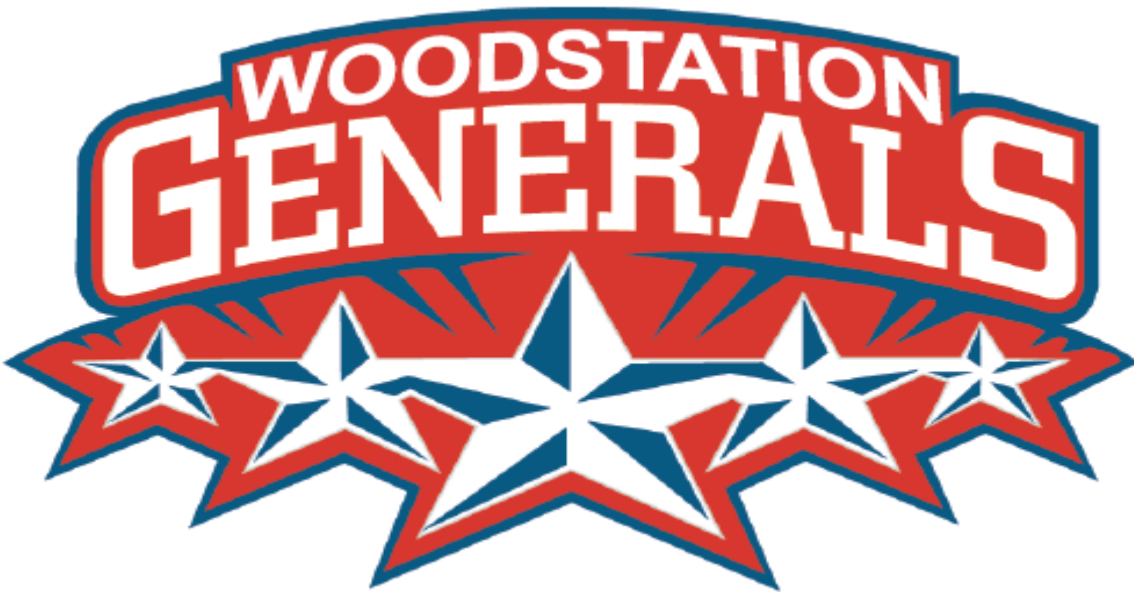


Woodstation Elementary School
Student / Parent Handbook
2013-2014



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Message from Administration

It is our honor to welcome you to Woodstation Elementary School and let you know that you are always welcome. The teachers and staff here at WES have created a very supportive learning opportunity that provides students with a safe and nurturing environment.

The purpose of this student handbook is to provide you with useful information that can be used to answer questions that you may have. Please take the time to read the policies and procedures of Woodstation Elementary; it will help everyone, to communicate effectively about expectations concerning school matters. The agenda is designed to be used by your child to help learn organization and responsibilities for effectively communicating between school and home. Your child's teacher will help your child learn how to effectively use this agenda, please support the request for your child to bring the agenda home daily, share with you, and return it the next day. For additional information concerning Catoosa County Schools student expectations please refer to the Catoosa County Student and Parent Handbook.

Your support and participation of our school is vital to our success, we invite you to please join our PTO and participate in our school wide fundraisers that have been organized to provide needed support to all programs and students. You are welcome to have lunch with your child at every opportunity available. Please come by the office and sign in before going to the lunchroom, for the safety of all students.

We will continue to make education a priority at Woodstation Elementary School. Please support that effort at home and provide support with homework assignments sent by your child's teacher. The homework assignments are an important drill and practice of the skills that have been taught at school.

We are excited about another school year at Woodstation Elementary and hope that you and your child have a great year and reach all of the goals that you have set.

Go Generals!

Ernie Ellis - Principal
Amy Still – Asst. Principal
WES Administration

2013-2014 PTO CALENDAR

August:

- 8/6- Skate Night
- 8/19- Welcome back teacher breakfast
- 8/22- Volunteer work day
- 8/22-4:00-6:00-Open House, PTO table in Dining RM. selling Memberships & t-shirts and taking volunteer forms
- 8/26- First Day of School
- 8/29- Parent Night 3rd, 4th & 5th (6-7pm)

September:

- 9/2- Labor Day Holiday
- 9/5- Parent Night K, 1st & 2nd (6-7pm)
- 9/20- Starbuck Store
- 9/27- Woodstation Wahoo (6-8pm)

