will then walk along the "paws" on the sidewalk to the main entrance.
- Parents **should not** park on the school grounds and walk to the sidewalk. If the walker is transported to or from school by a vehicle, the parent must utilize the car line.

Student Car Dismissal Procedures:

- Display ALL car numbers in the center of the windshield so that the numbers are clearly visible to staff taking numbers. The numbers are one-sided so please make sure the number is facing out. If the number is not displayed, your child will be recalled.
- Please limit your distractions when you enter the carline. Talking on the phone, texting, reading, and sleeping slows down the process for everyone and can become a safety issue.
- School dismisses at 2:15. In order to utilize our carline and not have a recall, you need to be in the carline by 2:30.
- Pull up behind the car in front of you as close as possible. Please do not leave large gaps between vehicles in the car line.
- Recalls must drive to the flagpole and then exit the vehicle with their child tag number. The tag must be visible to adults supervising dismissal.
- Safety patrol parents will need to park on the grass by 2:40 and be prepared to pull up when a staff member signals them at the end of the last group.

Student Afternoon Walker Procedures:

- All walker parents will receive an ORANGE car tag used to pick your student up at dismissal.
- A parent or adult chaperone will retrieve their walker student in the grassy area behind the bike rack. Parents must have students' corresponding dismissal number in order to be released (orange dismissal tag).

- Dismissal begins at 2:15pm. At 2:20 pm your child will be returned to class. After 2:20 pm, walker parents will need to pick up their child by using the carline or come into the front office. Proper identification will be required.

EARLY DISMISSALS

Students, who need to leave school early, must have a written note from home containing: (form available on our website)

1. the date
2. student's name
3. time of dismissal
4. reason for dismissal
5. name of person picking up student
6. the signature of a parent

There will be no early dismissals after 1:45 p.m. All adults must show valid identification prior to the release of any student for an early dismissal. Additionally, the adult will sign the daily early dismissal log and the individual student's early dismissal record each time the student leaves school early. Parent requested early dismissals will count against perfect attendance unless a written doctor's excuse is provided. Chronic Early Dismissals without proper documentation will result in forfeiting perfect attendance and will be addressed by school administration.

EMERGENCIES AND ACCIDENTS

In case of an accident or emergency, authorized school personnel will give first aid. In all cases of accidents or illness, every effort will be made to contact the parents. If we are unable to reach you, the school will follow the parents' directions on the health card or information sheet. In the event of serious illness or injury; if we are unable to reach the parent/s or emergency contacts, we will call 911. **All contact information must be current and correct at all times.**

EXCUSES FROM RECESS OR PHYSICAL EDUCATION

Sometimes, after serious illness, a parent may wish to have his/her child excused from physical education and/or recess. Please send a note to the teacher stating the reason for the request. If this request is for more than three days, a doctor's statement is needed. Children who are excused from either of these activities will go to another classroom during this time.

FIELD TRIPS

Field trips are planned by the teacher to correlate with the curriculum being taught in the classroom. A parent or legal guardian must complete, sign and return the district field trip permission form in order for a child to participate. Permission will not be accepted over the phone. Students may need to pay a fee to cover the expenses on some trips. Parents may be asked to help supervise students on these trips. **The lottery process will be used to select chaperones who have completed the chaperone lottery form for each field trip. This process applies to all grade levels.** Parents who serve as chaperones are not allowed to bring children on the field trip. The full attention of each chaperone is needed for the safety and well-being of Woodland students. Safety of students is always the concern when students are away from campus. Students who do not obey safety rules or who cannot control themselves will not be allowed to go on field trips unless a parent accompanies the child and pays any associated field trip fees. This information will be given to parents on discipline referrals or during discipline conferences. Adult chaperones are to be obeyed and treated with respect at all times. There cannot be any changes to the individuals serving as chaperones two weeks prior to the trip.

