

WOODRUFF ELEMENTARY

2011 - 2012

SCHOOL CALENDAR



Dream, Hope, Imagine

PROJECT W.I.L.D.

"WE'RE INTO LEARNING DAILY"

School Calendar 2011-2012

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2011

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2011-2012 School Year

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2011

- 8-12 Teacher Inservice/Workdays
- 15 First Day for Students

September 2011

- 5 Labor Day Holiday

October 2011

- 17 End of 45 Days Attendance
- 18 Parent-Teacher Conf. WMS & WHS 3-7 p.m.
- 19 Report Cards Issued
- 20 Parent-Teacher Conf. WPS & WES 3-7 p.m.
- 21 Teacher/Inservice/Workday Parent-Teacher Conf. 9 am-12 All Schools

November 2011

- 23-25 Thanksgiving Holidays

December 2011

- 19-30 Christmas Holidays

January 2012

- 2 Teacher Inservice Day
- 9 End of 90 Days Attendance
- 11 Report Cards Issued
- 16 Martin Luther King, Jr. Holiday

February 2012

- 10 Teacher Inservice

March 2012

- 14 End of 135 Days Attendance
- 16 Teacher Inservice
- 21 Report Cards Issued

April 2012

- 2-6 Spring Holidays

May 2012

- 24 End of 180 Days Attendance Last Student Day
- 25 Teacher Inservice/Workday
- 28 Memorial Day Holiday

Spartanburg County School District Four

Woodruff, SC Teacher Workday ■ End of 45 day attendance period ○
Holidays ● Testing □

All days missed due to inclement weather will be made up at the end of the school year or on teacher inservice/workdays as appropriate

Woodruff Elementary School Faculty and Staff

Administration

Argyl J. Brewton, Principal
Jason Hayes, Assistant Principal
Everette Workman, Assistant Principal

Office Staff

Heather Bailey, School Secretary
Hazel Byrd, Attendance Secretary
Patsy Quidley, Sp. Ed/Office Assistant

Third Grade

Jessica Ashe
Jessica Burnette
Terri Deer
Tom Deer
Linda Fortner
Alysia Hayes
Leah Pangel
Chasity Watson

Fourth Grade

Ginna Chappell
Hope Harrison
Carolyn Hughes
John McAbee
Emily Montjoy
Myra Wood
Gloria Young

Fifth Grade

Betsy Foster
Andrea Gaffney
Karen Goforth
Adam Knighten
Ginger Lanford
Lori Patterson
Vanessa Ray
Emily Rhodes
Tracy West

Cafeteria Staff

Cindy Bentley
Barbara Gideon
Elizabeth Hanley, Register
Dianne Mahaffey
Betty Rhodes, Manager
Sue Robinson
Julia Williams
Debra Woodward

Custodians

Arlene Berry
Mike Berry
Dustin Doolittle
Ann Irby
Curtis Lyda, Manager
Patrice Wonser

Special Teachers & Aides

Daniel Addis, P.E.
Samantha Amick, Speech
Nancy Alston, Art
Regina Arnold, Reading Computer Lab
Andrea Beech, Media Specialist
Shirley Betsill, Library Assistant
Ann Blackwood, Spartanburg Mental Health
Patrick Goforth, In-School Suspension
Dana Grant, Gifted Education
Wendy Hawkins, Resource Assistant
Jotana Jones, Resource
Diane Lamb, Nurse
Angie Martinez, Lobby Receptionist
Katherine Mills, Guidance Counselor
Bradd Parton, Music
Toni Sloan, Math Computer Lab
Christin Smith, ESOL
Susan Starnes, Resource Assistant
Jessica Wiley, Resource
Eden Young, EMH, Special Education

Rising Stars

Carlla Hendrix
Angela Surrent
Marie Williams

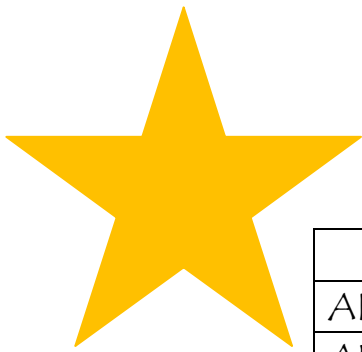
* denotes Program will be in the Activity Center

