

2023-2024 Parent/Student Handbook

Woodward Mill Cubs



2020 Buford Drive

Lawrenceville, GA 30043

678-407-7590

www.woodwardmilles.com



The faculty and staff of Woodward Mill Elementary School welcome you as we begin our 15th year of teaching and learning. Our school year will be filled with excitement as we work together with you, our partners, to create an environment that embraces our school's motto **"Expect Excellence in Everything."**

The 2023-2024 school year will find Woodward Mill Elementary School with a projection of over 1,000 students. We are pleased to continue with our Reading Recovery program, an intense reading intervention program for identified first grade students.

We at Woodward Mill, along with the Gwinnett County Board of Education, recognize that a child's education is a responsibility that is shared by the school and home. Therefore, in order to effectively educate our students, the school and parents must work together as partners in this effort. The purpose of this Parent/Student Handbook is to provide you with valuable information regarding policies and procedures that have been developed as a way to guide our school in the daily business of teaching and learning. By being knowledgeable of these school guidelines, you take the first step in our partnership to promote the best learning environment for students. Please keep this information handy to use throughout the school year as a convenient reference.

We look forward to working together while building relationships during the 2023-2024 school year!

A handwritten signature in black ink that reads "Dr. Sonya Brown". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Dr. Sonya Brown

Principal



The Woodward Mill PTA Executive Board would like to welcome you to an exciting new school year. The 2023-2024 school year is off to a great start. Woodward Mill is welcoming many new students, staff and PTA Board members and volunteers.

This may be a year of "firsts" for you and your child. It may be your child's first year at Woodward Mill, as a Kindergartner or a new student. As a parent, it may be your first time joining a Parent Teacher Association. We would like to welcome you to become involved in the PTA organization. This is an invaluable way to enrich your child's educational experience at Woodward Mill Elementary. Through your PTA membership, you may receive many community and school benefits, and your children will be enriched through academic and social events sponsored by the PTA.

If this is your last year involved at Woodward Mill Elementary, let us make it a year to remember! The children take pride in the arts and education programs in which they participate. They look forward to the fun family events throughout the year. Your involvement only enhances that experience and teaches the children the value of serving their community.

As parents and faculty, we challenge our children and students throughout the school year to take their academics a step further. Let us take that same challenge. You could become a PTA member, join a PTA committee, become involved in your child's classroom, help at a school function, or assist in fundraising efforts. No effort is too small!

The following pages list the many PTA programs offered at Woodward Mill. Please take a moment to review these or contact a PTA Board Member to see how you can become involved. So, whether this may be a year of "firsts" for you at Woodward Mill, a year of "lasts" or even if your children have several more years at Woodward Mill, let us make this a memorable year at Woodward Mill Elementary!

President: Danielle Middlebrooks
Vice President: Jennifer Berruecos
Secretary: Brittany Bowen
Treasurer: Nicole Meisberger

PTA Mission:

To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children.

PTA Objectives:

Parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

PTA Theme: Every child. One voice.

Woodward Mill Motto: "Expect Excellence in Everything"

Help Woodward Mill by Earning Money for our School



Woodward Mill Elementary PTA Committees

Throughout the school year there are many programs provided by your PTA. These could not happen without the help of parent volunteers. All committees need a chairperson to coordinate committee activities, as well as, dedicated committee members. Please consider chairing a committee or co-chairing with a friend. Make this a memorable year for all!

Possible examples include:

Pancakes and Pajamas: An evening event for the whole family.

Bear Scare: Annual Fall Festival offering dinner, trick or treating, and games.

Bingo Night: Bingo Night with refreshments.

Ties and Tiaras Event: The Event for Every Princess! This February event is sure to please all who attend.

Fundraising: Be a part of the team responsible for the spring fundraising campaign. This fundraiser provides the monies used to support a year's work of school-wide programs and activities.

Membership: Promote 100% membership in Woodward Mill PTA through membership registration tables and school-wide membership drive.

Let's GLOW Crazy for Mom Event: This special event is planned with our busy little men in mind. This event will take place in November.