Chaperone Requirements: 1. Field trip chaperones throughout the district will be required to undergo not just a sex offender check, but also a criminal records check prior to each trip, similar to the pre-employment required for district employees. 2. Staff will be required to check field trip volunteers no earlier than the Monday of the week of the field trip. 3. Any system alerts will be assigned to a district investigator in Information Security for immediate follow up. 4. A dated copy of the Raptor check will be retained with field trip records.

FIRE DRILLS AND OTHER EMERGENCIES

Fire /evacuation drills are conducted monthly. Exit routes are posted in each classroom and the teacher explains procedures at the beginning of the year. During fire /evacuation drills students should exit the building quickly and quietly and must remain with their class. Lockdown and severe weather drills are also conducted periodically to ensure correct student response during emergency situations. Specific directions will be provided regarding proper procedures to follow. Students must follow these directions exactly. *****Students are not to talk or play during emergency drills.**

GRADING GUIDELINE

The district's guidelines will be followed in every elementary school in Greenville County. The guidelines' philosophy is that grades should reflect the accomplishment of the student in the classroom to the fullest extent possible. In essence, grades should be earned. Parents are encouraged to utilize the Parent Portal to monitor their child's progress. Grades are uploaded weekly. Once an assessment is given, teachers have five school days to enter grades into the grading system. Students receive a letter grade (M/P) in penmanship, music, art or physical education. Students must have all A's and B's to make the Honor Roll.

Grading Scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below)

INSTRUCTIONAL PROGRAM

The curriculum at Woodland is a combination of all the experiences a student has while in school. Subject areas that are taught include: Reading, Mathematics, Social Studies, Health, Language, Science, Music, Art, Physical Education, Technology, Character Education, and Penmanship. The School District of Greenville County and The State Department of Education have adopted curriculum standards which teachers follow when planning instruction. Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.

LEADER IN ME

As a "Leader In Me" Lighthouse school, faculty, staff and students all share in leadership opportunities to develop to their full potential. With a spotlight on self, school and community leadership, Woodland Elementary empowers faculty, staff and students with principles to discover the leader in themselves. The Leader in Me teaches adults and students to foster a culture of leadership for all, by using The 7 Habits.

Habit 1 Be Proactive

Habit 2 Begin With the End in Mind

Habit 3 Put First Things First

Habit 4 Think Win Win

Habit 5 Seek First to Understand Then to Be Understood

Habit 6 Synergize

Habit 7 Sharpen the Saw

Habit 8 Find Your Voice

LOST AND FOUND

Abandoned articles found on campus will be turned into the "lost and found". Parents should encourage students to check for missing items often. Due to health and sanitation concerns, items not claimed will be discarded at the end of each month.

MEDIA CENTER (LIBRARY)

The school media center is an important part of Woodland Elementary for both students and teachers. Our media center is open from 7:30-2:15. It is the center for all teaching materials, books, magazines, pamphlets, pictures, filmstrips, recording, software, and other audiovisual aids. It is also the center of our reading program, as it serves as a link between formal reading books and all of the reading materials we use in our everyday lives. It is automated and links us to networked technology in all classrooms. Classes visit the media center weekly. Students are welcome to exchange books or use the media center any time their teacher will allow. Parents are also encouraged to obtain their own library card and to check out books to read to their children. The morning news show originates in the media center and shares the daily announcements and upcoming events with the student body and staff.

MEDICATION ADMINISTERED AT SCHOOL

All medications which include, over the counter (i.e. cough drops, creams, lotions), self administered, non-prescription and prescription medications must be written on a district approved authorization form. All prescription medication must be written by a physician and have a signed parental authorization. All medications must be delivered to the school nurse by a parent, guardian or person over the age of 18. All medications must be in the original, sealed unopened container. All medication district authorization forms are located on the Greenville County Schools website under Medical Forms.

PERMANENT RECORDS

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents and guardian. Please schedule an appointment with a counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school. There is a \$5.00 charge for each request. An additional \$0.10 cents per page charge will be applied after fifty pages. Students who have been out of school less than five years must submit a request to the last school attended. A parent or legal guardian may request a copy of their child's educational records only if that child is under the age of eighteen (18). Payment and photo id must be submitted at the time of request. Records request are typically processed within five (5) working days from the receipt date of completed request form and payment.

