



# WESTCLIFFE ELEMENTARY SCHOOL

2018 - 2019



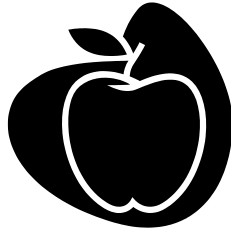
*Welcome to*  
**Westcliffe  
Elementary  
School**



Ms. Carolyn H. Morgan, **Principal**  
Mrs. Beth Farmer, **Assistant**  
Ms. Angie Tate, **Secretary**  
Mrs. Belinda Gambrell, **Clerk**

Dr. Burke Royster, **Superintendent**

Policies and procedures printed in this publication are based on accurate information at the time of printing. District discipline policies are outlined in *Parent Express*, the Greenville County Schools' parent newsletter, which will be mailed in early August. District policy is also posted to the district's website: <http://www.greenville.k12.sc.us/index.asp>.



*Westcliffe: Learning Today, Leading Tomorrow*

*Dear Westcliffe Wildcat Parents/Guardians,*

*On behalf of our teachers and staff, Welcome to Westcliffe Elementary for the 2018 – 2019 school year! This **Student-Parent Handbook** has been prepared for you so that you will have an accurate source of information regarding our school's policies, procedures, and services. Please take a few minutes to read it and keep it for future reference.*

*Westcliffe's Mission is to meet the total educational needs of each student. Our faculty and staff are committed to this mission and to providing a strong instructional program which builds on the strength of each child. Our goal is for all children to be happy and successful learners. We celebrate and applaud the help and involvement of our parents, guardians, and community as we partner to fulfill this mission.*

*Thank you for joining us to help make sure all of our Westcliffe Wildcats accomplish their academic and personal goals. We look forward to another successful year as we work together in providing the best educational program possible for our students.*

*If I can be of service to you in any way, please do not hesitate to contact me. I look forward to working with all of our students and parents throughout the year.*

*Sincerely,  
Carolyn Morgan  
Principal*

# School Policies & Procedures

## Legal Custody

If you have legal custody of your child and you DO NOT want anyone else picking up your child, you must inform the office. A copy of the Court Order must be brought to the office and filed before we can deny a biological parent from taking his or her child from school. Please inform the office in writing that you are the only one to pick up this child.

## Address Change

It is important that we have your current address and phone number on file at all times. This information is especially important in case of an emergency. Please notify the school office immediately upon changing your address or phone number (home or work).



## Student Withdrawal from Westcliffe

If a child's family changes residence outside the Westcliffe attendance area, it will be necessary to withdraw the child from school and enroll the child in the school which is in the appropriate attendance area. All textbooks and library books are to be returned to school. Any fees owed to Westcliffe must be paid before the transfer can be complete. Also, the parent should sign a "Release of Permanent Records" so that there will be no delay in sending the permanent records.



## Party Invitations

If a child expects to give out party invitations in class, students **MUST BRING ONE FOR EACH CHILD.** If the whole class is not to be invited to the party, please make arrangements to deliver the invitations outside of the school setting.

## Birthday Party Celebrations at School

Parents may bring cookies or cupcakes during your child's scheduled lunch time to be shared by their class. PLEASE Do NOT bring a birthday cake due to the limited time students have to eat lunch.





## SCHOOL VISITATION

ALL Visitors need identification in order to sign in at the office. Everyone will need a Visitor's Badge including volunteers and parents. This is for your child's protection and safety of everyone in the school. Pajamas or bedroom shoes are not allowed at any time while visiting Westcliffe.



## DAILY SCHEDULE

- 7:20 a.m.** School opens to students
- 7:20- 7:50 a.m.** Breakfast is served
- 7:45 a.m.** Teachers' work day begins.  
Students go to classrooms.
- 8:00 a.m.** The school day begins.  
Students are considered *tardy* if they are not *in class* by this time.
- 2:25 p.m.** Bus riders and walkers are dismissed
- 2:30 p.m.** Car Riders/Walkers leaves
- 2:45 p.m.** All car riders must be picked up by this time.
- 2:45 p.m.** End of teacher work day
- 4:00 p.m.** School Closed.

