



# WESTWOOD ELEMENTARY SCHOOL

*"WestwoodWORKs!"*



Our vision is to create a learning environment where students are valued, equipped, and inspired for success.

## **A Message from the Principal**

Dear Families,

On behalf of the faculty and staff, I would like to welcome you to the start of the 2023-2024 school year. We are very excited to have another rewarding year here at Westwood Elementary and are looking forward to educating and inspiring the young people in this community. Our school has a rich tradition of combining academic excellence with a sense of community responsibility and service. The continuation of this tradition is the goal of everyone connected to our school.

We ask that you please read through this handbook and familiarize yourself with our school's procedures, rules and policies that will impact your child's success in our school. These guidelines apply to every student at our school and are designed to ensure a positive, safe, learning environment for the students, staff and faculty. Reading and understanding the information in this handbook will answer most of the questions that may arise during the school year.

Every student who walks through our doors is expected to do his or her best in academics and behavior. All students are expected to represent their homes and families in a positive manner. Our school seeks to engage students on their level and equip them with the skills necessary to be successful at the next level. We are confident that through the joint efforts provided by the school, parents and community that everyone will have a successful year.

Parent involvement is a key factor in the success of a child's education. No student will achieve what he or she is capable of without parent involvement. Parents are encouraged to have a working relationship and open communication with their child's teachers, staff and principal. Our faculty and staff are always eager to discuss our plans in the education of your child, and we encourage you to support our plans at school, as well as at home. There are several opportunities for volunteer involvement of community members and parents in our school, and we welcome your input. Look for information in your child's folder and on our website about ways you can get involved. Please contact the school if you would like to volunteer your time and/or services.

With everyone cooperating and working for the benefit of the children, we will ensure a safe and nurturing environment that will equip our students for success now and in the future.

Sincerely,  
Paul Anderson,  
Principal

## General Information

### **Vital Statistics:**

Your child should have the following in his/her permanent school record. This record goes with your child throughout their school career. It is available to you at any time.

- Copy of birth certificate (official copy from Health Department)
- Copy of Social Security card
- South Carolina Immunization Certificate

(Your child cannot attend school without an up-to-date South Carolina immunization certificate on file in his/her permanent record. Students coming from other states will be required to get necessary shots to bring records up to date as soon as possible and present a South Carolina immunization certificate from the South Carolina Health Department.)

- A Medicaid number if applicable

### **Equal Opportunity: Programs and Activities:**

Abbeville County School District does not discriminate on the basis of race, color, creed, national origin, sex, age, disability or handicap in admission to, access to, treatment in or employment in its programs and activities. Inquiries regarding the non-discrimination policies should be made to: Abbeville County

School District  
Director of Personnel  
400 Greenville Street  
Abbeville, SC 29620  
864.366.5427

### **Student Expectations: Westwood W.O.R.K.S!**

**W - Wisdom**

**O - Order**

**R - Respect**

**K - Kindness**

**S - Safety**

### **Students should:**

- Be present each day unless he/she is sick or there is an emergency.
- Be present in the classroom by **7:45 a.m.** each day. (**Tardy after 7:45 a.m.**)
- Come prepared with all needed materials (books, paper, pencil and homework).
- Give his/her best effort and complete assigned tasks on time.
- Obey all school rules.
- Cooperate with and be respectful of all school personnel.
- Be clean, neat and appropriately dressed for school. See the dress code for specifics.
- Ask the teachers for help and assistance whenever needed.

## Academics

**Textbooks, Paper, and Pencils:** Textbooks, paper, and pencils are general tools needed by each student each day. We ask that you check each morning to make sure that your child has the necessary tools for activities before he/she leaves for school.

**Textbooks and Library Books:** When a student is loaned a textbook for the school year, or checks out a library or classroom book, the student assumes responsibility for maintaining the book in good condition and for returning it to the school at the appropriate time. **Students are responsible for the costs of lost/damaged textbooks, classroom books, or library books.**

### Grading Policy

**Grading Scales:** Academic progress will be reported through the state’s uniform grading policy. This 100-point scale for grades 3-5 is broken down as follows:

- 90-100 – A
- 80-89 – B
- 70-79 – C
- 60-69 – D
- 0-59 – F (Failing)

Students are graded on effort and participation in art, music, and physical education.

