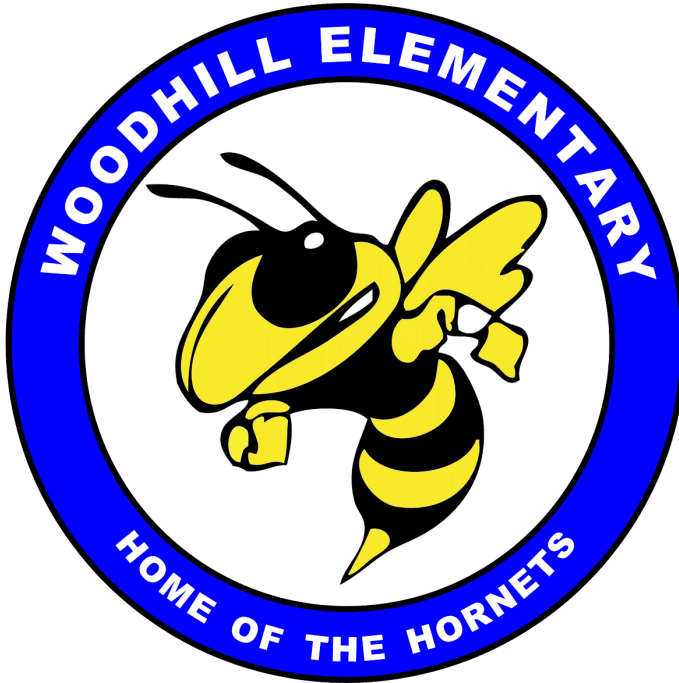


Woodhill Elementary

Student Handbook

2019-2020



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INTRODUCTION

The policies and procedures set forth in this handbook have been developed using North Carolina Statutes and Gaston County School Board policies. They are intended to foster greater understanding between the school, student, and parent. Please read it carefully and discuss its contents with your child.

PRINCIPAL'S STATEMENT

Welcome to the 2019-2020 school year! We are looking forward to an excellent year. Woodhill Elementary School is dedicated to ensuring that each student in our school reaches high academic standards. Our faculty meets regularly to examine data, discuss successes of our students, and plan how we can help all students succeed. Here at Woodhill Elementary School, we believe that *"It's All About the H.Y.P.E! (Helping Young People Excel)"*. I believe that all students can learn given a supportive and structured learning environment. Operating at 99.5% just isn't good enough when working with students. We will strive to ensure the success of all students enrolled at Woodhill Elementary School.

Woodhill Elementary School Purpose

Woodhill Elementary School is dedicated to the empowerment and development of children through education, preparing them to strive for and achieve success in our ever-changing world.

OUR BELIEFS

1. All students are capable of learning.
2. All students deserve a safe learning environment.
3. All students should be allowed maximum opportunities for participation and growth in all school activities.
4. Learning is a three-way partnership between school, families, and students.
5. Our staff respects individual differences and accommodates different learning styles.
6. Our staff shares experiences that reinforce school unity.
7. Our staff supports one another toward common goals.

At the Woodhill **H.I.V.E.**, students pledge to:

H- Hold Myself Accountable
I- Inspire Others
V- Value and Respect Everyone
E- Exercise Safety

SCHOOL ATTENDANCE

THE SCHOOL DAY

School hours are 7:00 am- 4:00 pm.

Students are dismissed at 2:45 pm.

Students arriving in cars should arrive at or after 7:00 am. Students report directly to the cafeteria upon arrival until 7:55. At 8:00, parents are expected to sign students in for the day.

Breakfast will end at 7:45 am.

TARDY POLICY

Woodhill Elementary School places great importance on school attendance. School begins every day at 8:00 a.m. Any student arriving to class after 8:00 a.m. is considered tardy. **Students arriving to school tardy must have a parent present to sign-in through the front office.** Tardiness will be excused only for the reasons specified in the section below. Excessive tardiness will result in a referral to our school social worker for attendance intervention.

ABSENCES

Please visit the Gaston County Schools web page for complete information on the Attendance Policy. The school year is 180 days. Students must be in attendance at least 168 days. Only 12 absences, **including excused and unexcused absences**, are permitted each school year. Following any absence(s), it is required that a written document or e-mail be presented from the parent or guardian stating the reason for the absence. All absences will be coded unexcused in the computer until a written note or e-mail is received from the parent or guardian. Written documentation **must be presented within three school days** after the student returns to school; otherwise, the absence(s) will be recorded as unexcused. In all cases, students are responsible for making up any work that is missed because of their absence.