If students arrive before 7:45 a.m. and are not eating breakfast, they are to go to their morning areas to be supervised by the teacher in charge. Teachers will be in class to receive students by 7:45a.m. **Breakfast is served from 7:20 – 7:50. NO breakfast is served after 7:50.**



## STUDENT DROP OFF & PICK-UP

**Parents or Anyone picking up a student must have the Tag Number for the student. Anyone without a Tag must come in to the office with ID to pick up any student.**

***PLEASE DO NOT TO USE CELL PHONES While Picking Up Students. Drive slowly, and cautiously during school arrivals and departures.***

### **MORNING ARRIVALS:**

**No car riders are to be dropped off in front before 7: 20. Doors to the school do not open for car riders and walkers until 7:20.**

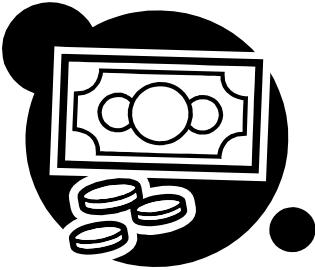
### **AFTERNOON DEPARTURES:**

**ALL students are dismissed from their classrooms. Car Tag numbers appear on the board and they come to the front to line up and go outside to their cars. Parents please help children learn their tag number. PARENTS ARE TO STAY IN THE CAR LINE. This helps us safely load children.**

**Beginning at 3:00, all parents must come inside to the office with your child's Tag Number or ID to sign out children in the Late Pick Up Notebook.**

## TRANSPORTATION CHANGE

Please call the school office at 355-0300 *before* 1:30 p.m. should you need to make a change in student transportation. Be sure to call daycares to notify them of any changes. Remember to send your child's teacher a *written* note about such changes. All notes must state student's first and last name and teacher's name.



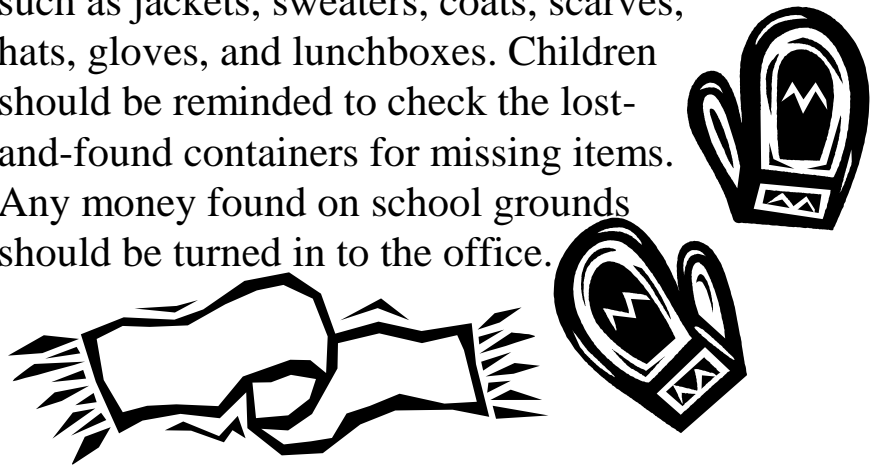
## MONEY SENT TO SCHOOL

Children are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or exchanged. Please remind students they are not to exchange money or items with each other. Money should be sent in an envelope or zip-loc bag with the student's name and purpose for the money clearly written on the outside.



## LOST AND FOUND

To help minimize lost articles, make sure students' names are on all clothing items such as jackets, sweaters, coats, scarves, hats, gloves, and lunchboxes. Children should be reminded to check the lost-and-found containers for missing items. Any money found on school grounds should be turned in to the office.



## TEXTBOOKS

Students will have textbooks assigned to them by their teacher. Pupils are responsible for keeping their books in good condition. Pupils losing or damaging a book (textbook or library) shall be required to pay for such books. Should a lost text that has been paid for be found, the money will be refunded. Textbooks serve as the major resource for concepts and skills taught by the classroom teacher. Students are permitted to take their texts home, but must be responsible for their care and return to school.