**Honor Roll:** Students in grades 3-5 can qualify for the honor roll during each term of the year.

**Honor Roll:**

A Honor Roll: 90-100 (All A’s)

A-B Honor Roll: 80-100 (Any combination of A’s or B’s)

### JUNIOR BETA CLUB (dues \$25.00)

Qualifications for Membership:	Elementary School Level Grades 4-5
Ethical Character	-No office referrals -Model character and exemplary behavior
Exemplary Achievement	-Members must maintain a 90 or above average in all core academic subjects -Must score meets or exceeds in all areas of the SCREADY assessment
Commendable Attitude	
Grade Levels	4-5
Induction Held	Fall
Probation/ Removal Guidelines	If students average falls below 90, they go on probation 1. They can still participate and have 1 quarter to improve their average. If the average is not improved, they go on probation 2. They can not participate. If the average is not improved the following quarter, they will be removed.

## Student Attendance

It is the policy of Westwood Elementary School to encourage regular school attendance on the part of all students. Students are expected to attend class every day, be on time, and remain in school all day unless dismissed for illness, dental, or medical appointments, emergencies and other reasons deemed justifiable by the principal. If a student fails to bring a valid excuse, then it will be marked an unlawful absence. **A total of 5 unlawful absences is considered TRUANT.** Administrative action is required at that point.

**Absences:** Students who are absent are required to bring a written excuse from their parent or doctor for each excused absence. The excuse must include:

- Date of absence
- Reason for absence
- Signature of parent or guardian or doctor

**Lawful or excused absences by Board Policy are as follows:**

1. The student is ill and his/her attendance in school will endanger the health of the student or others.
2. There is a death or serious illness in the home.
3. There is a recognized religious holiday of their faith.

**Unlawful or unexcused absences by Board Policy are as follows:**

1. Students are willfully absent from school without the knowledge of the parent or guardian.
2. Students are absent without acceptable cause with the knowledge of their parents. Example: vacation, recreation, shopping etc.

**Note:** Each school day missed is over 4 hours of instruction that must be made up. Students have 5 school days to complete make-up work missed due to an absence. After 5 days, the student will receive a "0" as a grade for incomplete work. Excessive absences may require students to stay after school to get caught up on work.

**Regular School Day Hours:** Westwood Elementary School's regular school day hours for students are from 7:45 am to 2:35 pm. Bus riders and car riders will be dismissed beginning at 2:35 pm.

### Arrival

**Car Riders:** Students must be dropped off using the loop to the left of the drive. Parking spaces in front of the school should only be used before 7:50 am by parents wishing to come in and speak with a staff member. Do not drop off car riders before 7:00 am each day.

**Tardies:** The side doors of the school will be locked promptly at 7:45 A.M. Students who arrive to class late (after 7:45) are considered tardy. **Once the doors are locked, the parent must come to the front office to sign the student in and receive a tardy slip.**

### Dismissal

**Early Dismissal:** Students must remain at school until **11:15 am** to be counted present for the school day. When a child is dismissed early, the child must be signed out in the office by a parent or guardian. All early dismissals must occur before **2:00 pm** to avoid conflict with the bus lanes. **Buses will leave our**

**campus at 2:20. No child will be allowed to leave the school unless signed out by a parent or guardian or a designated representative of the parent/guardian.** The school officials should be notified by note when a designee is picking students up.

**Restrictions:** If there is a problem with certain family members or others and the student is NOT to be picked up by certain persons, the school officials need to be notified in writing.