Movie Night: Movie night showing a child friendly film on large screen with refreshments. Promote membership by offering free admission to PTA Members.

PTA Newsletter: Gather and edit PTA and school information to include in The Cub Corner.

Reflection: Annual PTA arts competition.

Room Representative: Communicate PTA and school information to the Room Representatives, support them in their needs and suggest classroom activities throughout the year.

Spirit Night Coordinator: Coordinator to foster business partnerships and donations.

Spirit Wear: This committee promotes school spirit of selecting, ordering and selling spirit wear at Woodward Mill events.

Teacher and Staff Appreciation: Celebrate the teachers and staff of Woodward Mill through special events, recognition, and luncheons.

Very Involved Parent (VIP): Parents volunteer on a weekly basis to assist classroom teachers with projects.

Website Coordinator: Handle PTA specific website design and information.

Yearbook: Coordinate and produce the annual school yearbook.

Many of these committees are currently looking for a chairperson or co-chairpersons. Your PTA involvement is an important factor in the quality education your children receive at Woodward Mill. If you are interested in filling one of these positions, please email Danielle Middlebrooks at daniemid9207@gmail.com or Jennifer Berruecos at criticalmom@gmail.com.

Woodward Mill Elementary School

Vision and Mission

Woodward Mill ES Vision

WMES will provide opportunities for all students to succeed to their fullest potential by enlisting combined support of teachers, parents, and community.

Woodward Mill ES Mission

Woodward Mill's mission is to achieve academic and social excellence through quality instruction that promotes lifelong learning.

Our goals at Woodward Mill are to:

- provide a safe, nurturing, and respectful environment
- maintain high expectations for student achievement academically and socially
- implement innovative teaching strategies throughout the curriculum to meet the needs of diverse learners
- integrate technology throughout the curriculum
- instill positive character development

School Entrance Requirements

All students entering school for the first time in kindergarten or first grade must present a certified copy of their birth certificate at the time of registration. Children must be five years old on or before September 1 to enroll in the kindergarten program and six years old on or before September 1 to enroll in the first grade program. *This is Georgia State Law.* To alter a child's birth certificate in any way is considered a felony in the state of Georgia.

Immunization Certificates

Before official enrollment, all students enrolling in a Georgia school must provide a valid Georgia Immunization Certificate #3231. This certificate may be secured from a local physician and/or the county health department.

Hearing, Vision, Nutrition, and Dental Certificates

All students entering school for the first time in kindergarten or first grade must present a certificate of ear, eye, nutrition, and dental examination on an official Georgia Health Department Human Resources Certificate #3300, which may be secured from a physician, a dentist licensed by the state of Georgia and/or the county health department.

Proof of Residency/Out of Attendance Zone or County

Parents/primary legal guardians who live within the Gwinnett County Public School District may send their children to a Gwinnett County School. The school will require a lease agreement signed and notarized by the leasing agent or a mortgage agreement from the bank, and the most recent utility bill (gas, electric, water) to verify residency. School officials will require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. If a student lives outside the Woodward Mill attendance zone, he or she must have permission from the principal or his/her designee to attend Woodward Mill Elementary School. If permission is granted, **the parent must provide the transportation for his or her child.** The school system will not provide bus transportation for an out-of-attendance-zone student, nor can a child be taken to a bus stop that provides transportation for Woodward Mill students for transportation to or from school. Students who reside outside of the Woodward Mill Elementary attendance zone, but have permission to attend Woodward Mill, must be dropped off by 8:10 a.m. and picked up through car rider dismissal, which begins at 2:40 p.m. If this cannot be accomplished, the student's eligibility to attend Woodward Mill may be revoked.