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8 Teacher In-service/Workday	9 Teacher In-service/Workday	10 Teacher In-service/Workday	11 Teacher In-service/Workday	12 Teacher In-service/Workday	13
14	15 First Day of School for Students 	16	17 School Breakfast Begins	18	19	20
21	22 Fall MAP Testing Begins	23 3 rd Grade Orientation 5:00 – 6:30 pm	24	25 PTO Fundraiser Kickoff	26	27
28	29 4 th and 5 th Grade Open House 5:00 – 6:30 pm	30	31			

2011

W.E.S. FACULTY PHONE EXTENTIONS FOR HOMEWORK HOT-LINE



NAME	ROOM
ADDIS	4241
ALSTON	4245
AMICK	4258
ARNOLD	4250
ASHE	4261
BEECH	4214
BURNETTE	4260
CHAPPELL	4226
DEER, TERRI	4251
DEER, TOM	4262
FORTNER	4259
FOSTER	4231
GAFFNEY	4235
GOFORTH, K.	4234
GRANT	4254
HARRSION	4222
HAYES, A.	4247
HENDRIX	4238
HUGHES	4225
JONES, P.	4253
KNIGHTEN	4229
LAMB	4208
LANFORD	4230
MCABEE	4239

NAME	ROOM
MEDIA CENTER	4217
MONTJOY	4236
PANGEL	4248
PATTERSON	4233
RAY	4228
RHODES, E.	4232
SLOAN	4252
SMITH	4255
SURRETT	4224
WATSON	4249
WEST	4220
WILEY	4246
WILLIAMS	4221
WOOD	4223
YOUNG, E.	4256
YOUNG, G.	4240


Woodruff Elementary School



Dream, Hope, Imagine

September

* denotes Program will be in the Activity Center

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5 Labor Day Holiday School Closed	6	7 Grandparents Breakfast 3 rd Grade – 7:15 am	8 Grandparents Breakfast 4 th Grade – 7:15 am	9 Grandparents Breakfast 5 th Grade – 7:15 am	10
11 Happy Grandparent's Day	12 PTO Fundraiser Ends	13	14 Interim Reports Issued	15	16 Fall MAP Testing Ends	17
18	19	20	21	22	23	24
25	26	27	28 7:30 am "See you at the Pole" "Converge" Matthew 18:20	29 Fall Pictures 	30	

2011



Woodruff Elementary Honor Pledge



I will follow all school rules.
 I will respect others, my school, and myself.
 I will be trustworthy and fair.
 I will be on time, attentive, prepared, and responsible.
 I will take pride in my school and learning environment.
 I will be the best I can be.

SPARTANBURG COUNTY SCHOOL DISTRICT FOUR Calendar of Events – 2011-2012

July 28	WES School Registration – 8:00 – 4:00 pm	January 2	Teacher In-service/Workday
August 8, 9, 10, 11, & 12	Teacher In-service/Workdays	January 9	End Second Nine Weeks (90 days)
August 15	Opening of School Full-Day – Cafeteria Open	January 11	Report Cards Issued
August 17	First Day to serve Breakfast	January 16	Holiday – Martin Luther King, Jr. Day
August 23	3 rd Grade Orientation – 5:00 – 6:30 pm	February 8	Interim Reports
August 29	4 th and 5 th Grade Open House – 5:00 – 6:30 pm	February 10	Teacher In-service/Workday
September 5	Holiday – Labor Day – No School	March 14	End Third Nine Weeks (135 days)
September 14	Interim Reports	March 16	Teacher In-service/Workday
October 17	End First Nine Weeks (45 days)	March 21	Report Cards Issued
October 19	Report Cards Issued	April 2 – 6	Spring Holidays
October 20	Parent-Teacher Conferences 3:00 – 7:00 pm	April 18	Interim Reports
October 21	Teacher In-service/Workday	May 24	End Fourth Nine Weeks (180 days)
	Parent Conferences 9:00 – 12:00 pm		Last Day of School for Students
November 22	Interim Reports		Report Cards Issued
November 23 – 25	Thanksgiving Holidays	May 25	Teacher In-service/Workday
December 19 – 30	Christmas Holidays	May 28	Holiday – Memorial Day

October

* denotes Program will be in the Activity Center

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10 Columbus Day	11 7 am Donuts for Dads 5 th Grade 	12 7 am Donuts for Dads 4 th Grade 	13 7 am Donuts for Dads 3 rd Grade 	14 1 st Nine Week Spirit Day 	15
16	17 End of 1 st Nine Weeks (45 days)	18 Make-up Fall Pictures 	19 Report Cards Issued	20 Parent Teacher Conferences 3-7 pm	21 Teacher In-service/ Workday Parent Teacher Conferences 9-12 pm	22
23	24	25 1 st Nine Weeks Awards Program 3 rd Grade - 8:15 am 4 th Grade - 9:00 am 5 th Grade - 9:30 am	26	27 PTO Fall Festival 5:00 - 7:00 pm 	28 Halloween Parade 1:45 pm	29
30	31 Halloween					2011