**Car Riders:** Cars in the pick-up lane **should** display the school tag with the child's name clearly visible. **Car riders will be dismissed after the buses are called at 2:20.**

**Permission to change transportation status:** Students who usually ride the bus or usually ride in a car and wish to change their status either permanently or temporarily must have a note from their parent or guardian. **Students without a note will be placed on their usual transportation.**

**\*\*Requests to change transportation status must be received in writing by 1:00 PM.**

**Note:** All visitors must report to the office upon arrival at the school. **All visitors (including those wishing to pick up a student) must be prepared to show a photo I.D. to office personnel.** At no time should parents interrupt the teacher during an instructional period without obtaining permission from the principal or his designee. It is for the safety and security of the students that school personnel are aware of who is in the building.

#### **Cell Phones/ Personal Electronic Devices**

For purposes of this policy, paging/telecommunications devices are defined as any telecommunications device (including cellular telephones, smart watches, etc.) that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Students may possess a telecommunication device in school as long as the device remains off during the school day, including school bus rides to and from school. **Telecommunication devices should be kept turned off and in students' book bags.**

A student in possession of a telecommunication device in conflict with this policy will be subject to discipline as provided under the district's code of student conduct as described in the student rights and responsibilities handbook. Personal telecommunication devices are never to be used to photograph or video record images while on school property including buses, restrooms, cafeteria, etc.

Bringing a telecommunication device to school is a privilege, not a right. School and district personnel are not responsible for the loss or damage of any telecommunication device brought onto district property by students. Further, the school and district will not be responsible for the condition of any confiscated device upon its return to the student or the student's parent/legal guardian.

#### **Computers**

**Use of Chromebooks:** Students will be allowed to use the school owned Chromebooks for lessons only. Classroom and media Chromebooks may only be used under supervision by teachers or teacher assistants. Students may not harm or misuse the equipment or software. Appropriate penalties including, but not limited to financial payments may be assessed.

**Use of the Internet:** Students will be allowed access to the Internet with **parental permission** that will be kept on file at the school. Students will be supervised by the teacher. Students who violate district and school guidelines and access unauthorized sites will be restricted from Internet use at school and may be subjected to disciplinary actions.

**Pictures of Students:** Pictures of students and their school work will be taken from time to time for display at school, in the newspaper, on the school website or social media outlets. Parents who prefer not to have their child's picture taken and displayed should contact the principal and give written notice that permission is denied.

### **Food, Beverages, & Snacks**

Students should not bring **candy, gum, or sunflower seeds** to school. These are only permissible when they are provided by the teacher. They are not to be consumed anywhere in the school without permission.

**Sodas and snacks** are not allowed in classrooms, unless given permission by the teacher. These should only be consumed in the cafeteria.

Students may bring **water** to school if they would like to have a drink for class. Water bottles should have a screw-on lid.

### **Toys**

**Toys** are not allowed in classrooms at Westwood. Toys can be a distraction and students need to be focused on instruction. Any toys brought to school will be confiscated by the teacher and returned at the end of the day. If it becomes a repeated offense, parents will be contacted.

### **Discipline**

#### **School Rules:**

#### **Westwood W.O.R.K.S!**

**W - Wisdom** (Stay on task at all times - this will help you learn!)

**O - Order** (Remain orderly during instruction and class activities)

**R - Respect** (Respect yourself, others, & school property)

**K - Kindness** (Treat others as you would like to be treated)

**S - Safety** (Behave in a way that makes the school a safe place)

**Student Searches:** The school administration has the right to conduct personal and book bag searches if there is reasonable suspicion that inappropriate items are concealed. Items that are unacceptable for school will be taken and kept until a parent or law enforcement officer picks the items up.