October:

- 10/2 School Store Fundraiser Begins
- 10/- Book Fair
- 10/3- 3:00 PTO Mtg. in library
- 10/4- Grandparents Day (12:30-2pm)
- 10/14- Columbus Day Holiday
- 10/10- School Pictures
- 10/18- Cookie Dough Fundraiser Begins
- 10/25- Star Buck Store
- 10/31- Harvest Celebration Snack

November:

- 11/8- Cookie Dough Fundraiser Ends
- 11/8- Kindergarten Parent Lunch
- 11/11- Veteran's Day Assembly
- 11/14- Pic retakes & Kindergarten class night Program
- 11/18- Yankee Candle PTO Fundraiser Begins
- 11/21- We are thankful for WES staff lunch
- 11/22- Star Buck Store
- 11/25-29- Thanksgiving Break

December:

- 12/3- Yankee Candle Fundraiser Ends
- 12/6- Santa Shop Preview Day
- 12/9-13- Santa Shop
- 12/19- Dr. Lane Christmas Dessert Theater
- 12/20- Classroom Christmas parties
- 12/23-5- Christmas break

January:

- 1/6- Back to school
- 1/14- Spirit Night @ McDonalds
- 1/20- No School
- 1/31- Starbuck Store

February:

- 3/3-7- Book Fair
- 2/12 We Love WES school lunch
- 2/14- Class Valentines Snack
- 2/17- No school
- 2/26- Spring Pictures
- 2/28- Star Buck Store

March:

- 3/3-7- Dr. Seuss Week
- 3/10- Kettle Corn Fundraiser Begins
- 3/14- 5th Grade Parent Breakfast (7:30-8:00am)
- 3/21- Star Buck Store
- 3/28- Woodstation Homecoming (8:45-10:00am)
- 3/31-April 4- Spring Break

April:

- 4/8- Coke Truck Load Sale Starts
- 4/8-10 BOGO Book Fair
- 4/17- Staff Lunch
- 4/17- Class Spring Snack
- 4/18- Good Friday- No School
- 4/20- Easter
- 4/21- Coke Sale Ends

CRCT Begins

- 4/22-(Reading), 4/23(ELA), 4/29(Math), 4/30(Science), 5/1(SS)-CRCT Make up days (4/24, 25) (5/2)

May:

- 5/5-9- Teacher Appreciation Week
 - 5/9- Talent Show
 - 5/16- Last Star Buck Store
 - 5/22- Inflatable Day
 - 5/20- 2nd-5th Field Day
 - 5/21 PreK-1st Field Day
 - 5/23- **5th Grade Promotion/Awards (8-9:30am)**
Kindergarten Promotion (10:30- 11:30am)
- Last Day parties @ 11:30

Woodstation Elementary Faculty and Staff 2013-2014

Principal	Ernie Ellis	Fifth Grade	Donna Knight
Assistant Principal	Amy Still		Kathy Burton
Academic Coach	Kandi Carter		Cece Tillman
Administrative Secretary	Buffy Rose		
Administrative Bookkeeper	Julie Dietz	Horizon Teachers	Larry Hullander/ Paula Wolf
Receptionist	Susan Edgeman		
Media Specialist	Karen Willis	Special Education Teachers	Jennifer Apple
School Counselors	Dr. Sloan / Melody Pennington		Becky Thompson
School Nurse	Terri Huskey		Beth Elleman
Cafeteria Bookkeeper	Denise Kinsey		Donna Troupe
			Emily Hawkins
Pre-K Teacher	Trinity Shipley		Derick Holsonback
Kindergarten	Carolyn Parker	Paraprofessional Teachers	Verna Bible
	Emily Maynor		Melinda McNish
	Stephanie Daniel		Michelle Connell
	Candi Gracy		Kim Ryan
			Kaye Hill
First Grade	Jennifer Loyd		Deanna Gibson
	Leigh Watson		Heather Faulkenberry
	Laura Dawson		Kristy McDaniel
	Leslie Peterson		Jenny Babb
Second Grade	Cheryl Blair	Physical Education Teacher	John Gaston
	Brittany Hewitt		
	Susan Bussey	Music Teacher	Kevin Lane
	Jeanna Vaughn		
Third Grade	Nancy Riddell	Custodians	Tommy Blaylock
	Amanda Crow		Lisa Knowles
	Julie Johnson		Kenneth Wyrick (Mailman)
	Alicia Headrick		
Fourth Grade	Justin Crosby	Cafeteria Staff	Danna Sisk, Manager
	Ellen Girod		Jill Ray
	Julia Houston		Priscilla Middlebrooks