Woodward Mill Elementary Policies and Procedures



Attendance, Absence/Illness Policy: Attendance at school is an important part of student success and achievement. A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skills (AKS) for their grade level and courses. Certain absences are considered to be excused according to state guidelines. Excused absences and tardies include:

- Personal illness or attendance in school endangering a student's health or the health of others
- A serious illness or death in a student's immediate family requiring absence from school
- A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to student health or safety
- Serving as a page in the Georgia General Assembly

Please provide a written note, or email, to your child's teacher on the day your child returns to school. The note, or email, should include the date of absence and reason for the absence. Should the reason be one noted above, your child's absence will be marked excused. If your child was seen by a physician, please provide a note from their office. Should a student accumulate five or more unexcused absences, an Attendance Letter will be mailed notifying the parent/guardian. Continued absences or tardies may result in the need for a SARC (Student Attendance Review

Committee) Meeting, in which the counselor, parent, teacher, and social worker will work to ensure your child's school attendance improves. A SARC Meeting may also be scheduled for other attendance issues (i.e. excessive tardies, excessive check-outs, or excused absences).

The state truancy law (O.C.G.A. Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who during the school calendar year has more than five days of unexcused absences." This same state law also ties attendance to a student's driving privileges.

It is important for parents to be aware of attendance requirements. Please read Gwinnett County Public Schools' Student/Parent Handbook, which outlines attendance expectations. In addition, our teachers and school leadership will communicate with you regularly on school attendance issues.

Arrival: Students may arrive at the school no earlier than 7:45 a.m. Prior to that time, staff members are unavailable to supervise students. A bell will ring at 7:45 a.m. signaling that students may enter the building. If you should arrive before the bell has rung, your child must stay in the car with you. The 7:45 a.m. bell signals the time students may exit their car at the supervised drop off area. If your child walks or rides a bike to school, please make sure he/she leaves the house and arrives at school no earlier than 7:45 a.m. For the safety of your child, please use the entrance off Azalea Drive to enter the car rider line and only drop students off at the car rider curb directly by the cafeteria entrance. **Do not drop your child off in the parking lot to walk to the sidewalk.** For student purposes, *car riders are not allowed to cut through the parking lanes but should stay in the car rider lane that follows around the side of the parking lot.* Staff assistance for car riders ends at 8:10 a.m. Please arrive early enough to allow your child to be on time.

Parents who arrive after 8:10 a.m. will be asked to park in a parking space and walk their child into the school. When students arrive late, they are missing valuable instructional time. This impacts the entire class when the teacher has to stop instruction to welcome the tardy student. If your child is late due to a doctor's appointment, please provide a note from their office to the front desk upon arrival.

Behavior Management: We greatly appreciate parent cooperation and support in the area of behavior management. The most important aspect is guiding students to take responsibility for their choices and actions and helping them to act in an appropriate and respectful manner at all times.

SCHOOL MOTTO: “**EXPECT EXCELLENCE IN EVERYTHING**”

CONSEQUENCES for Major Behavior Incident:

If a student exhibits a major behavior, they will be referred to a school administrator. An administrator will investigate and determine the appropriate consequence(s), which may include a discipline referral. **Parents will be notified.**

Major behavior incident may include but is not limited to the following:

- *Defiance/Disruption - teaching and learning interrupted or stopped
- *Teasing
- *Physical Aggression (including hitting, pushing, slapping, pinching, grabbing, punching, kicking, fighting, and similar behavior that may injure others)
- *Harassment (racial, ethnic, or sexual name calling or other severe harassment)
- *Threats (verbal or written)
- *Major Property damage
- *Bullying
- *Stealing
- *Bringing a weapon to school
- *Elopement from classroom or school (leaving classroom or school property without permission)
- *Verbal Aggression (on-going name-calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves) or Systemic Exclusion (including telling others to exclude someone and starting rumors)
- *Inappropriate language

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, parent conference, before or after school detention, in-school suspension, Saturday School, out-of-school suspension up to ten days, referral to a Student Disciplinary Panel Hearing which may result in long term suspension or expulsion and, depending upon the severity of the offense, safety, and School Resource Officer (SRO) may be contacted for referral to law enforcement officials.

Student Code of Ethics - Guidelines for student behavior:

1. I will be honest in my statements and actions.
2. I will respect myself, the school staff, and fellow students.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will use criticism in a helpful manner.
8. I will promote school cleanliness and the upkeep of school property.