A MESSAGE FROM PRINCIPAL

ARGYL J. BREWTON:

Parents/Guardians and Students:

Welcome to Woodruff Elementary School. WES is an exceptional learning environment composed of talented students, supportive parents, and dedicated faculty and staff members. Building productive relationships with students and families is greatly valued at Woodruff Elementary School. We are proud of our school and the partnerships with community members to promote student success. Woodruff Elementary School is your school. You are an integral part of our learning community. We stand firm in our commitment to provide rigorous academic programs in a safe and nurturing atmosphere. We value each child and provide a wide array of learning experiences for their success. We look forward to working with you and your child during the 2011-2012 school year.

MISSION STATEMENT:

We prepare all students to become confident, competent, respectful and responsible citizens by creating a positive, safe school environment in which staff, parents and community work together to provide innovative educational experiences and equal opportunities for all students to reach their maximum potential in an ever-changing world.

BELIEF STATEMENTS:

- Education is an ongoing, ever changing process that prepares students as functional citizens of society.
- All students have the right to learn at their own ability, level, and style.
- All students have the right to a safe learning environment.
- All students deserve to be treated with respect and dignity.
- All students will learn to work cooperatively and to think critically and to solve real life problems.

- All students will learn in an environment of high expectations and support.
- Learning is a cooperative effort among students, school, family, and community that is rewarding and successful for all.

LEARNER STANDARDS:

1. All students will be able to use essential and academic skills to participate as responsible citizens in society.
2. All students will be able to apply problem-solving skills in real life situations.
3. All students will be able to communicate in a variety of situations.
4. All students will be able to reason and think critically and creatively.
5. All students will recognize learning as a life-long process.
6. All students will be able to use technology effectively to access and use information.
7. All students will display good citizenship through respect and appreciation for others.

SCHOOL HOURS:

Student Arrival: 7:45 a.m. daily

(Students go directly to the cafeteria prior to 7:30 a.m.)

Student day begins: 8:00 a.m.

Student dismissal: 2:35 p.m.



Teacher Day: 7:45 a.m.-3:15 p.m.

Please do not drop students off or pick up students in the bus circle during school hours.

Supervision will not be provided for students who arrive before 7:00 a.m. or who remain after 3:05 p.m., unless they are participating in a supervised activity. Please note these procedures. They are designed for the safety and well being of your children.

November

* denotes Program will be in the Activity Center

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2 5 th Grade Barrier Island Trip – Depart 6:30 am	3	4 5 th Grade Barrier Island Trip – Return 5:30 pm Homework Celebrations	5
6	7	8	9	10 Veteran’s Day Program Rehearsal * 9:00 am	11 Veteran’s Day Program * - 9:00 am 	12
13	14	15	16	17	18	19
20	21	22 Interim Reports Issued	23 Thanksgiving Holiday School Closed	24 Thanksgiving Holiday School Closed 	25 Thanksgiving Holiday School Closed	26
27	28 Winter MAP Testing Begins	29	30			

2011

TARDIES:

Students should be at the school before 8:00 a.m. Any student entering the building after 8:00 a.m. must report directly to the front desk to obtain an admission slip to class. Parents should send a written excuse for tardiness, subject to approval by the principal.

EARLY DISMISSAL:

If it is an absolute necessity to get your child out before the end of the school day, **please do so before 2:15 p.m.** Due to end of day procedures and traffic congestion, we cannot call students from class for early dismissals after 2:15. The only exceptions will include a letter from home prearranging a dismissal or emergency situations. Please arrange your appointments before or after this time.

ATTENDANCE:

We want your child with us every day. Regular attendance is essential to success in school; however, we know that from time to time, children do face illnesses. Following an absence, a child must bring a written excuse signed by a parent/guardian that indicates the child was ill. If it is an extended illness, the requirement is a doctor's statement. If no excuse is sent, the absence is recorded as unexcused, and the child may be given zeros for work missed. Excessive unexcused absences can lead to retention.