The Gaston County Schools attendance policy states that each school shall have a promotion/retention committee that must review information on students who have exceeded twelve absences and will make a recommendation to the principal.

The school social worker will mail letters to parents when students acquire excessive unexcused absences. Violation of the Compulsory Attendance Law can result in mediation and/or additional consequences.

The following reasons can be accepted by school principals as a valid excuse for school absences:

- ❖ **Illness or Injury**
- ❖ **Death in the Immediate Family**
- ❖ **Medical or Dental Appointments**
- ❖ **Court of Administrative Proceedings**
- ❖ **Religious Observances**
- ❖ **Educational Opportunity**

- ❖ Quarantine
- ❖ Special Emergencies
- ❖ Short-term Suspension

EARLY DISMISSAL

Parents are urged to leave their children in school all day. A student must be in school until 11:31 am to be counted present for the day. Doctor or dentist appointments should be scheduled after school hours or on holidays whenever possible. **Parents must come into the office and provide a picture I.D. to sign the student out.** The student will be dismissed from class after the parent arrives. Early dismissals will be excused for the reasons listed in the “Absences” section.

Please make sure that students are checked out prior to 2:15.

TELEPHONE POLICY

Teachers will communicate with designated staff members if your child feels it is necessary to contact a parent. You will receive a call from an adult to make you aware of your child’s needs.

RULES AND CONSEQUENCES

DISCIPLINE PLAN

It is the expectation of Woodhill Elementary School that students assume responsibility for themselves to avoid corrective action. Woodhill Elementary’s discipline plan provides a support system for children, parents, and teachers. Teachers will continually practice and model expected behaviors with their classes. Inappropriate behavior that detracts from a safe and orderly environment will incur consequences.

The following interventions may be used:

- ❖ Warning
- ❖ Team meeting with student
- ❖ Administrative conference with student
- ❖ Parent conferences
- ❖ Parental contact by telephone or email
- ❖ Agenda notes home
- ❖ Behavior contract
- ❖ In-school suspension
- ❖ Out-of-school suspension

DRESS CODE

According to the Gaston County Schools' Behavior Guidelines and Procedures, the appearance of any young person is primarily the responsibility of that individual and his/her parents. Each student will maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or the safe and healthy climate of schools.

- Undergarments cannot be exposed in any way.
- **Jeans with holes shouldn't be worn above the knee without leggings underneath.**
- Shirts must be closed to the upper chest.
- No headgear of any kind is allowed on campus, except during inclement weather when a hood or hat may be appropriate.
- No sleep apparel (This includes pajama pants and bedroom slippers.)
- No tube or halter tops
- No muscle shirts or cut-off sleeves
- No spaghetti straps and/or clothing that show the undergarments
- No midriffs, stomachs, or backs exposed
- Pants and shorts should be worn at the waist.
- No garments that display inappropriate wording or drawings
- No gang paraphernalia
- No bandannas or masks
- Shoes must be worn at all times
- The length of shorts and skirts **should cover the thighs** even with leggings
- No sunglasses or non-prescription glasses
- No excessively tight dresses, skirts, leggings, or jeggings
- All clothing must be worn as intended (no t-shirts or belts around student's neck)

The expectations noted above, represent the minimum standards established throughout the school system. In addition, **items not specifically mentioned may still be deemed inappropriate by school administration.**

The Board of Education recognizes that local law enforcement agencies may determine that wearing particular gang related attire may present a threat to student safety. The Superintendent will work collaboratively with these agencies to prohibit such dress.

If a student chooses to violate the dress code policy, parents will be contacted to bring him/her a change of clothing. In the event the parent can't be reached or isn't able to bring a change of clothing to the school, the student will be provided with appropriate attire. Consequences for violating the dress code policy can range from ISS to OSS for repeated violations.

BOOK BAGS

Student book bags will be placed on hooks in the rear of the classroom. Once students have unpacked in the morning, additional items may not be removed throughout the school day.

CELL PHONES / ELECTRONIC DEVICES

Cell phones and other electronic devices must be turned off and put in their book bags before students begin class until dismissal at the end of the day. All electronic items are the responsibility of the student. Students who do not follow the above expectations will have the item confiscated.