Catoosa County Public Schools
Central Office
207 N. Cleveland Street, P.O. Box 130
Ringgold, Georgia 30736
706-965-2297

Denia Reese, School Superintendent
Board of Education
Don Dycus, Chairman
Jane Everett
Billy Joe McDaniel
David Moeller
Melvin Edwards

Our Mission

The mission of Woodstation Elementary School is to design, construct, and maintain an environment that ensures every student will attain a high level of academic achievement as defined by state and national standards. We commit to a comprehensive system of support by addressing the individual needs of each child. We will work with the school, community, parents, and students to achieve positive outcomes.

Our Beliefs

- All students can learn, and student learning must be a primary focus
- Each child is unique with his/her special gifts. Schools, parents, and community share responsibility in the physical, mental, emotional, and social growth of each student
- Special needs students must have unique opportunities for success
- It is the responsibility of the school community to have high expectations for all students to challenge them to maximize their talents and abilities
- Safe, orderly, and nurturing environment facilitates learning

Student Code of Conduct **Woodstation 5 Star Generals are:**

Responsible
Resourceful
Respectful
Motivated
Prepared

Parent Involvement

- We encourage every parent to be involved at school. We hope to continue to build a tradition of having a strong, active parent volunteer program.
- Parents are always welcome at our school. However, please remember to check with the main office before going to the classroom or any other area within the building. This procedure is for the safety of all students
- "Room Mothers and Dads" is another way to volunteer at school. Please contact your child's teacher if you are interested in helping with the classroom.
- We urge every parent/grandparent/guardian to join WES PTO and attend our PTO meetings each month. Information about PTO will be sent home periodically.

- Teacher conferences are encouraged to keep communication open between parent and teacher, please make an appointment, before coming in for a conference. You are welcome to send a note or call the school and leave a request; your child's teacher will follow up with you to schedule a date and time for a conference. Teachers are not allowed to have conferences during the instructional time, all before and after school conferences must be scheduled to be sure not to interfere with duties or responsibilities the teacher may have.
- Your child's teacher's email address will be sent home to you on the first day or you may find it on the schools web site.

Non-resident Students

Students with a non-resident status must maintain satisfactory attendance, grades and behavior. Parental support and cooperation play a very important role also. Those unable to meet school expectations will be withdrawn and referred to their proper school district.

Attendance

The state allows excused absences for the following reasons only. Any other circumstances will have to be reviewed and acted on individually by the principal.

1. Illness of the student
2. Serious illness or death in the immediate family (mother, father, siblings or Grandparents)
3. Religious holidays
4. Conditions that make school attendance impossible or hazardous to the health and safety of students and school personnel, which will be announced on our local news media.

Any other circumstances will have to be reviewed and acted on individually by the principal. If your child is under a doctor's care or becomes seriously ill during the school year and must be out of school, please call to speak with an administrator. Please bring a note (within 3 days) from the attending physician as soon as possible. This notice will be shared with the student's teacher(s), and a copy will be placed in their file. WES has always had good attendance and it is a reflection of the priority that parents place on a good education for their child. We appreciate your support and emphasis on this key factor for a good education.

Perfect Attendance Rewards – Per nine weeks students with perfect attendance and no unexcused tardies will be recognized by Administration.

Absence Notes

If a child is absent, parents must send a note to the teacher within 3 days of the last date of the absence. The teacher will forward the note to the office to be filed. All notes must include the full name of the student, his/her grade, teacher, date(s) of absence(s), reason for absence, signature of parent or guardian and home/work phone numbers of the parent or guardian.

Woodstation is committed to student achievement therefore good attendance is top priority; therefore we will have the following procedure in place to assist with our goal:

- Daily phone contact to check on any student who is absent
- Letters are sent home when students have 3 or more absences
- A conference with parents at school when student has 5 or more absences
- Students that have met the following criteria will be taken to Catoosa County Attendance Review Team (CART)
 - Five or more absences
 - Eight to ten absences that are either unexcused or the notes have been written by parent
 - A combination of ten unexcused late arrivals and /or early dismissals

Make up work for students who are absence.:

- If child is only absent one day, teacher will give make up work the next day and allow a few extra days to complete and turn in
- If child is absent for extended time (2 days or more) please call the school early and the teacher will put together some assignments for parents to pick up from the front office at the end of that day

School Hours

School officially begins at 8:00 AM each day. As the beginning of the day is prime learning time, we ask that parents have their children to school on time. Please remember that being tardy disrupts learning for everyone and stops learning for all students in the room, being on time is very important. Students are dismissed from the gym to the classroom at 7:40 AM to start their day.