SOUTH CAROLINA STATE LAW AND DISTRICT FOUR POLICY ON STUDENT ATTENDANCE:

Under the Education Improvement Act, the State Board of Education made provisions to monitor student attendance. Under section 59-65-90 of The Attendance Regulation, the Board amended the 1976 Code to read:

The State Board of Education shall establish regulations defining lawful and unlawful absences beyond specifically named article and additional regulations as are necessary for the enrollment of pupils as to provide uniform dates of entrance. These regulations require: (1) that school


officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences, and (2) that the school administration shall promptly approve or disapprove any student's absences in excess of ten days. As used in this section, "intervene" means to identify the reason for the child's continued absence and to develop a plan in conjunction with the student and his/her parent or guardian to improve his/her future attendance. Lawful Absence: Students who are ill and whose illness would endanger their health or the health of others, serious illness or death in the student's family, recognition of religious holiday or emergency conditions approved by the principal. Unlawful Absence: An absence without acceptable cause or an absence without cause and without parental knowledge. After three consecutive unlawful or total of five unlawful absences school officials shall identify the reason for the child's continued absences and develop a plan for attendance. At the eighth day of unlawful absence, a referral will be made to the court for enforcement of the Compulsory Attendance Law.

CODE OF CONDUCT:

All members of the Woodruff Elementary School family, students, teachers, and staff deserve the right to a daily environment in which they feel safe, are treated respectfully, and are free from interference while learning, teaching and working. Students are expected to follow all school rules. Students are expected to be responsible and accountable for their actions. Students are expected to act with respect to each other and to all faculty/staff members. Teachers are expected to teach school wide rules at the beginning of the year and to enforce these rules consistently with fairness and impartially to all students. Teachers are expected to maintain accurate discipline records in order to communicate effectively and to encourage self-discipline in every student. Obeying school rules and living up to this code of conduct and expectation will make WES a safe and positive learning environment that we all are proud to call "OUR SCHOOL".

* denotes Program will be in the Activity Center

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Christmas Program Rehearsal* 9:00 am	16 Winter MAP Testing Ends 9:00 am Christmas Program * and Class Parties 	17
18	19 Christmas Holidays School Closed	20 Christmas Holidays School Closed	21 Christmas Holidays School Closed	22 Christmas Holidays School Closed	23 Christmas Holidays School Closed	24
25	26 Christmas Holidays School Closed	27 Christmas Holidays School Closed	28 Christmas Holidays School Closed	29 Christmas Holidays School Closed	30 Christmas Holidays School Closed	31

2011

SCHOOL WIDE RULES:

1. Respect yourself and others.
2. Respect school property and your learning environment.
3. Walk silently and orderly through the hallways.
4. Follow directions.
5. Dress appropriately for school.
6. Be on time, use time wisely, and come prepared.
7. Leave unnecessary items at home.

CAFETERIA RULES:

1. Enter the lunchroom by walking in an orderly and quiet line.
2. Sit at your designated tables. Small, round tables are to be used only when long tables are full.
3. Pick up all necessary items as you go through the serving line.
4. Remain in your seat during lunch. Raise your hand if problems occur.
5. Respond with five (5) minutes of silence when the cafeteria signal light sounds.
6. Leave your area (table and floor) clean and push chairs under the table.
7. No items may be taken from the cafeteria. (Food, foil, napkins, straws, etc.)
8. Entering the cafeteria when the signal light is off means **SILENCE**.
9. Carbonated beverages will not be allowed.

PLAYGROUND RULES:

1. Use the playground equipment properly.
2. Stop playing and report to the line when the teacher signals.
3. Fighting and rough play are not allowed.
4. Throwing objects such as rocks, sticks or sand is not permitted.

DRESS CODE:

We encourage your child to dress in clean, comfortable clothes. Good grooming and appropriate dress are necessary to reduce distractions and to promote health and a productive learning atmosphere. Extremes in personal appearance that tend to pose health problems or cause distractions will not be tolerated at school.

- Hats are not to be worn in school.
- Tank tops, spaghetti straps, halter-tops, sheer shirts, fishnet tops, bare midriffs, are not permitted. Straps must be at least 1" in width.
- No clothes with holes that would cause attention or distraction to the educational process.
- No markings, temporary tattoos, or insignias on the body.
- No logos depicting alcohol or tobacco companies or obscene or suggestive words or phrases.
- No body piercing other than ears.
- No unusual hair color.
- No pants hanging below the waistline.
- No pants or shorts with words written across the seat.