# Safety & Discipline

## STUDENT BOOK BAGS

BOOK BAGS ON ROLLERS *are not* permitted unless a medical note from the child's doctor stating why one is needed.

## DRESS CODE

The primary objective of Greenville County Schools is to provide a World-Class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. The following minimum standards apply throughout Greenville County Schools and will be vigorously enforced. Principals may make additions to these standards.

- Student dress and grooming must be neat and clean.
- Middle and High Schools-Shirts/Blouses should be tucked in unless designed to be worn outside the pants/skirt. At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
- Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests or see-through or mesh garments worn without shirts. Shoulder straps must be at least three inches wide. Bra straps and bra sides must not be visible.
- Students shall not dress in such a way that partially or totally exposes underclothing.
- Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
- Skirts should fit and be in good taste and not be shorter than mid-thigh.
- Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts or athletic shorts of any kind are not permitted.
- Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
- Shoes or sandals must be worn. Flip-flops (shower type shoes) are not permitted.
- Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- **Hair of non- human color is not permitted.**
- Extraneous articles hanging from clothing such as chains are not permitted.
- **Facial jewelry is permitted to be worn only on the ears.**

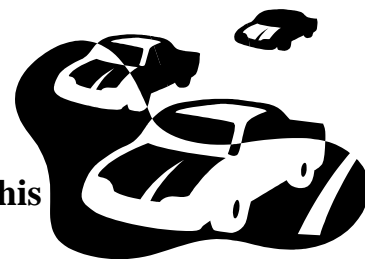
As posted to Greenville School District's website: <http://www.greenville.k12.sc.us/gcsd/depts/admin/policy/code3.asp>

**NOTE:** Students need to adhere to the guidelines for dress code. Parents will be called to come bring clothes or belts to their children if these articles are needed. No student will remain at school if District Policy is not followed. After three warnings, a *referral* will be written for dress code violations. ***Girls need their skirts and shorts to come to the tips of their fingers when their hands are held by their sides while standing. Any shorter clothing will result in parents being called to bring some appropriate clothing or to take the student home. Boys are not to wear sagging and bagging pants at any time.***



## WESTCLIFFE'S TRAFFIC PLAN

Our objective is to provide safe pick-up and drop-off procedures for the children, while maintaining an orderly traffic flow to minimize the length of time of heavy traffic in the morning and in the afternoon. Parents remain in the car line with your Tag Number on your car mirror so we can call your child and load all students safely.



**Westcliffe School Opens for students to come inside at 7:20 a.m. This is when staff is to supervise students.**

**Students must be in school for 3 hours in order for the day to count.**

Students arriving before 7:45 a.m. need to be dropped off at the front entrance and go to their grade level waiting area.

**No Cars Are To be Left Unattended due to creating safety concerns.**

### **DISCIPLINE**

Westcliffe supports an environment for learning and student achievement. All learners are responsible and accountable for their behavior. Most discipline problems should be handled between the teacher, student, and parent. While discipline is an individual matter, the School District and the staff at Westcliffe are committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education. All students will be expected to conduct themselves at all times in a manner that will be in the best interest of the school and the students.

Every reasonable effort will be made to keep students within the school's sphere of influence. Actions that could lead to suspension or expulsion include stealing, obscene or profane language or gestures, fighting, disobedience, striking staff members or other students, blackmail or threats, disrespect to staff members, possession of weapons, cutting classes, destruction of property, violation of bus rules and policies. **Students who fight will be suspended. If a student is being bothered by another student(s), he/she should report this to their teacher at once before the problem erupts into a fight.** Students who bring weapons (guns, brass knuckles, blackjacks, stars, razors, box cutters, pocketknife, etc.) to school will be immediately suspended from school and referred to the District Office for disciplinary action. The sale, possession, consumption, or being under the influence of illegal drugs, alcoholic beverages, or toxic substances will result in recommendation for expulsion to the District Office.