Students may not arrive before 7:00 AM and must be picked up no later than 2:55 PM

Car riders who want to eat breakfast must be at school no later than 7:45 AM in order to be served breakfast.

Early Dismissals/Tardies

- For the purpose of attendance, each early dismissal counts the same as a tardy
- Due to safety concerns, students cannot be checked out after 2:15 PM
- Per the state of Georgia any student that checks out before 11:00 AM or checks in after 11:00 AM will be counted absent for the school day
- Students must be checked out in the front office, not in the classroom with the exception of special occasions where check out lists are provided by the office for the classroom
- In the event of inclement weather please listen to local radio stations for school dismissals and times. Please complete the early dismissal form with your emergency information to notify us about how you want your child to go home in case of early dismissal for inclement weather.
- If a student is tardy for school, a parent must come into the office and sign the student in for school. A student must have a tardy slip to enter class after the tardy bell has sounded at 8:00 AM. Tardies are counted excused only for sickness, doctor or dentist notes, or illness in the immediate family

Transportation

It is very important that all students know how they are to get home each and every day. Transportation should be arranged before a child arrives at school. If a child should go to the After School Program, they should know in the morning where they are to go in the afternoon. There should be no change in transportation during the school day as this confuses the child, and also other people who may be involved in transporting the child.

Any change in the "normal" transportation home requires a written note from parent with a contact phone number. No phone calls will be accepted for a change in transportation, we do accept faxed information with a signature in case of emergencies, and this should be limited and will not be an acceptable means to determine transportation on a regular basis.

After School Care (called Star Care) is available at school, please call the school for more information if needed. If your child is not picked up by 2:55 PM they will be sent to Star Care and the parent will be charged the normal rate.

Bus Policies and Procedures

Riding the bus is a privilege. Students who abuse the privilege of riding the bus may have this privilege taken from them. Students must board the bus in an orderly manner, talk quietly, and stay in their seats. Above all, students are expected to **obey the bus driver at all times**.

Upon the recommendation of the bus driver, the principal, after following due process as defined in File JDD and JDD-R of County Board Policy, shall suspend for a period of 5 to 10 days the bus riding privileges of any student found guilty of:

1. The use of tobacco on the bus.
2. The use of profanity, vulgar language, or cursing on the bus.
3. Fighting on the bus.
4. Throwing of any object, which might constitute a danger to others on or away from the bus.
5. Refusing to obey any order by the bus driver that is in accordance with Board Policy.

When students are guilty of offenses not listed above, the following procedures shall be taken:

1. First Offense – Principal's discretion
2. Second Offense – Parents will be contacted and the principal may take other actions.
3. Third Offense – The student will be suspended from the bus for a period of five days.
4. After the third offense, a conference may be held with the parents, driver, and the Director of Transportation to determine the length of suspension from the bus.

Please be aware that bus routes and schedules may be adjusted during the school year.

Students who live outside of the Woodstation school zone may not ride the school buses. Parents are required to provide transportation to and from school. Students who live within the Woodstation school zone may only be transported to their own homes. When a child is going home with another child and will be riding a bus, **the parent of the visiting child** must send a note telling which bus the child will be riding, which will be approved in the office and then given to the bus driver by the child. Please list a phone number where you can be reached as the office may call you to confirm the note.

Phone Calls

In the event of an Emergency, students will be allowed to place calls from the office phone. Please understand forgetting homework or field trip permission notes are not considered an emergency. Calls will not be allowed for these types of reasons.

Students will not be allowed to accept phone calls at school. In the event of an emergency the office personnel will deliver a message to the student.

Students may not have cell phones at school, cell phones will be collected from students if seen by the teacher and turned in to the office for parents to come and pick up.

Change of Address/Phone Numbers

It is important for us to maintain an up to date address and telephone record in our school office for every student. Please notify the school in writing immediately of changes of address or phone numbers.

Please send in writing any changes in persons who may pick up your child from school.