STUDENT CELL PHONE USE:

Use of cell phones is not permitted on campus during the school day. Cell phones are to be turned off and kept out of sight. The school day extends from a student's arrival on campus until dismissal. A student is considered "on campus" while being transported to and from school on school buses. Cell phone use may be defined as, but not limited to: sending or receiving calls, text messages, pictures, motion clips, playing games, voice mail, surfing the internet, etc. Students may be held responsible for violations of additional policies while using cell phones. This includes inappropriate use of cell phones or other electronic devices during school sponsored extracurricular activities. Cell phones will be confiscated if used inappropriately during the school day.

* denotes Program will be in the Activity Center

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 New Year's Day	2 Teacher In-service/Workday	3 Welcome Back Students	4	5	6	7
8	9 End of 2 nd Nine Weeks (90 days)	10	11 Report Cards Issued	12	13 2 nd Nine Week Spirit Day 	14
15	16 Martin Luther King, Jr. Holiday 	17	18	19 2 nd Nine Weeks Awards Program 3 rd Grade – 8:15 am 4 th Grade – 9:00 am 5 th Grade – 9:30 am	20 Homework Celebrations	21
22	23	24	25	26	27	28
29	30	31				

2012

SEVERITY CLAUSE:

Any student who displays severe disruptive behavior will be referred to the principal's office for immediate action. Consequences may include in or out of school suspension.

ACTIONS LEADING TO SUSPENSION OR EXPULSION:

Some of the breaches of conduct that may lead to suspension or expulsion are as follows:

ASSAULT:

Causing bodily harm to another by an act done with the intent to cause bodily harm to that person or another without the consent of the person harmed.

CHEATING:

Dishonesty while completing schoolwork, plagiarism, and/or falsifying or altering records.

DANGEROUS WEAPONS:

A firearm whether loaded or unloaded, any device such as a knife, designed as a weapon and capable of producing death or bodily harm, or any other device or instrument which in any manner is used or intended to be used, that is calculated to produce death or bodily harm.

DISORDERLY CONDUCT:

Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or other conduct, which tends to cause or provoke a disturbance.

DISRESPECT:

To insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.

FAILURE TO SERVE:

Knowingly and willfully refusing to serve an assigned detention.

FIGHTING:

Mutual combat in which both parties have contributed to the conflict by provocation or physical action.

INSUBORDINATION:

The willing failure to respond or carry out a reasonable directive by authorized school personnel.

INTERFERENCE WITH THE EDUCATIONAL PROCESS:

Conduct, behavior, and attire, which substantially interfere with the educational process, including the use of obscene, suggestive, profane language or gestures advocating disruptive or illegal activities.

OBSCENITIES:

Possession of sexually explicit materials or illustrations, the use of profane and obscene language or gestures.

PHYSICAL ATTACK ON STAFF MEMBER:

The act of striking, pushing, or biting a staff member.







DRUGS OR ALCOHOL:

Possession, selling or consumption of any illegal substance or drug paraphernalia.

SEXUAL ASSAULT AND/OR HARASSMENT: Unwelcome sexual advances, request of favors and other verbal or physical conduct or communication.

February

* denotes Program will be in the Activity Center

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 7 am Muffins for Mom 5 th Grade 	2 7 am Muffins for Mom 4 th Grade 	3 7 am Muffins for Mom 3 rd Grade 	4
5	6 Math and Science Night Rehearsal * 12:30 pm	7 Math and Science Night * 6:00 – 7:30 pm	8 Interim Reports Issued	9	10	11
12	13	14 Valentine's Day 	15	16	17	18
19	20 Spring MAP Testing Begins President's Day 	21	22 Social Studies Program Rehearsal* 9:00 am	23 Social Studies Program* 9:00 am	24	25
26	27	28 Spring Pictures 	29			

2012

THEFT:

The act of taking or concealing the property of another without owner's consent.

THREATENING OR INTIMIDATING ACTS:

The act of verbally, or by gesture, threatening the well-being, health, or safety of any person on school property or on route to and from school.

TOBACCO (USE/POSSESSION OF):

Smoking, chewing, dipping, or having possession of tobacco on school property or at school activities is prohibited.

TRUANCY:

The act of unauthorized absences for any portion of the school day.

UNAUTHORIZED AREA:

Being in off-limits areas or being in an area without permission.

VANDALISM/CRIMINAL DAMAGE:

The act of intentional destruction of property belonging to others. THESE RULES APPLY NOT ONLY DURING SCHOOL HOURS BUT ALSO AT ANY SCHOOL FUNCTION. SERIOUS INFRACTIONS MAY INCLUDE REFERRAL TO THE SOUTH CAROLINA JUVENILE JUSTICE SYSTEM.