PLACEMENT OF STUDENTS

The principal works closely with the classroom teachers, school counselors, and the assistant principals to assign students to a heterogeneous homeroom class.

The placement of all students at the beginning of the school year is considered **TENTATIVE until after the 8th day reconciliation**. Changes in school enrollment and test results may necessitate assigning students to different classes, but every effort is made to limit the changes that are made. Teacher Request Letters are no longer accepted. *Final placement in a classroom is dependent on receipt and review of previous school's records.

Final decisions are made by the administration.

PPRA

Notification of Rights under the Protection of Pupil Rights Amendment-affords parents and eligible students rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. [English](#) [Spanish](#)

PROCESSING END OF YEAR RECORDS

Before a child's record can be processed for the next school year, the following must be completed:

1. All fees for lost/damaged South Carolina textbooks must be paid in full.
2. All activities, materials, etc. that have not been paid for during the year must be resolved.
3. All borrowed lunch money must be repaid to the cafeteria.
4. All NSF checks and service charges must be cleared.
5. All library books must be paid for or returned.

PROMOTION/ RETENTION POLICY

The Promotion /Retention Policy adopted by the School District of Greenville County assures that students reach minimum academic standards at each grade level before they are promoted. Students must meet the criteria set by the district in order to be promoted.

Step 1 Parent conferences will be held to inform parents of the academic concerns about their child.

Step 2 Parents will also be notified in writing before there is a possibility that their child may not meet the standards.

Step 3 Parent conferences will be scheduled to discuss the academic progress the child has made and share ways parents can help their child at home.

Step 4 Retained students must have an academic plan put in place per District Board Policy Rule IHE.

RELATED ARTS PROGRAM

Art, music, and physical education programs are compulsory and students must attend these classes. Art, music, and physical education teachers will work with each class for a class period each week.

REPORT CARDS/PROGRESS REPORTS

All students will receive a report card each nine weeks. This report will grade children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, and physical education. If a report is not received, please notify the child's teacher or school office. Students who have failing grades by interim progress report time will receive a progress report. Final report cards will be accessible through the Parent Backpack. Printed final report cards will be provided by request. Parents can access grades at all times through the Parent Backpack.

SPECIAL EDUCATION SERVICES

Special education services are provided to students who qualify according to South Carolina and Federal IDEA criteria. Parents may request a meeting to discuss their child's academic and/or behavioral struggles with a support team of school professionals. However, a child will not automatically qualify for specialized direct instructions based on failing grades or misbehavior.

SCHOOL PARTIES

There will be a limit of 3 adults plus the aide, if applicable, approved to attend and supervise parties in each classroom. Those individuals include the teacher, aide (if applicable) the room mom or her designee, and a parent selected through the same lottery process used each year in our selection of chaperones for field trips. Parents will sign up to have their name placed in the drawing when notified by the classroom teacher. The list of parents selected to attend the parties will be given to the office prior to the day of the party. Approved parents will be required to register at our front desk on the day of the party at the designated time before proceeding to classrooms. Parents/volunteers can still send in goodies and treats, but we can no longer allow the large numbers of parents to 'drop in' and visit classrooms on party days. Approved class parties are the December Winter Party and May End-of-Year Party. Treats or goodie bags may be sent for other events with teacher approval.

SPEECH PROGRAM

Woodland's Speech Language Pathologists serve students with deficits in the following areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Referrals for Speech screenings are completed by classroom teachers based on specific areas of concern. Parents with concerns regarding their child's speech need to contact the classroom teacher.

STANDARDIZED TESTING PROGRAM

Woodland Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strengths or weaknesses and to help the school improve its instructional program. Parents will receive a copy of their child's test results. Our school test coordinators are available to answer any questions or provide an explanation about your child's test scores.

SUGGESTIONS FOR PARENTS HELPING STUDENTS AT HOME

Habit 1 - Be Proactive

- Provide a quiet place and designate a time for students to study without distractions from television, cellphones, and electronics.
- Provide necessary materials such as paper, pencils, pens and notebooks as well as materials for special projects during homework time.
- Have books and reading materials available to support reading at home.