Illness or Injury at School

We currently have a full time nurse in our front office. Minor injuries will be treated at school, and the student returned to class. In case of serious accident or illness, we will try to contact parents/guardians immediately (good accurate numbers are very important). **Please keep the "emergency contact" list up to date.**

Medication Policy

All medications must be turned in to the clinic at the beginning of the day, and should be picked up daily when the student leaves school. An exception would be if the medication is prescribed by a doctor to be taken on a regular daily basis during the school year.

Medication will be dispensed at prescribed times in the prescribed method. No medication of any kind can be dispensed without a note from the parent. This includes non-prescription medications such as Tylenol.

Breakfast/Lunch Procedures

- Students may pay for meals daily or prepay weekly or monthly
- Charges are not permitted. Students will call parents/guardians daily to provide lunch money in order for students to eat. We ask parents to please take care of this obligation, and communicate to the school if there is an issue concerning money. This will be kept confidential and temporary arrangements can be made with a Federal Free/Reduced lunch program.
- **Please separate** "After School Program-Star Care" checks from "lunch room" checks into separate envelopes.
- Parent/student lunches are welcomed and encouraged, we want to be sure to provide a pleasant atmosphere. We insist on good manners, proper conduct and good citizenship shown by students and visitors in the lunchroom. We expect and ask students to clean up after themselves.

- If you plan to join us for lunch please send a note to your child’s teacher so we can be sure to prepare extra meals.
- NO FAST FOODS will be allowed during lunch time at WES.

Cafeteria

A nutritious breakfast is available every morning from 7:15 a.m. to 7:45 a.m. Students have a choice of lunch entrees and are encouraged to eat a hot, nutritious school lunch and to try new foods. Menus will be sent home once a month and posted on the school website. Students who bring a lunch from home may purchase milk from the cafeteria. Carbonated drinks should not be sent in a child’s lunch.

We encourage parents to visit school and eat in the cafeteria with their children. Parents eating in the cafeteria should plan to purchase a school lunch or bring a sack lunch. **We ask that parents not bring or send fast food items into the cafeteria either at breakfast or lunch.**

Lunch and breakfast money should be given to the cafeteria cashier. You may pay in advance by the week, month, or longer. If your child is absent one or more days, that money is carried over. Please put money in an envelope and write on the outside of the envelope, the child’s name and the amount enclosed for breakfast and for lunch. Please do not put snack money on the check with lunch and breakfast money.

Breakfast and lunch money can be combined in one check. If you have more than one child, you may combine their breakfast and lunch money in one check. Please list both children’s names on the check if it is for more than one child. Please do not combine payment for food services with other school payments.

The cafeteria bookkeeper is unable to charge breakfast and lunch. If a child does not have money for lunch, he/she will have to phone parents for money. Only in cases in which a child is unable to locate a parent will the office loan lunch money. Parents will be notified of the loaned amount and are expected to repay the office the next school day. If a substantial amount of money is owed then a formal letter will be sent home. BPS also reserves the right to contact the school social worker/DFACS if restitution is not made. Students with unpaid lunch loans will not be allowed to make purchases such as ice cream, bookstore, yearbooks, etc.

Free and reduced lunch applications will be mailed in summer or given to all students the first day of school. Contact Mrs. Denise Kinsey, the cafeteria bookkeeper at any other time for the forms.

Lunch Prices

Students - \$1.95
 Reduced Price - \$.40
 Visitors (Adult) - \$4.25
 Visitors (Child) - \$3.25
 Extra Milk* - .60

Breakfast

Students - \$ 1.00
 Reduced Price - .30
 Visitors (Adult) \$2.65
 Visitors (Child) \$1.65
 Extra Juice - .40

PAYMENTS TO SCHOOL

Any payment by check (other than those for the cafeteria or for ASP) should be made payable to **“Woodstation Elementary School.”** Please include your child’s name on the check. If the payment is for multiple items, please note what the payment is for (i.e. supply donation, t-shirts, field trip. etc.) If it is necessary to send cash, please make sure the money is sealed in an envelope and **marked clearly with your child’s name, classroom teacher, and the school event for which the money will be used.** Please do not combine payment for food services with other school payments.

Payments for breakfast and lunch should be made payable to **“Woodstation Elementary School Cafeteria.”** If you combine payments for more than one child, please put the check in an envelope and write both names and amounts on the envelope. The cafeteria account is separate from the school account.