Confiscated items will only be returned to the student's parent or guardian. Woodhill is not liable for theft or damage and will not search for lost or stolen electronic devices.

TRANSPORTATION

CAR RIDERS

Car riders are to be dropped off at the front of the school only. Parking is available at the front of the school. Police are authorized to issue traffic tickets to vehicles parked on the sidewalks around the school.

SCHOOL BUS CONDUCT

Bus drivers have a great responsibility to see that students are transported safely. It is very important that parents and students understand that cooperation between the home, the school, and the bus driver is essential to accomplish this task. Parents are provided information, rules, regulations, and policies from Dr. Booker, Superintendent of Gaston County Schools, on the first day of school. This letter must be discussed with your child, signed, and returned to school.

WOODHILL BUS EXPECTATIONS

- ❖ Respect and follow the bus driver's directions.
- ❖ Keep hands, feet, and objects to yourself and inside the bus.
- ❖ No food or drink is permitted on the school bus.
- ❖ Remain seated at all times, and stay out of the aisle.
- ❖ Administrator and/or bus driver may assign seats.
- ❖ Male students will sit on one side of the bus, while female students will sit on the other side.
- ❖ Refrain from distracting the driver's attention with loud noises and/or inappropriate language.
- ❖ Refrain from shoving, pushing, hitting, property damage, tampering with any bus equipment, throwing objects on/from the bus.
- ❖ Severe infractions (fighting, verbal threats, altercations, sexual harassment, and/or other inappropriate behavior) will result in a suspension from the bus and/or from school.
- ❖ Repeated infractions may result in a long-term suspension from the bus.
- ❖ Students are to report to their assigned bus immediately when called at the end of the day.

- ❖ **Due to overcrowding concerns, students will not be allowed to ride home with friends on a different bus.**

BUS CONSEQUENCES:

Inappropriate behavior on the school bus will lead to a student's loss of bus privileges. Repeated offenses may lead to a student being suspended off the bus indefinitely.

SCHOOL POLICIES

Student Internet Safety and Technology Responsible Use Guidelines (RUG) in Compliance with the Children's Internet Protection Act (CIPA)

The Internet is a unique opportunity to enhance instructional methods, appeal to different learning styles, and meet the educational goals of the Board. Through the Internet, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including cyber-bullying and any violation of the following may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct and/or civil or criminal liability:

1. Internet Safety and Technology Responsible Use Policy (RUP) in Compliance with the Children's Internet Protection Act (CIPA)
2. Internet Safety and Technology Responsible Use Guidelines (RUG) in Compliance with the Children's Internet Protection Act (CIPA)
3. Individual school policy

Prior to accessing the network or Internet at school, students must sign the "Gaston County Schools Student Internet Safety and Technology Responsible Use Agreement (RUA)."

Students will be issued a chromebook upon enrollment in the current school year. Any damage to the chromebook will be the responsibility of the student and parent(s).

MEDICATION

Parents must bring in any medication that is to be taken at school to the front office along with authorization from a doctor. All medication must be in the original packaging. Our school nurse will provide additional information as needed.

A student is not allowed to carry with them any medication (including prescription medication, over-the-counter medication, cough drops, eye drops, nose spray, etc.).

The student's teacher will be allowed to secure asthma inhalers and EpiPens (unless otherwise specified by the physician) as long as a form is completed by the physician.

Failure to submit medications to the office is a violation of the Gaston County Schools' Discipline Code.

Additional questions about student medications, immunizations, or health requirements can be answered by the school nurse.

METAL DETECTION

In an effort to maintain a safe school environment, random student/classroom metal detection searches will be conducted throughout the school year.

PHOTOGRAPHIC/VIDEOTAPING AND NEWS MEDIA INTERVIEWS

Parents must sign a permission form for their student's photograph to be published on the website, videotaped, or interviewed for media publication.

VISITOR POLICY

When visiting Woodhill Elementary School, please sign in and wear your visitor name tag in a prominent place. You will receive a visitor's tag at the front desk each time you visit. Providing a safe and comfortable environment dictates our need to monitor traffic on campus. This simple procedure will help teachers and students recognize you immediately as part of our community.