A copy of the Disciplinary Code of the School District of Greenville County can be found by a link from the district's website. Discipline policies included in this publication are based on information at the time of printing. District discipline policies are outlined in *Parent Express*, the Greenville County Schools' parent newsletter, and published to the district's website.





## GENERAL RULES

1. Respect is mutual. Treat others as you want to be treated.
2. All students have a right to learn without disruption or interference from other students.
3. **Toys and other personal property** such as electronic devices, skateboards, sports equipment, trading cards, etc., **are NOT ALLOWED at school.** The selling or trading of such items is prohibited at school.
4. **Bullying of any kind will *not* be tolerated anywhere at school, at any bus stop, or while walking to or from school. Incidents of bullying should be report to a teacher or administrator immediately.**
5. **Students who fight will be sent home regardless of who started the fight. Students are encouraged to tell someone if another student is trying to start a confrontation that could lead to physical contact.**
6. Fire and other safety drills are to be respected. They are to help students and faculty to be prepared to take appropriate action should an emergency situation arise. All students should remain quiet and follow the instructions of the teacher during any drills.
7. Report all accidents to the office or your teacher immediately.
8. Chewing gum is *not* allowed at school.
9. Help keep our school campus clean.

## ATTENDANCE

**STUDENTS MUST BE IN SCHOOL FOR 3 Hours for THE DAY TO COUNT TOWARD ATTENDANCE FOR THE DAY.**

### GENERAL ATTENDANCE GUIDELINES

1. **The school is NOT OPEN to car riders and walkers BEFORE 7:20 a.m.**
2. Students arriving between 7:30 and 7:45 a.m. must go to their morning assigned area for supervision.
3. Classroom instruction begins promptly at 8:00 a.m. Students arriving after 8:00 are considered tardy. Parents are asked to plan for traffic and other problems so that your student will be on time. **Students arriving after 8:00 a.m. must be accompanied by a parent or guardian to sign them in.**
4. Early dismissal from school is only to be requested when absolutely necessary and requires a note from the legal guardian. **NO EARLY DISMISSAL AFTER 2:00.**
5. School is dismissed at 2:30 p.m. Parents of cars riders are asked to make to pick-up their student on time. Please follow the directions for afternoon dismissal in this Westcliffe Handbook.



## **TARDIES**

School begins promptly at 8:00. Help your child to be on time. When a child is late, **parents must come into the office to sign the child in.** \*Students who attend Westcliffe on Special Permission and who are continuously late will be denied permission to attend Westcliffe. Westcliffe's Social Worker will be in contact with parents whose child/children are constantly tardy and/or have more than 10 unexcused absences.

## **EARLY DISMISSALS**

In order to avoid interruptions in the educational program we ask for your cooperation in not picking up your child or children during school hours. Whenever possible, medical and dental appointments should be made after school hours. **If a child needs to be picked up from school, the parent must send a note to the teacher in the morning stating the reason for the early dismissal, who will pick the child up, and the time the child will be picked up. They will need to bring their ID for us to verify who they are.**

### **NO EARLY DISMISSALS AFTER 2:00**

Please report to the office when you come to school for an early dismissal. We will then request that your child be sent to the office to meet you. **This is for the safety of all children!**

## **PERFECT ATTENDANCE**

Students who do not miss *any* school days during the quarter, will be honored for having Perfect Attendance with a Red Ribbon and recognized during Awards Programs.

## **EXCUSED ABSENCES**

Excused absences include:

- Serious chronic or extended illness of the student certified by a physician.
- Serious illness or death in the immediate family requiring the presence of the student. (3 day limit)
- Recognized religious holidays for students of a particular religious faith when prearranged.
- Prearranged absences for other reasons and/or extreme hardships are at the discretion of the principal.