Payments for After School should be made payable to **“Woodstation Elementary Star Care or After School Program.”** All ASP charges must be paid weekly. (ASP Handbook)

Please note that all parents are expected to pay breakfast and lunch at the time of the meal (or before). **ASP fees must be paid at the end of each week.** Other payments, such as fund- raiser monies, must be paid according to announced due dates. Any delinquent accounts will result in your child's report card being held. A collection fee will be added to any check written to Woodstation Elementary School that is returned for insufficient Funds. All bad checks and debts are processed through the legal system and are collected plus court costs.

The school bookkeeper will issue any necessary refunds (i.e. unused cafeteria account balances) at the end of the school year.

Student Insurance

We will send home information about a student insurance policy available for you to purchase from a local insurance company. Purchasing this policy is optional. In order to participate in any school sponsored athletic groups, each student will be required to show proof of insurance and a recent physical exam. Please be aware that the school does not carry insurance on any children.

LICE

The school nurse and classroom teachers routinely check for lice. If a child has lice, that child's parents will be contacted and the child will be removed from the classroom until he or she has been treated, checked by school personnel and found to be rid of the lice. The parents of the other children in the classroom will also be notified by letter. If you have any questions about the control of lice, please contact the school nurse.

LOST AND FOUND

Unlabeled articles that are found will be taken to the lost and found. Labeled articles that are found will be returned to the student. Students who have lost an article should promptly check the lost and found as unclaimed articles are donated to charity at the end of each grading period. **Please put your child's name in all articles that might be lost so that we will be able to return found items promptly.**

PHYSICAL EDUCATION

Physical education is an important part of your child's education and is required for all students. If your child is sick and cannot participate please send a note to the teacher. If your child must miss PE frequently, a doctor's excuse must be obtained. Students should wear tennis shoes on days that they have PE.

RESIDENCY

It is the parent's responsibility to give an accurate address, phone number and custody information to the school and to promptly report any change in any of those. A child's legal address is that of his/her legal guardian. Students who reside outside of the Battlefield school district must maintain the following to remain in an out-of-district school:

- Appropriate behavior
- Good attendance (including not being tardy or checked out early excessively)
- Working to his or her ability in the classroom

Out of district students will be routinely monitored to ensure that they are following the above guidelines. Those who are not will be withdrawn from school.

Students who reside outside Catoosa County must pay the \$400 tuition **before entering school.** Families moving out of the Battlefield school district are expected to notify the school as soon as residency status changes. **Students living out of the Battlefield district may not ride a school bus to or from school even to a babysitter's or grandparent's home.** According to Catoosa County School Board Policy, school buses deliver students to the primary residence of the student.

SAFETY

Our priority in establishing all rules and regulations is to provide a safe environment for children.

With the exception of the front door, all exterior doors remain locked during the school day and all visitors are required to sign in at the office. The school is equipped with a digital security camera system 24 hours a day. Our school safety plan is reviewed annually and we practice evacuations with monthly fire drills. Specific school arrival and dismissal plans ensure that children arrive and leave school safely. Our school nurse monitors specific medical needs of students. We are very aware that, as important as planning for safety is, the most important thing is that every adult in the building be

diligent in watching out for the children. We stress the importance of appropriate supervision at all times. If you have any specific needs (custody concerns, etc.) about your child, please contact an administrator immediately.

SCHOOL CLOSINGS

In case of snow or bad weather, all radio and television stations are called regarding information about Catoosa County Schools. You may also sign up for our text program which will alert you to school closings as well. Please do not call the superintendent, principal, or other school personnel at home about school closings.

In the event of a school closing during the school day, the radio and television stations are notified as well as a mass text sent out. When there is a possibility of bad weather, please stay tuned to the radio or television. Please keep the school and your child informed of your family's plans for how the child will get home from school in the event of the school closing during the day. Before winter weather occurs, the school will send home a form requesting this information.

There will be no After School Program on days school is either cancelled or dismissed early due to inclement weather.

SCHOOL NURSE

Our school nurse is Mrs. Terri Huskey. She oversees the school's health and medication records, sees students who are sick or have had accidents and is available to talk with any student or parent about health concerns.