Habit 2 - Begin with the End in Mind

- Have students explain lessons being studied, thereby increasing their understanding of the material.
- Encourage students to revise work that is not completed neatly and orderly.
- Monitor Parent Backpack regularly for student grades (2nd-5th grades).

Habit 3 - Put First Things First

- Students should attend their Google Meets daily when eLearning to gain additional clarity on assignments and ask questions.
- Ensure that eLearning assignments for each subject are complete and submitted by midnight on the eLearning day.
- Check with students daily about homework assignments to help them plan for study.

Habit 4 - Think Win-Win

- Encourage friends and relatives to give educational gifts such as books, magazine subscriptions, educational games and manipulative toys.
- Help students learn to assume responsibility for their assignments and choices. Hold them accountable for what is expected.

Habit 5 - Seek First to Understand Then to be Understood

- Keep in touch with teachers and counselors about student's progress.
- Be supportive by showing interest in student's work and willingness to provide help when needed.
- Contact the teacher when you have questions or concerns. Expect regular reports of progress.
- Utilize teacher feedback for growth in learning and skills.

Habit 6 - Synergize

- Review with students any work returned by teachers to help students learn from their errors.
- Assist students in memorization of addition, subtraction, multiplication and division facts at appropriate grade levels.
- Do not hesitate to ask for help or clarification.

Habit 7 - Sharpen the Saw

- Provide your student with short brain breaks between subjects to regain focus.
- Help build your child's self-esteem and confidence by providing positive reinforcement.
- Assist students in planning appropriate extracurricular activities to develop socially and physically as well as academically.

TARDINESS

School begins promptly at 7:45 a.m. Students should be in their classrooms by this time and ready for instruction. Woodland opens at 7:00 am daily to ensure ample drop-off time. Punctuality is a quality of good citizenship so help your student be on time. If you arrive after 7:45 a.m, please park in the parking lot and walk your student into the office.

TEACHERS' WORKROOM, MAILBOX AREA, and BREAKROOM

The teachers' mailbox area and the break room area are for teacher/staff use only. Additionally, for safety purposes, children **are not** allowed in workroom areas at any time.

TELEPHONES

The telephones in the office are for school business. Therefore, students may use telephones in each classroom when the need arises or in cases of emergency. Parents can call directly into classrooms to leave voicemail messages for the teacher.

TEXTBOOKS

Textbooks are provided to students at the beginning of the school year. If books are lost or damaged, parents must purchase a replacement copy.

THREATS

All threats from students and/or adults will be taken seriously and reported immediately to the proper authorities.

TOYS

Toys, trinkets, gadgets, or any item that distracts children's attention are not allowed at school. They interfere with teaching and learning and can cause disturbances. Teachers have been instructed to collect all items that do come to school. Parents can pick collected items up from the teacher at the end of the school year.

TRANSFERS

When a student moves from Woodland to another school, the parent will need to come into the school office at least one week in advance to complete a transfer form. School records will be forwarded to the new school upon request from the school. All money owed to Woodland is due prior to withdrawal.

TRANSPORTATION TO AND FROM SCHOOL

Parents must inform their children of after school plans (including how they are getting home from school), before students arrive at school each day. **Please notify your child's teacher in writing if there is a transportation change.** Calls to the school office regarding changes in transportation home are limited to emergencies only and should be handled before 1:30 pm to ensure that your child goes home the correct way. We cannot interrupt classes to deliver repeated messages. Thank you for your help and attention to this important matter. Parents are asked to exercise caution and courtesy while driving on school grounds.

VISITORS

All parents/guardians, visitors, volunteers, vendors and District employees who seek permission to enter school premises during the school day or during any school-sanctioned event not open to the general public, including field trips and dances, must be checked against the National Sex Offender Registry by using the electronic Raptor sign-in system. All persons will be required to present photo ID or district to gain entrance into the school. However, individuals working or attending events open to the general public, such as a field day or school carnival, are not required to be checked against the system but are required to sign in at the appropriate stations.