## **EXCUSED ABSCENCES CONTINUED**

In order for an absence to be considered excused, a parent/guardian must provide the following:

- Personal illness shall be verified by a doctor's excuse from the parent or guardian **WITHIN ONE WEEK** of the return of the student to school. Extended illnesses (those exceeding one week or anticipated to exceed two weeks) must be verified by a physician **WITHIN ONE WEEK** of the student's return to school.
- Absences for serious illness or death in the student's immediate family shall be verified by an excuse from the parent/guardian **WITHIN ONE WEEK** of the student's return to school.
- Absences for religious holidays and/or other reasons must be requested in advance by the parent/guardian stating the purpose of the absence. This request must be relayed to the student's teacher for input so that the principal can make an informed decision whether to approve the request. If the request is not approved, this must be communicated to the parent/guardian making the request.
- Provision for making up school work missed during excused absences shall be worked out with the student's teacher(s) at the earliest time possible but should not exceed five school days after the student returns to school.
- The status of all students' absences shall be communicated to the student's teacher(s) within two days of the student's return to school.
- Make-up of school work missed during unexcused absences may be approved only with the permission of the principal after consultation with the student's teacher(s).
- Student absences from school activities may be excused by the principal.
- **ACCRUED STUDENT ABSENCES MAY NOT EXCEED TEN (10) DAYS (for any reasons) DURING THE SCHOOL YEAR. ANY ABSENCE IN EXCESS OF TEN (10) MAY CAUSE THE STUDENT TO LOSE CREDIT FOR THE YEAR.**

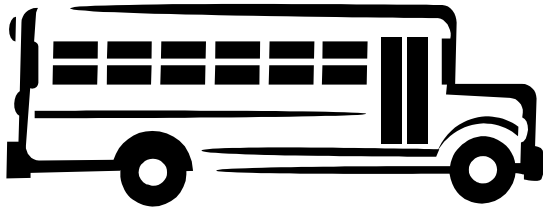
### **Distribution of Flyers or Materials**

**Westcliffe Elementary will not distribute flyers or materials from any external groups or organizations. You may get more information on this policy by going to links on either Greenville Schools Parent Portal or Westcliffe's school web site.**

## School Bus Transportation

Transportation for students attending school in South Carolina is provided subject to the approval of this agency. School officials have no authority to alter bus routes or stops without the proper approval. All bus drivers are properly certified and licensed by the South Carolina Highway Department. Only those students who are eligible for school bus transportation may ride the bus. A bus rider may not walk home or ride with someone else unless he/she has written permission from his/her legal guardian. 4 year olds – first graders wear a tag and must have someone meet them with their tag number at the Bus Stop.

Our goal is to assure that all school buses provide safe transportation for all children and that all children who ride the school bus exhibit good citizenship while on the bus. Students who cannot or will not control their behavior on the school bus will be denied the privilege of riding the bus. Riding the bus is a privilege, not a right.



### FIELD TRIPS

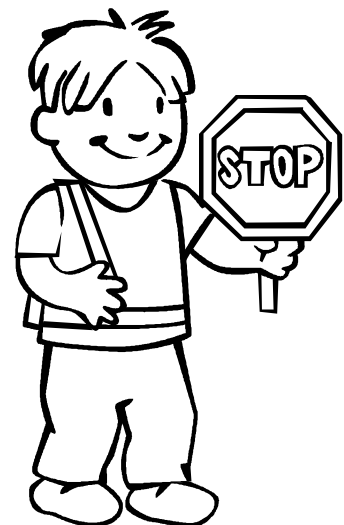
Throughout the year students will be taking field trips to various places with their class. Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom. The School District requires written permission from the legal guardian before a child is permitted to go on a field trip. In order to avoid a disappointing situation of not being able to send a student on a trip, please sign the form and encourage your child to make certain that the form is returned to the teacher. Students WILL NOT be allowed to call parents for verbal permission. If parents do not wish for their child to participate in the field trip, the student will be assigned to another teacher until the class returns. Students who participate in the field trip will be required to ride the bus with their class. Students WILL NOT be allowed to ride in the vehicle with a parent.