### **Dress Code**

Students are to dress and groom themselves in a clean and neat manner that does not distract from or interfere with the normal routine of the school. Use these guidelines in relation to appropriate dress for school:

- Jeans, pants, shorts, etc should fit in the waist. Pants that drop below the waist will not be allowed. No pants with holes that expose skin or undergarments. No pajama pants. Any rips/tears in jeans should not be above mid-thigh.
- All shorts and skirts must be long enough to reach mid-thigh. A good test to ensure that shorts are appropriate for school is to stand up straight and place both hands at your side. The shorts must extend beyond your mid-thigh.
- No hats, caps, hoods, sunglasses, or head coverings are to be worn in the building.
- Clothing, masks, or face coverings that depicts alcohol, drugs, tobacco, racial slurs, or inappropriate language is prohibited.
- All tank tops and spaghetti straps must be covered. No halter tops, sheer blouses, or clothing that exposes the midriff are allowed. **No undergarments should be exposed.**
- Clothing should not be too tight or form-fitting. In the instance of leggings, a shirt must be worn that hangs to the middle of the thigh in the front and back.
- Body piercings other than earrings are inappropriate for school. Long chains, long or large dangling earrings are not allowed for safety reasons.
- Wear shoes at all times. Flip flops are not appropriate for PE. No bedroom slippers are allowed.

If your child does come to school inappropriately dressed, you will be called to bring a change of clothes for him/her. It is our hope that all students adhere to these guidelines so that there is not an issue of clothing.

### **Health Services**

**Prescription Drugs:** If a child needs to be given **prescription** medication at school, the parent or guardian must obtain a permission form from the school and have it completed and signed by the doctor. The parent must sign and return the form to the school along with the prescription bottle containing the medication, giving the school permission to give the medication.

**Non-Prescription Drugs:** All students attending school in Abbeville County School District must have signed permission forms from their parent/guardian before ANY non-prescription medication can be given at school. This includes all over-the-counter medication for any condition.

**Contagious Illness or Fever:** See SCDHEC's School Exclusion List at [www.scdhec.gov](http://www.scdhec.gov)

### **Parent/Teacher Conferences**

Parent/Teacher conferences are a good way to receive information about your child's progress. Parents are encouraged to make appointments for parent/teacher conferences and to attend the conferences at the scheduled time. Conferences are set up by appointment to allow time for you and the teacher to talk without interruption. You may call the office to arrange an appointment for a conference with your child's teacher or contact him/her by email.

### **Certified Staff**

All teachers in a program supported with Title I funds and all paraprofessionals \*(except paraprofessionals whose duties are exceptions) are in compliance with the qualification and duty requirements of Section 1119 and are highly qualified.

## Westwood Elementary School

2023-2024

### Parent-Student-Teacher Agreement

As a **Student**, to be successful in math, reading, science, and social studies, I will

- Attend school regularly.
- Always try to do my best in my work and my behavior.
- Hold myself accountable for my learning.
- Work cooperatively with my classmates.
- Show respect for my school, other persons, and myself.
- Obey school and bus rules.
- Come to school prepared with my homework and my supplies.
- Believe that I can learn and will learn.
- Ask for help when I don't understand. • Observe regular study hours at home.

As a **Parent**, to enable my child to be successful in math, reading, science, and social studies, I will

- Be actively involved in my child's learning by having reasonable access to staff, and opportunities to be involved in my child's classroom, attend conferences, support school programs and maintaining open communication with the school.
- See that my child attends school regularly and on time.
- Provide a quiet place for my child to do school work.
- Insist that all homework assignments are completed.
- Frequently communicate with teachers and to review reports on my child's progress. • Support the school in developing positive behavior.
- Encourage my child to read, study, and do well in school.
- Show respect and support my child, the teacher, and the school.
- Check grades weekly by signing test papers and viewing grades on Parent Portal.

As a **Teacher**, to ensure that each of my students reach their potential in math, reading, science, and social studies, I will

- Encourage parents to be actively involved in my child's learning by providing reasonable access to staff, and opportunities for parents to be involved in their child's classroom, attend conferences, support school programs, and maintain open communication with students and parents.
- Frequently communicate with parents and to review reports their child's progress • Believe that each student can learn.
- Show respect for each child and the family.
- Come to class prepared to teach.
- Provide an environment conducive to learning.
- Provide meaningful and appropriate instructional activities.
- Enforce school and classroom rules fairly and consistently.
- Demonstrate professional behaviors and attitudes.