WES DISCIPLINE CODE:

The Woodruff Elementary School utilizes a discipline policy, which is explained by each individual teacher to each class at the beginning of the school year. Rules and regulations are posted in the classrooms. Students must follow these rules and procedures to ensure a safe, orderly learning environment. Those who choose not to follow these

rules and procedures will face consequences. Administrators will have the authority to use their discretion in determining the appropriate disciplinary steps, depending upon the severity and frequency of incidents.

BUS RULES:

Riding the school bus is a **privilege** not a right. Spartanburg County School District Four will provide free bus transportation for students who live more than a mile from school. Good behavior is expected from students while they are riding the bus to and from school. Disciplinary decisions involving weapons, alcohol, violence or any other offense considered being of serious nature carries the same penalty as offenses to school property. Bus drivers have authority to enforce state and school rules and regulations. Respect will be shown to your driver. Bus drivers are responsible for student's safety to and from school; thereof, when an incident occurs, the driver will write an incident report and turn it in to school administrators. A copy of the report will be mailed to parents. If a student is suspended from one bus, he/she is suspended from ALL buses. A conference with parent/guardian will be necessary before students may ride a bus again. A bus suspension is not an excused absence from school.

STATE LAW: PARENTS MAY NOT BOARD A SCHOOL BUS:

- Buses stop only at approved stops.
- Be on time for the bus. Buses are on a schedule.
- Upon entering the bus, go directly to your assigned seat.
- Remain seated on the bus at all times.
- **NO FOOD, DRINK, CANDY, OR GUM** will be allowed on the bus.

- No shouting, yelling, or any annoying noise that interferes with the driver's ability to operate the bus in a safe manner is allowed.
- Keep arms, head, and other objects inside the bus at all times.
- **SILENCE** must be observed at all railroad crossings.
- Use extreme caution when approaching a bus and when leaving a bus at stops. (Especially crossing streets and roads)
- Students who wish to ride a different bus from the one they are assigned must bring a signed note from a parent/guardian stating the reason and consisting of a phone number and designated address. Parents may be contacted to verify the note. The note is to be turned into the office early morning for administrator's approval. Students will not be allowed on buses other than assigned bus.
- CD players, radios, headsets, etc. are prohibited on school buses.

CONSEQUENCES:

1ST Report: Administrator talks with student

2nd Report: Warning to the student

3rd Report: 3-Day Suspension from bus

4th Report: 1 Week Suspension from bus

5th Report: 2 Week Suspension from bus

6th Report: 3 Week Suspension from bus

7th Report: 4 Week Suspension from bus

8th Report: Off bus for rest of year

***If the bus driver has to bring a child back to school for unacceptable behavior, the student will receive a 1-week suspension regardless of the number of bus reports.

SPARTANBURG SCHOOL DISTRICT FOUR TECHNOLOGY

PRACTICES AGREEMENT:

Spartanburg School District Four is pleased to be able to provide students access to technologies that enhance and enrich the

educational process. Providing access to internet resources, e-mail capabilities, media centers with automated cataloging systems, satellite instructional television programming, and well-equipped keyboarding and curriculum labs help to facilitate the learning process.

Access to these forms of technologies is a privilege, not a right, and comes with expectations of appropriate actions and responsibility. Guidelines have been developed to ensure that all technology is used appropriately.

ACCEPTABLE USE:

Spartanburg District Four's goal in providing access to various technologies is to promote the teaching and learning process in our district by expanded opportunity to develop, practice, remediate, and reinforce classroom skills. The use of technology in support of these educational objectives of the school district is the definition of acceptable use.

GENERAL GUIDELINES FOR USING TECHNOLOGIES:

Students agree to:


1. Use technology equipment only with permission from a teacher.
2. NOT deliberately tamper with, vandalize, destroy, or steal technology equipment.
3. NOT install any software to the network or to an individual computer.
4. NOT delete, alter, or willfully corrupt network programming.
5. NOT use technology programming or equipment for personal gain, for product advertisements or political lobbying.