\*\*\*\*\*

**No Refunds for Field Trips will be given After  
The Deposit has Been Paid.**

### SAFETY PATROLS

It is the responsibility of the patrol to assist with students arriving at school and students being dismissed from school. They will assist with children throughout the school and on the school campus during arrival, dismissal, and boarding buses. Students are to obey the patrols as they have the authority to help with student behavior in the halls and on the school campus.



## CAFETERIA - BREAKFAST AND LUNCH PROGRAM

A nourishing, well-balanced meal is served each day for students and staff. The cafeteria uses a computerized payment system. The students will have a number to put into the system each time they come through the line at breakfast or lunch. This way, the cafeteria knows how many meals were served during breakfast and at lunch on any given day as well as the names of students who eat.

Westcliffe is so fortunate to be a Universal School for Meals. This means our children do not pay to eat breakfast or lunch while attending Westcliffe. If you want to put money into an account for snacks or ice cream, you can come and check in at the office to go to the cafeteria beginning at 7:45 a.m. to pay or you may send money with your child in an envelope with the child's name, amount, and name of teacher on the front. This will help the lunchroom staff in crediting the proper account so your child can buy ice cream or snacks sold by the cafeteria. Students need to eat the healthy lunch and to give them plenty of time to eat, students may only buy 1 snack item during their lunch. period.

Parents are invited to have lunch with their children at any time. You will need ID so that you can get a Visitors Badge to go to the Cafeteria. Please call the school and we can tell you what time your child goes to lunch. **Adult Meals Cost: Breakfast: Adult \$2.10 Lunch: Adult \$3.80**

- If a parent plans to eat lunch with his/her child, please send a note or call 355- 0300 before 9:00 a.m. so he or she will be included in the lunch count.
- Parents are encouraged to be aware of the exact time their child eats lunch.
- Upon arriving, show your ID and *sign in* at the office and get a *VISITOR'S BADGE for the cafeteria.*
- If parents arrive early, please wait in the lobby area. You may not go to your child's classroom.
- **Parents are asked to say good-bye to the child in the cafeteria at the end their lunchtime.**
- The microwaves in the cafeteria are for teacher use only. Students may use a thermos to keep foods warm.

The Universal Program allows our children to have 2 meals (breakfast and lunch) at No Cost to parents or guardians. If you have any questions, please call and ask to speak to our Cafeteria Manager.



## **LIBRARY**

The Westcliffe library is open after school as well as during the school day. Students may return books and check out books after school and during the school day with their teacher's permission.



## **HEALTH CARE**

### **Accident Insurance**

Accident insurance is available to cover the child while at school and while traveling to and from school. Information is given to the students at the beginning of the year. If you desire 24-hour coverage, it is also available. The school will not pay medical bills for injuries, so we strongly encourage you to purchase school insurance.

### **Health Room Services**

Any student who is not feeling well or who has been hurt will be sent to the health room. The health room does not give aspirin or any other medication unless it is **BROUGHT** to the health room by the parent with written instructions as to how it is to be administered. Parents are notified if their child is running a fever, vomiting, or involved in an accident. This is why it is **absolutely necessary** that we have current home and work phone numbers at all times. Please be sure that you complete an *Emergency Information Form* and a *Health Room Card* on your child and that you keep us up-to-date on phone numbers where parents can be reached. All

**Health Forms can be found on Greenville County schools websites:**

**<http://www.gcsd/dept/stusery/health.asp>. Please call the nurse if you have any questions.**

### **Administering Medication at School**

If your child is on a long-term prescribed medication, it is necessary to obtain a form, Permission to Administer Medication, from the office and sign it so that we can keep it on file. Please include on the form any side effects the child may experience. Prescription medication should be in the original container and **must** have the following information: 1) child's name, 2) time to be administered, 3) dosage to be administered, and 4) the name of the drug.