9. I will make substitute teachers and visitors feel welcome.
10. I will support school activities.

Student Conduct Behavior Code - The following rules apply when you are:

- a. on the school grounds;
 - b. off the school grounds at a school activity, function, or event;
 - c. en route to and from school; or
 - d. off the school grounds while you are in attendance at any school function, or are otherwise subject to the jurisdiction of school authorities.
1. Each student will not interrupt learning and teaching.
 2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
 3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
 4. Each student will not bully, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.), students, or any other person employed by the school.
 5. Each student will not possess or use weapons, whether assembled or disassembled (including toy guns, knives, firecrackers, etc.) whether toy, operational or not operational. If a person could reasonably perceive the object to be threatening, or if the object is a destructive device, it is considered a weapon.
 6. Each student will not possess, use or distribute alcohol or drugs or any substances that represent to be alcohol or drugs.
 7. Each student will not disobey directions or commands of teachers, principals, bus drivers, or other school employees.
 8. Each student will not touch himself, herself, or others inappropriately including private areas of the body.
 9. Each student will not miss school or class without an excused absence.
 10. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
 11. Severe or repeated violations of school rules may result in parental conference, suspension, and/or discipline review committee meeting.
 12. Each student will not engage in any cheating or plagiarism of any type. Each student will produce his or her own original school work including projects (group & individual), reports, and presentations and must cite outside resources that are used.

Birthdays: The celebration of student birthdays is optional and may be observed using the following options:

Please note that some classrooms have students with food allergies. All food treats for these classrooms must be approved by the teacher before being sent in to school. Treats may be limited depending on the type of food allergy within the classroom. Treats should be store bought and individually wrapped. If a treat is brought in that is not an approved snack, the parent will be notified, and the snack will be sent back home at the end of the school day

Parents may provide snacks for the class to eat during regular snack or lunch time. The snack should not include drinks. Birthday favors, gifts, balloons, or prizes are not allowed. Parents are asked to bring the snack to the office in the morning so that the classroom teacher can adjust his/her schedule accordingly. **Birthday party invitations may be brought to school and the teacher will distribute provided that there is an invitation for EACH student in the class.**

Please see our birthday packages on our website and MyPaymentsPlus. More information to come in the fall.

Cafeteria: We strongly encourage students to either eat a well-balanced, hot lunch in the cafeteria or to bring their own lunch.

Bus Arrival: In the morning and afternoon, our school buses **always** have “right of way” when arriving and leaving school grounds. Please do not pull in to or park in the bus lanes during arrival/dismissal. This is in direct violation of Georgia Law.

Bus Dismissal: We encourage parents to meet their child at the bus stop in the afternoon. **GCPS Transportation requires that kindergarten and first grade students must be released to a parent or another individual who has permission to receive the student.** If there is not a parent or authorized person at the bus stop to receive a kindergarten or first grade student, the student will be returned to the school. If parents would like anyone added to their release list, GCPS Transportation must have the person’s name in writing. Parents must provide documentation to the bus driver and also notify the school.

Car Riders: Due to congestion on Buford Drive, we encourage you to allow your child to ride the school bus. If your child must be a car rider, please have patience. The process is lengthy, and we suggest that you allow enough time in your schedule to accommodate the wait. Parents are required to use the back parking lot for student drop off and student pick up. The front entrance lane and circle are only to be used by GCPS buses and other authorized day care providers. Students are not to be dropped off in either of these two areas. Parents must always accompany students into the building when being dropped off. During the hours of 7:45 a.m. and 8:25 a.m. and 2:25 p.m. and 3:15 p.m., there is **NO** left turn onto Azalea Dr. due to congestion. Thank you for your assistance as we work to secure the safety of our students, parents and staff.