INTERNET ACCESS:

The Internet or the World Wide Web is an electronic highway linking computers all over the world. The Internet provides instant access to a

* denotes Program will be in the Activity Center

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 Spring Holiday School Closed	3 Spring Holiday School Closed	4 Spring Holiday School Closed	5 Spring Holiday School Closed	6 Spring Holiday School Closed	7
8 Easter 	9	10	11	12	13	14
15	16	17 PASS Mock Reading	18 Interim Reports Issued PASS Mock Math	19 PASS Mock Science	20 PASS Mock Social Studies	21
22	23 Star Seeker Program* 6:00 pm	24	25	26	27	28
29	30					

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wealth of current information, instructional materials and worldwide communication.

Students Agree to:

1. Use the resources for legitimate educational purposes
2. NOT use the computer to view or download obscene or inappropriate material
3. NOT download files, images, or text to a printer, disk, or hard drive without permission of the teacher.
4. Use only the software provided by the district for Internet access.
5. Keep private personal information about themselves, friends, addresses or telephone numbers.
6. Correspond on Internet only with direct supervision of a teacher and only use generic e-mail address provided by the teacher.
7. Be polite in all communication, and use no abusive, profane, vulgar, or inappropriate language.

RECORDING SOUND OR VIDEO:

The use of any sound or video/images recorded at WES or on District 4 property is prohibited without written consent of the principal or superintendent. This includes video/images through cameras, phones, and other electronic devices and includes the posting of such material to websites or other type of publications. Students who are involved in any unauthorized recording or videoing of facilities, students, or staff may face suspension, expulsion, and/or prosecution. Individuals who are involved in any unauthorized recording, videoing, or posting of unauthorized pictures of facilities, students, or staff may face suspension, expulsion, and/or prosecution. Such equipment may be confiscated.

CONTACT WITH TEACHERS:

Teachers may be contacted by sending a note or e-mail or by calling the school office. You may request that the teacher call you at his/her convenience or schedule a conference at the school between 2:45 p.m. and 3:15 p.m. or during the teacher's planning.

STUDENT PROGRESS REPORT:

Student work will be sent home weekly. Your child's folder should be signed and returned to school the following day. Progress reports (interims) will be sent home at the midpoint of each nine weeks. Parents will be invited to parent conference day and special parent-teacher nights throughout the school year.

RELEASE OF STUDENT INFORMATION:

Proviso 1.9 in the 2002 General Assembly Appropriations Act
The agency placing a child in any situation that requires changing school districts must work with the schools to assure that all required school records, including confidential records, are transferred from the sending to the receiving school within three working days. School records to be transferred include grade transcripts, state birth certificate, certificate of immunization, social security card, attendance records, discipline records, IEP's, psychological reports (or notation in the school record that a psychological report on the child is available at the district office) and any other records necessary for the appropriate placement of the child in the new school. School districts must release all records upon presentation of a court order or appropriate permission for confidential release. If evaluation of placement is pending, the receiving district is responsible to secure information and to complete the placement. The receiving district will maintain appropriate confidentiality of all records received on a child. Both federal and state regulations provide for the transfer of education records from one district to another for enrollment purposes without parental permission.

HEALTH SERVICES:

If your child becomes sick at school, we will contact you. If you cannot be reached, we will use the emergency contact information that you have provided. Please remember, we cannot keep ill children at school.

* denotes Program will be in the Activity Center

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8	9	10	11 Student End of the Year Cookout	12
13 Mother's Day	14	15	16	17	18 Fun Day	19
20	21 5 th Grade Annual Signing AR Celebration	22 ½ Day of School Dismiss at 11:30 am 3 rd Grade – Awards Program 8:30 am 5 th Grade – Field Day 8:15 am	23 End of 4 th Nine Weeks (180days) ½ Day of School Dismiss at 11:30 am 4 th Grade – Awards Program 8:30 am 3 rd Grade – Field Day 8:15 am	24 ½ Day of School Dismiss at 11:30 am 5 th Grade – Awards Program 8:30 am 4 th Grade – Field Day 8:15 am End of the Year Teacher/Retiree Luncheon 12:00 pm	25 Teacher In-service/ Workday	26
27	28 Memorial Day Holiday	29	30	31		

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Phone numbers must be provided so you can be reached at any time during the school year. It is imperative that we have a telephone number at which parents/guardians can be reached in case of an emergency. Please remember to update student records when phone numbers or addresses change.

MEDICATION PROCEDURE:

We are aware that some health problems require that children be given medication during school hours. Please ask your doctor if the medication could be given at home.

When sending medication to school, please provide the following information:

- Child's name
- Teacher's name
- Doctor's name
- Pharmacy name
- Dose to be given
- Time to be given

Parents must fill out a medication form in the office or sign a note giving permission for medication to be given. All medication must be brought to and picked up from the school nurse by parents.