**Parents must bring all medications to the health room or office. DO NOT SEND MEDICATIONS WITH YOUR CHILD. If you forget to give your child his/her medication in the morning before school, you will be notified to come to school to administer the medication. We cannot give medication that is to be given at home.**

### **Excuses from Recess and/or Physical Education**

Sometimes, after a serious illness, a parent may wish to have his/her child excused from recess or physical education. Please send a note with that information to the teacher. For an extended

## HOME-SCHOOL COMMUNICATION

**Regular communication between parents and teachers provide an excellent opportunity to discuss many details regarding your child's school experience that cannot be conveyed on the Report Card. These conferences may be requested by the teacher or parent in order to share knowledge about your child and get a better understanding of their needs. Regular contact between home and school will help the child see that both parents and teachers care about their progress.**



**We hope each parent will be able to confer with teachers on a regular basis during the school year. At any time, you may send a note to your child's teacher if you would like to schedule a conference. Parents please do not go to classrooms at any time in the mornings as they are trying to get children settled to begin our day.**

**Conferences will be arranged by teachers during the fall of the school year for the purpose of providing comprehensive information to parents about their child's progress for the school year. Parents are encouraged to come to the school at the time of the scheduled conference to meet with their child's teacher. If you are unable to attend, please call or send a note asking for a different time to meet.**

**During the school year, we will communicate with parents through Newsletters and Westcliffe school flyers about various activities that are going on at school. In addition, parents will periodically receive forms that should be filled out and returned to school. These forms assist the school in acquiring important information and assist in providing additional services for our students.**



## **Instructional Technology Use**

Westcliffe Elementary school's faculty uses many forms of instructional technology to appropriately challenge and support learners in the school environment. In addition, students in grades 3<sup>rd</sup> through 5<sup>th</sup> have access to district email for instructional purposes as well as their own school issued computer to use while in school. Below are some basic guidelines and expectations established by the district regarding students' use of instructional technology.





## **Computer & Instructional Technology Use**



### **The School District of Greenville County Student Acceptable Use Policy Agreement**

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration. Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.

- Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Home directories will only be provided to students if needed or educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

# Reporting Your Student's Progress

Report cards are guides for learning rather than the goals of learning. Students and their parents should see grades as indicators of their child's present achievement indicators.

## Progress Reports

Progress Reports will be sent home at the half way mark between each quarter. See the dates below. These reports must be taken home and signed by the parents. Interim reports are sent home for the student's and parent's benefit. They may help to make the student and parents aware of any problems which could be corrected before Report Cards are issued. .

- **September** 17
- **November** 27
- **February** 13
- **April** 30

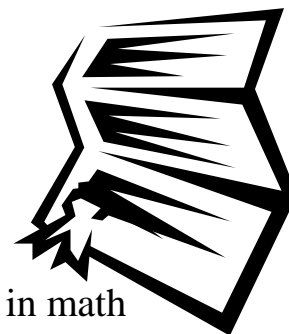
## Report Cards

At the end of each nine week period, students will receive a Report Card with the grade he/she has earned in each class. The Report Card will go home as a record so that parents can discuss the grades with student or contact the teacher with any concerns. Final report cards will be mailed home at the end of the school year. Students will be required to bring a self-addressed stamped envelope for that purpose. If a student owes money for lost books or other school obligations, report cards can be held until those fees have been paid. If a student or parent has any question about the grades or progress, the student's teacher should be contacted. Parents are urged to request conferences with the teacher whenever necessary. Dates Report cards will be sent home are:

- **October** 30
- **January** 23
- **April** 2
- **June** 7

## GRADING POLICIES

An "A" will only be given to those students working *on or above grade level* and who are performing in a truly outstanding manner. Students *one instructional grade level below their grade placement* in math and/or reading and performing in a satisfactory manner will receive no higher than a "B".



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. The report card indicates whether your child is working on or below grade level in math and reading.

Students will receive a grade of **Q, M, P, or L** in handwriting, music, art, and physical education to denote student performance. Students must have all A's and B's and S's in all graded subjects to make the Honor Roll.

## REPORTING STUDENT GRADES

Kindergarten and First Grade do not receive numerical grades. They are assessed according to SC Academic Standards on their progress.