STUDENT GROOMING

A dress code for secondary students has been established by the Catoosa County Board of Education. Although the elementary schools are not as stringent about the dress code, we do prohibit any vulgar pictures and writing on clothing or any reference to violence (including wrestling, tobacco or alcohol). Hats and bandanas are prohibited. Pants and shorts must be worn at the waistline. We ask that shorts be fingertip length or longer and shirts should not show any exposed midriff. Tank tops are not permitted. If your child wears sandals or dress shoes to school, please send appropriate shoes for physical education or recess. Occasionally, on special dress days, some variance from these guidelines is permitted (example "Hat Day"). Refer to the calendar in this handbook and monthly newsletters for specific dates and guidelines.

PARENT TEACHER ASSOCIATION (PTO)

Goals

- To strengthen parental involvement by making parents feel welcome and encouraging their support and assistance.
- To develop the values of **sharing and caring** to make a difference in our community, school, and homes.
- To foster a close working relationship among teachers, parents, and students.
- To facilitate parents' support of teachers through volunteering and funding classroom needs.
- To provide a variety of opportunities for parents to play an active role in their child's education.

Objectives

- To promote the physical and mental well being of the children in the school.
- To promote better communication between the home and school, and encourage a cooperative relationship between parents and teachers in order to effectively benefit the education of the child.
- To promote and contribute to the enhancement of the educational environment so as to provide each student with the greatest advantage in physical, mental, social, and spiritual development.

Student Activities and Recognition

Renaissance Program – strives to recognize students in grade 3nd through 5th for academic achievement, good citizenship/behavior, and good attendance.

Renaissance Nine Weeks Celebration -Is designed for students in Grades 3-5 who make "gains" in grades from grading period to grading period. Students will be recognized and rewarded. This will be lots of fun for the students and should build excitement which will hopefully improve grades for every grading period. This will take the place of our renaissance assemblies.

Perfect Attendance Rewards – Per nine weeks students with perfect attendance and no unexcused tardies will be recognized by Administration.

**Kindergarten through Second grades efforts are recognized within the classroom. Administration will recognize students with good attendance per nine weeks. The teacher will post their names in their rooms as a reward per nine weeks.

Woodstation Singers – Made up of our third, fourth, and fifth grade students will be performing throughout the school year under the direction of Dr. Lane and Mrs. Vaughn.

Leadership Academy – Fifth grade students are eligible for this organization lead by Mrs. Tillman and Mr. Crosby the Leadership Academy students create and carry out service projects for our school each year.

Star Squad – Fifth grade students are eligible. Duties include providing support in our building during morning hours such as front door greeters, lunchroom assistance, car loading zone greeters, and spirit store support. Other duties will be assigned during the school year; this is a very important job and students should always represent WES in an honorable way. The star squad is also sponsored by Mrs. Elleman and Mrs. Burton.

Dance Team– Students in fourth and fifth grade will be performing throughout the school year under the direction of Mrs. Hewitt and Mrs. Shipley. Tryouts will be held in the fall of the year where 12 students will be selected as Dance Team FY13-14.

Media Center

The media center under the supervision of Ms. Karen Hannah is open for student use during the regular school hours Monday through Friday from 7:30 am until 2:30 pm. Kindergarten and first grade students are allowed to check out one book for a period of one week. All other grades may check out a maximum of two books for a period of two weeks. Books may be returned or renewed at any time. Students are responsible for replacing lost or damaged books. Parents are welcome to check out books. The Media Center offers access to fiction and nonfiction books, reference material and supervised computer time.

Guidance Counselor

Dr. Angela Sloan/ Melody Pennington are our school guidance counselors. They meet with each class once per month to teach lessons. They also meet with parents and students individually and in small groups. The Georgia Quality Core Curriculum for guidance can be viewed online at <http://www.glc.k12.us/qcc/homepg.as>

Articles Prohibited at School

Please do not allow your child to bring items to school that could be hazardous to the safety of others or that could interfere with learning. Items such as toys, pocket knives, hard balls, radios, beepers, cell phones, wallet chains, footballs, rolling book bags, or electronic games are not allowed at school. These items will be confiscated and a parent/guardian will be notified to pick up.

Field Trips

Field trips are encouraged as an extension of the classroom lessons. The State Board of Education considers payment for field trips a voluntary contribution. No student will be penalized for nonpayment. **If sufficient contributions are not received, field trips may be cancelled.** Student conduct will be considered before each trip, students who do not

have good conduct at school, will not be allowed to go on field trips. Learning experiences will be provided for them at school during field trip events.