STUDENT PROGRESS

REPORTING STUDENT'S PROGRESS

At the midpoint of the grading period, an interim report will be sent to all parents. This is intended to inform parents of any difficulties their child may be having. You may check the Gaston County Schools website for interim dates. Report cards will be sent home at the end of each nine-week grading period.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conference Days have been established by the Gaston County Schools and are set by the Gaston County Board of Education for October 10th and March 12th. If you wish to schedule a conference with your child's teacher(s) at another time, please schedule in advance.

SCHOOL SAFETY PROCEDURES

Students are expected to participate in all drills in a serious and mature manner. Fire drills, tornado drills, and lockdown drills are practiced periodically. An evacuation plan is posted in every classroom.

In the event of a fire, windows and doors will be pulled closed and classrooms emptied quickly and quietly. Teachers will check their class rolls upon evacuation.

In case of a tornado, classes will go to their assigned areas along inside walls. Students will sit quietly in a crouched position on their knees and use their arms to cover their heads.

Lockdown procedures are explained frequently to students. Students are to remain silent during this time.

In the event of an actual lockdown or a lockdown drill, visitors will receive instructions as to what to do. No one, with the exception of approved staff and law enforcement, will be permitted to enter the building.

ADDITIONAL INFORMATION

CAFETERIA

Lunch and breakfast will be served each day. Woodhill students do not pay for meals.

Outside food or drink from restaurants is discouraged once the school day has begun due to the competitive sales law. Students should eat breakfast purchased from a restaurant before arriving to school. **If you bring a water bottle to school, it must be clear.**

Students who require modifications to their school meals for a diagnosed medical condition (ex. allergy, diabetes, celiac disease, etc.) must have a completed Diet Order form on file at the School Nutrition office. All requests for special diets must be submitted annually and whenever there is a change to an existing special diet. These requests must be completed on the Diet Order form, signed by a physician, and sent to the School Nutrition office. Diet Order forms may be obtained from the School Nutrition office, Cafeteria Manager, or School Nurse. Upon receipt of each completed Diet Order form, the nutritionist will modify menus and instruct cafeteria managers with regard to each individual Diet Order. The parent/guardian of the student requiring a special diet will be notified by School Nutrition regarding the effective date of the Diet Order.

CLASSROOM INTERRUPTION POLICY

Deliveries such as flowers or balloons will not be accepted at school.

INSURANCE

School accident insurance is provided for those who choose to purchase a policy. There are two types of plans, one to cover the student only at school or a plan that provides 24 hour coverage. Information regarding the plans and costs are given to students on the first day of school.

LOST AND FOUND

Students who misplace personal belongings should check Lost and Found which is located on the stage hallway of the multipurpose room. Items that are not claimed may be donated to Goodwill or discarded at various times throughout the school year.

MEDIA CENTER

Students may check out two books at a time for a two-week period. Renewals are allowed as long as there are no additional requests or holds. Students who have overdue or lost library books will not be permitted to check out additional items until the items are returned or paid for.

VOLUNTEERS

Gaston County Schools has implemented new guidelines for volunteers. All volunteers must complete a Volunteer Application, have a background check, complete an orientation, and have a picture ID badge.

TITLE I

Woodhill Elementary School is a Title I school. Title I provides funding for high poverty schools to help students who are behind academically or at risk for falling behind. To find out more about Title I schools, click on the following link: <http://www.gaston.k12.nc.us/parents/Pages/TitleI.aspx>

ASBESTOS INFORMATION

In compliance with the US Environmental Protection Agency, EPA, Asbestos Hazard Emergency Response Act (AHERA), we performed school building inspections for asbestos-containing building materials in the fall of 1988. Grier Middle School's findings and asbestos management plan has been on file in the school administrative office since that time. The EPA requires us to perform surveillance of the asbestos materials every six (6) months. Asbestos inspectors perform these surveillances and an accredited management planner reviews the results, recommending actions we should take to safely manage each asbestos material in our buildings. No significant changes in the asbestos materials condition were noted during the 2006-2007 surveillance of Grier Middle School. All asbestos materials are in satisfactory condition and we shall continue to manage them in place, as recommended by the accredited management planner. The results of the surveillance are on file in the management plan in Grier's administrative office. Everyone is welcome to view these at any time during normal school hours (Monday – Friday, 8:00 – 4:00). The asbestos program manager, Jack Harrelson, is available to answer any questions about asbestos (704-866-6159).