### Report Card Grade for 2<sup>nd</sup> – 5<sup>th</sup> Grade:

**A** (90 – 100)

**B** (80 – 89)

**C** (70 – 79)

**D** (60 – 69)

**F** (50 – Below)

### **Honor Roll**

Westcliffe will recognize each student who makes the Honor Roll all four reporting periods. Students must only have A's and B's to be on this Honor Roll. First Graders do not participate in Honor Roll.

### **Principal's Honor Roll**

Students who make all "As" are placed on the Principal's Honor Roll and receive a Gold Seal on each Report Card that students accomplish this in second through fifth grades..

### **Homework**

Homework is an extension of classroom activity, and the assignments should be challenging and meaningful. Homework is given daily in math and reading. The assignments will be accepted the next day, and partial credit will be given. Zeros given for no homework will result in a lower grade.

### **Retention Policy**

The decision to promote or retain a child is considered carefully in each case. In order to teach effectively, students must be performing at a certain level in reading and/or math before they progress to the next grade. It is recognized that some students benefit from the opportunity to continue in the same grade next year.

Certain criteria are followed during the retention process. During the first parent conference, parents are informed if the child is not doing grade level work. Parents will also know how their child is performing by reviewing progress reports and conferencing with the teacher. By the third grading period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may profit by continuing in the same grade another year. Final responsibility for promotion and retention of students rests with the principal.

Please keep in mind that state attendance regulations require that students who have accumulated more than ten (10) unexcused absences and not making progress on grade level can be retained.

# PTA

*Parents,*

*Having a working and engaging PTA is the difference between a good school and an excellent school. The PTA's support makes a dramatic difference at Westcliffe. It furnishes more than just monetary support, although it does a good job of providing many of the extras that are needed. It lends helping hands, boosts morale, works with children, and lends guidance to the teachers and administration.*

*It is an organization of people that gives freely of their time and energy with one goal in mind. That Goal is the welfare and best interest of children. I encourage everyone to join and support the PTA and Westcliffe Elementary. Let's make our efforts show that as a Westcliffe parent or student that we know:*

*“ Westcliffe Elementary Cannot Hide That Westcliffe Pride.”*

## **PTA MEMBERSHIP**

All parents, friends, and members of the community are invited to join and participate in the activities of the Westcliffe PTA. Our purpose is to enhance the education program of our students. As parents, you'll be hearing more from PTA Board Members about ways that you can be involved. Membership is \$6.00 per person. Membership dues should be sent to the student's homeroom teacher.

## **PTA OBJECTIVES**

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth, the highest advantages in physical, mental, social, and spiritual education.

## **PARENT VOLUNTEERS**

We need your help. Parents are the backbone of our school. Working as a school volunteer can be exciting and fun. Your volunteering can help meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at our school. If you have an interest which is not listed, please contact PTA and let us know what you would like to help with. Please give our students some of your time.

Remember, this is your school and we can only be as good as the efforts each of us puts forth. If you are interested in serving as a volunteer, contact the school office, and we will put you in touch with the Volunteer Coordinator. Volunteer opportunities include: **Class Parties, Fund Raisers, Carnival, Room Parent, Media Center, School Beautification, Health Room, and Tutoring.**

## **STUDENT SPEAKERS AT SCHOOL – SPONSORED ACTIVITIES**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs, and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expressions, by the individual students as long as that expression does not create a disruption to or interferes with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

## **TECHNOLOGY**

### **Administrative Rule EFE: Data Security and Use of Technology ( Student Version)**

See Full Version: <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

#### **1. Introduction**

Each employee, student or non-student user of GCS information system is expected to be familiar With and follow the expectations and requirements of this rule.

A. Legal Requirements

B. GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but not limited to the following:

1. The Family educational Rights and Privacy Act (FERPA)
2. Individuals with Disabilities Education Act (IDEA)
3. Children's Online Privacy Protection Act (COPPA)
4. Health Insurance Portability and Accountability Act (HIPPA)
5. Children's Internet Protection Act (CIPA)