Dress Code

Students should come to school wearing clothing that is appropriate for the weather conditions and conducive to maintaining the learning environment. If you have a question about the appropriateness of an article of clothing, please do not allow your child to wear it to school. Please refer to the Catoosa County Student and Parent Handbook for current dress code regulations.

RTI/ SST (Student Support Team)

Sometimes students need additional academic support in core subjects, this team of teachers have been organized to offer that support as needed. This team will target specific skills needed to be successful with language arts and math work in the classroom. Please contact your child's teacher if you have question concerning this process and service for your child.

Report Cards

Report cards will be sent home per 9 weeks/grading period.
Progress reports will be sent home per 4 1/2 week/mid-term period.
The Catoosa County School System Grading Scale is as follows:

- A 90-100
- B 80-89
- C 74-79
- D 70-73
- F Below 70

A parent/guardian or teacher may request a conference at any time. Please schedule conferences by sending a note or email to your child's homeroom teacher.

First Grade students will bring home a "standard based" report card and progress report. More information will be presented to you in a grade level meeting that will be held within the first few weeks of school. Please do not hesitate to contact the school for additional information if needed.

Returned Checks

If a check is returned to the office for insufficient funds, parents will be contacted to pick up the check and pay with cash. Also, a \$30.00 fee (per returned check) will be due upon picking up the check.

AFTER SCHOOL PROGRAM

PHILOSOPHY

The After School Program is housed at Woodstation Elementary School and is open to all Woodstation Elementary students. It is a program that provides educational opportunities for students after school hours. The safe and caring learning environment is intended to meet the needs of students who would otherwise be home alone after school. Although it is not a basic element of the general education program, it provides an opportunity for students to do homework, study, and engage in after school activities with other children.

ARRIVAL

The After School Program begins at 2:25 p.m. when regular classes are dismissed. Students attending the program will go directly to the designated After School Program room. Students will be “checked in” as soon as they arrive. Once students have checked into the After School Program, they are under the supervision of the After School Staff.

DEPARTURE

All students will be dismissed from the designated departure area. Parents should present the ASP card and complete the sign-out sheet before leaving with your child. Please be sure to sign your name and the time of departure according to the ASP clock, **otherwise you will be charged the maximum daily rate.**

Please send a note if anyone other than those listed on the ASP registration form will be picking up your child.

All students must be picked up by 6:00 p.m. There is a late charge of \$2.00 for every minute after 6:00 p.m. In the event that a child is not picked up by closing time, every effort will be made to contact the parent. If a parent cannot be contacted, the appropriate authorities will be notified.

FEES

The annual registration fee is \$5.00. After School Program charges cover expenses for the program. Fees are \$3.50 per hour, with additional siblings at Woodstation Elementary charged at half price.

<u>Time Picked Up</u>	<u>Charged</u>	<u>Full Price</u>	<u>Additional Sibling**</u>
Before 3:30	1 hour	\$3.50	\$1.75
3:31 – 4:00	1.5 hour	\$5.25	\$2.63
4:01 – 4:30	2 hours	\$7.00	\$3.50
4:31 – 5:00	2.5 hours	\$8.75	\$4.38
5:01 – 5:30	3 hours	\$10.50	\$5.25
5:31 - 6:00	3.5 hours	\$12.25	\$6.13
6:01 -	\$2.00 per minute for each child.		

The After School Program closes promptly at 6:00 p.m. **There is a late charge of \$2.00 for every minute after 6:00 p.m.** Failure to pay any fees will result in termination of participation in the program. Parents are billed weekly and are expected to pay as soon as the bill is received. Failure to pay for ASP weekly will result in withdrawal from ASP until the ASP balance is paid. Please make your ASP check out to “Woodstation After School Program”. Payments made to ASP should not be combined with other payments to the school.

****Sibling pricing applies to WES only.**

ASP REMINDERS

Thank you for your participation in the Woodstation After School Program. Please check that you have:

- Read all ASP information in this handbook.
- Completely filled out the enrollment form. Please give special attention to emergency phone information and any medical information needed.
- Address an envelope to the After School Program and enclose the registration form and the \$5.00/child registration payment. **Checks should be made payable to Woodstation After School Program.**
- Complete and sign the registration form indicating compliance with all rules, policies and fees of the After School Program.
- Write your child’s name on any checks made to ASP.

Woodstation Elementary School

2013-2014 Handbook

I have read and understand the expectations written in the 2013-2014 student hand book.

Students Name _____

Parent Signature _____

Date: _____