DO NOT send medication in aluminum foil, Saran Wrap, etc. All medication must be in the original container. If your child requires over-the-counter medication parents must supply this to the school following the same guidelines.

Over the counter medications will not be given at school unless prescribed by a physician.

SCHOOL BREAKFAST/LUNCH PROGRAM:

*Meal prices are subject to annual changes:

Student Breakfast	.95
Student Lunch	1.50

Student Reduced Breakfast	.30
Student Reduced Lunch	.40
Extra Milk	.40

***Prices are subject to change pending notification from the State Department of Education.**

Breakfast begins each morning at 7:15 am until 7:55 am.

The STARS Café serves breakfast and lunch to more than 650 students each day. To aid our lunch program, we need your cooperation. No child will be given credit for his/her lunch longer than one week. The school cannot offer meals on credit. The school will provide a notice that is sent home or mailed home to each child who is eating a meal on credit. If payment is not made on the account in a timely manner, the student may be asked to bring lunches from home.

Negative balance notices are sent to classrooms each Thursday to be given to students to take home.

Free and Reduced lunch programs are available to those whose income qualifies. You can contact school office for further information.

FIELD TRIPS:

Field Trips are designed to supplement different aspects of the classroom curriculum and to introduce the student to the resources of the community. Classroom teachers schedule these trips at various times during the school year. Parents will be notified as to trip dates, destinations, and any fees to defray the cost of admission and transportation. Teachers and administration will make the final decision to determine students who are to go on these trips.

* denotes Program will be in the Activity Center

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 Father's Day	18	19	20	21	22	23
24	25	26	27	28	29	30

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INVITATION TO PARENTS/GUARDIANS:

It is the desire of Woodruff Elementary School to involve parents/guardians in the activities of our school. Dedicated and devoted volunteers enhance the education of our students. There are many ways in which you may volunteer your services such as tutoring, resource speaker, and reading to a class, chaperoning field trips, and PTO. Therefore, we invite you to become involved in your child's daily education routine.

VISITORS:

We **WELCOME** you to visit our school. Due to safety concerns, all visitors, parents/guardians or volunteers are required to sign in at the front desk and state their purpose for the visit. **ALL VISITORS MUST WEAR A NAME TAG.** If you need to give money, medication, homework, books etc. you will be directed to the office.

NO ONE IS ALLOWED TO GO TO CLASSROOMS WITHOUT AUTHORIZATION.

STUDENT REMINDERS:

1. You are responsible for the care of your books. If your books are lost or damaged you must pay for them.
2. No gum, candy, or unnecessary items are to be brought to school.
3. If moving, you are responsible for returning all books to WES.
4. After dismissal, students are to leave the school grounds as soon as possible.
5. **SILENT HALLS.** Please walk in halls at all times. Running and talking in hallways is prohibited.

PARENT REMINDERS:

Telephone Messages for Students:

Delivering personal messages to students during class time or at the end of the school day is disruptive to instruction, which is our primary mission. It is not possible to accept and deliver messages for students during the school day. If a true emergency arises, we will be more than happy to assist you and give your student the necessary information. Please make prior arrangements with your student regarding transportation changes or forgotten items, Please notify us in writing regarding any change in student transportation. Thank you for helping to ensure the safety of your student.

Transportation Changes for Students:

Anytime your child is to go home differently, a note to the school or an in-person contact is required. The address change and a phone number should be provided. Classes cannot be interrupted to call students.

Lost Items of Students:

The school cannot assume responsibility for lost clothing, lunch boxes, books, eyeglasses, etc. However, if you report them immediately, every effort will be made to locate the item(s). Lost articles are kept in the nurse's office. Placing the child's name on items in permanent marker will help identify items. Unclaimed clothing items are donated to local charities quarterly.

Student events and recognition programs are posted in our Woodruff Elementary School calendar that parents receive at School Registration. We also send home reminder flyers about the student events and recognition programs periodically throughout the year.

We value the communication between school and home. Thank you for supporting the programs at Woodruff Elementary School.



Dream

Hope

Imagine



When We...

Allow children to **Dream** beyond their reach

Give children **Hope** and they will reach for the stars

Help children **Imagine** all of their possibilities

They Will...

Have a Brighter Future

Woodruff Elementary School

915 Cross Anchor Highway

Woodruff, SC 29388

(864) 476-3123

www.spartanburg4.org/wes