If a person refuses to have his/her photo identification scanned or does not have a state-issued photo identification, then the individual will not be allowed to enter the school. If he/she is a verified parent/guardian of a student at the school then they must be escorted/supervised by school personnel at all times.

***Everyone cleared for entry receives a badge which must be worn at all times while on the campus. Volunteers and field trip chaperones receive a Volunteer Badge. Parents/Guardians, Visitors and Vendors receive a Visitor Badge. All visitors and volunteers must present a photo ID or district ID and will be checked against the National Sex Offender Registry. All field trip chaperones will require an additional background check. See [Field Trip Guidelines](#) for additional information.**

For safety and management reasons, our office staff will greet you as you enter the office, ask you to present current photo identification, and inquire about your destination while in the building. These procedures are for the protection of our children and staff.

Visitors during Instructional Time:

We are committed to protecting instructional time in our classrooms each day. Since unscheduled visits to the classroom can interrupt the teacher's planned activities and create distractions for children, **parents and visitors are not allowed to visit classrooms unless prior arrangements have been made with the teacher. All conferences must be arranged during non-instructional periods.**

Visitors during Lunch Time: Due to our increased student enrollment, our ability to accommodate visitors during lunch periods has become more difficult due to limited seating. In order to stay on schedule, students & teachers will be served & seated first; teachers will then direct visitors to additional available seating provided on the stage. If a parent of a 4th or 5th grade student visits for lunch, the office will call into the classroom for the student to meet the parent in the cafeteria. The student will eat with the parent on the stage and then return to the classroom at the appropriate time. We appreciate your understanding and cooperation.

*All parents and visitors will join the class at the lunchroom door. When lunch has ended, students will return to the classroom. Parents are asked to end their visit when they exit the cafeteria. Soft drinks are not permitted in the school cafeteria for students.

WALKERS

Parents who would like for their children to walk to/from school will need to contact the school for specific details. Only certain neighborhoods are designated as “walker” friendly according to GCSD Transportation guidelines. Those who walk to school are expected to act responsibly in caring for the property of others and follow all safety rules. We do not provide crossing guards or traffic control personnel on Gibbs Shoals Road. **Please review the expectations for walkers under the Drop Off/Dismissal Procedures section. ALL parents of walkers must complete a “Walker/Bike Rider Permission Form” each year.**

WEEKLY NEWSLETTERS

Parents will receive from every classroom teacher a report each week giving an academic and behavior report on their child and a brief overview of the upcoming curriculum topics of study. This will enable parents to be involved with their children’s studies. If any parent does not receive a Weekly Newsletter, either by paper or electronically, the parent needs to contact the teacher to determine the issue. Please read every memo for important school information. Teachers in each grade level will notify parents of newsletter/ folder procedures.

LEADERSHIP OPPORTUNITIES

Woodland Elementary School has many opportunities for students to develop leadership skills as well as participate in extracurricular activities and clubs. In an effort to create fairness for all students, the administrative team has created a list of guidelines for selection and participation in these clubs.

Tour Guides

Beta Club

Welcome Leaders

WES Morning Show

Library Cadets

Safety Leaders

Student Lighthouse

Office Leaders

Announcement Leaders

WIG Wagon Leaders

Flag Patrol

Birthday Wish Leaders

Performance Groups

Chorus

Drum Ensemble

Various Covey Clubs

IMPORTANT PHONE NUMBERS

355-0400 Main Office, Principal, Assistant Principals
355-0408 Cafeteria
355-0413 School Counselor-Mrs. All
355-0404 School Counselor-Mrs. Bishop
355-0496 School Counselor-Mrs. Evans
355-0468 ESOL
355-8286 ESOL
355-0407 Nurse
355-0405 Media Center
355-3100 Greenville County Schools Central Office
355-7330 Taylors Bus Center

EQUAL OPPORTUNITY

No student in the School District of Greenville County shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin; and no student shall be denied a free appropriate education as a result of any handicapping condition.