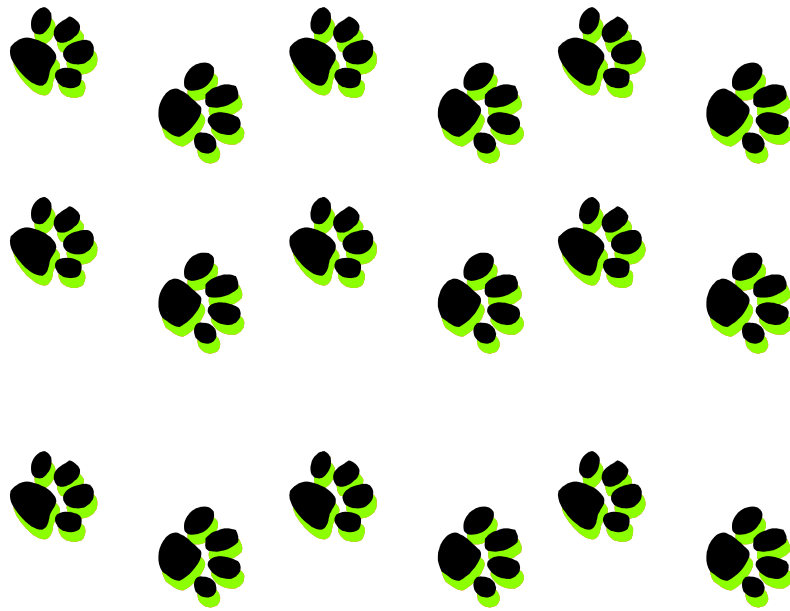


Westwood Elementary School

Mission Statement

The stakeholders of Westwood Elementary School;
Educators, parents, and community members,
recognize that education is the best hope for the future.

**“We are Striving For Excellence To
Promote Achievement”**



Principal's Letter

Westwood Elementary School

124 Hwy. 28 By pass
Abbeville, SC 29620
864.366.9604



Dear Parents and Students,

Welcome to Westwood Elementary School. The faculty and staff are very excited to have your child participate in our excellent academic programs this school year. We are pleased to have you as partners in this educational process. All of us working together is the key to your child's success.

Please read this handbook thoroughly. It will inform you of our expectations and what services and benefits you and your child may expect from the school. Knowing the information in the handbook will be helpful to you throughout the school year.

We are glad to have you with us this year, and we want to assure you that we will do our best to help your child experience academic, social, and emotional growth. With your help and support, this will be an excellent school year.

Sincerely,
Lori L. Brownlee-Brewton
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 anytime.

- 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:

- To be present each day unless he/she is sick or there is an emergency.
- To be present in the classroom by 7:45 a.m. each day. (Tardy after 7:50 a.m.)
- To come prepared with all needed materials (books, paper, pencil and homework).
- To complete assigned tasks on time.
- To obey all school rules.
- To cooperate with all school personnel.
- To be clean, neat and appropriately dressed for school.
- To ask the teachers for help and assistance whenever needed.



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.

Regular School Day Hours : Westwood Elementary School's regular school day hours for students are from 7:50 A.M. to 2:20 P.M. **Do not drop off car riders before 7:15 a.m. each day.** Bus riders will be dismissed at 2:20 P.M. Car riders will be dismissed at 2:30 P.M. **The front door of the school will be locked at 7:50 A.M.**

Absences: Students who are absent will be 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 family.
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.

Tardies: Students who are late (after 7:50) arriving at their class will be considered tardy and must sign in at the office and receive a tardy slip to enter class. Students with more than 10 tardies for the year will not be allowed to have credit for perfect attendance. It is important for a child to know the routine of getting to school on time. Tardy students are often disruptive to the opening of school. There are many tasks that must be completed in the first 10 minutes of the day and the tone of the school day is set early.

Early Dismissal: Students who are dismissed early must remain at school until 11:15 A.M 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. A sign out sheet is located in the front office.

Pickups: 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 or phone when a designee is picking students up. Also, 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.

*New

****Request to change transportation status must be received by 1:45 PM. As the close of the school day is busy with activities, phone calls for a student to change their regular transportation will not be honored if received after 1:45 PM.**

Note: All visitors must report to the office upon arrival at the school. At no time should parents interrupt the teacher during an instructional period without obtaining permission from the principal or her designee. It is for the safety and security of the students that school personnel are aware of who is in the building.

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.

Medications, Illness, Emergencies

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. ****No medications will be given in the morning by school personnel on a routine basis. If a child fails to take prescribed medication prior to arriving at school, the parents will be notified to bring and administer the medication to their child.**

School Nurse: The school nurse is available full-time. When she is not available, the Health Room will be monitored by the office staff for routine medical matters. However, should a serious emergency arise, the nurse will be called as well other emergency personnel and the parent.



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. Paper and pencils can be purchased in machines in the office.

Textbooks and Library Books: When a student is loaned a textbook for the school year, or checks out a library book, the student assumes responsibility for maintaining the textbook or library 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 and 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:

- 93-100 – A
- 85-92 – B
- 77-84 – C
- 70-76 – D
- 69-0 – 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.

Term Honor Roll:

A Honor Roll: 93-100 (All A's)

A-B Honor Roll: 85-100 (Any combination of A's **and** B's)

Yearly Honor Roll:

A Honor Roll: All A's at yearly average

A-B Honor Roll: Any combination of A's **and** B's at yearly average



Computers

Use of Computers: Students will be allowed to use the school owned computers for lessons only. Classroom and media computers 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 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, or on the school web site. 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.

Dress Code

Students should be able to study and learn without distractions caused by improper clothing.

Pants that drop below the waist are not appropriate attire for school and will not be tolerated.

Other Clothing Items Prohibited at School

- Clothing that depicts alcohol, drugs, tobacco, racial slurs, or inappropriate language is prohibited.
- Appropriate shoes must be worn at all times. Bedroom shoes, shower shoes, cleats are prohibited.
Shoes with skates/rollers are not allowed.
- No headgear (hats, caps, bandanas etc.) is to be worn in the building by either boys or girls.
- Long chains with the heavy metal insignia and long hoop or dangling earrings are not allowed.
- Clothing should be clean, and not too short or too tight in the opinion of the administration.
- Body piercing other than ear rings are inappropriate for school
- Any other student dress deemed inappropriate by the principal or her designee.



Transportation

Car Riders: Car riders are not to be brought to school before 7:15 am. Drivers are asked to use extreme caution when bringing or picking up students. **Drivers are required to use the car loop on the left side of the school.** Car riders will be dismissed after all buses have been loaded and departed. Approximate time for car rider departure is 2:30 pm.

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.**

Discipline

School Rules:

1. Everyone will be on task at all times.
2. Everyone will remain orderly during instruction and class activities.
3. Everyone will show respect for self and others at all times.
4. Everyone will behave in a way that makes the school a safe place.
5. Everyone will respect school property and the property of others.

Corporal Punishment (Paddling) and Suspensions: Corporal punishment (paddling) is a form of punishment that will be used at Westwood Elementary School. If you do not wish for your child to be **paddled** at school then you will need to complete the form at the beginning of this handbook. The principal **will suspend** students that continue to be disruptive after several attempts have been made to change his/her behavior. **All schoolwork missed during the time a student is suspended for disciplinary reasons cannot be made up. The student gets a ZERO on all tests and class work missed during his/her suspension.**

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.