Car Rider Arrival: 7:45 a.m. - 8:10 a.m. (warning for tardy bell):

- Please have your child prepared to exit your car once you enter the unloading area. This means that book bags, lunch boxes, and other items need to be in your child's hands or secured on his/her back in order to make an immediate exit from your vehicle once stopped and inside the unloading zone.
- Goodbye hugs and kisses need to take place **BEFORE** entering the unloading zone! This will help keep our arrival process running smoothly and safely.
- **Once inside the unloading zone and after coming to a complete stop, your child is to exit your vehicle on the right hand side on his/her own and then shut the door to your vehicle.**
- Duty personnel will be standing along the unloading zone should an emergency arise. However, it will be up to your child to open and close the vehicle door. Please do not get out of your car to help your child in or out of the car.

Car Rider Dismissal- 2:40 p.m.:

- Please have your assigned car rider tag hanging from your rear view mirror during the entire car rider line so it is clearly visible to staff.
- Each number will be communicated into the building where the car rider students will be seated awaiting their number to be announced.
- Please discuss with your child the number assigned to you and have your child ready to "respond" and move to the loading zone when his/her number is called.
- Once all vehicles are inside the loading zone and are stopped, your child/children will be directed to proceed to your vehicle and open the door.
- Duty personnel will be standing along the loading zone should an emergency arise. Just as in the morning, it will be your child's responsibility to open and close your vehicle door. Please do not get out of your car to help your child in or out of the car.

We rely upon each of you to assist us with the safety of our car rider procedures. Unloading and loading can only take place within the designated zone. For the safety of your child, **DO NOT**, for any reason, allow your student to enter or exit your car outside of the designated zone. **Additionally, should you be unable to wait in the car rider line, we ask that you park in a legal parking space and check in/out your student with appropriate identification in the front office. All checkouts must be done prior to 2:15 p.m.**

Change of Address or Phone: For emergency purposes, we require updated information for each student. Please notify the school in writing of any changes to phone numbers, address, email, or emergency contact information.

Checkout of Students: All students must be checked out through the office prior to 2:15 p.m. **No student will be released to parents from the classroom or from car riders. For the safety of your child, teachers have been instructed not to release students directly to parents at any time.**

Clinic: Woodward Mill will have a clinic worker assigned to the Clinic. She/he will administer minor first aid and properly authorized prescription drugs or long-term medication. The clinic worker will contact parents to pick up ill students. Please indicate on enrollment documents any special circumstances you wish to make the clinic worker aware of concerning the health of your child. If your child has a fever, you will be notified. If he/she has a fever of 100.4 degrees or higher, **your child must be sent home**. The county policy also requires that **students be fever-free for 24 hours before returning to school**. Although our clinic worker is full time, she/he may not take responsibility for evaluating signs of illness or injury that have occurred at home. These should be referred to your family doctor or an Emergency Room. A child who has been vomiting should remain home until they are symptom free for 24 hours.

If a child becomes ill during school hours, parents are expected to arrange to have the child picked up from school as soon as possible. Parents without transportation, and working parents, should prepare for this possibility early in the school year. Please inform the school of any medical problems.

- **Clinic Information:** Phone numbers (home, work, and cell) must be kept up-to-date in the event we need to reach you in an emergency concerning your child.

- **Communicable and Infectious Diseases - Rules for Control:** Children having a contagious or infectious disease should not return to school unless cleared by the school clinic worker or accompanied by a note from the family physician. The school clinic worker reserves the right to make the final decision on any questionable cases. Parents of students who will be out for three days or more should contact the school clinic worker to discuss the child's return to school. The following conditions should be considered communicable: Lice (Pediculosis), Chicken Pox (varicella), Strep Throat, Ringworm, Scabies, Measles (Rubella), German Measles, Mumps, Meningitis, Poliomyelitis, Scarlet Fever, Hepatitis, Mononucleosis, Worms or Parasites, Impetigo or staph infection; Whooping Cough (Pertussis), H1N1, or COVID-19. Parents should notify the school if their child has been affected by any of these for advice on readmission to class.
- **Medication:** If your child's health requires a long-term medication, our clinic worker will dispense medication after your doctor has completed a document describing the dosage. We also require a document giving permission to administer emergency-type medications for specified known problems, such as a bee sting or allergies. Long term or emergency medications will not be administered to students in the absence of these required authorizations. Notes from parents will not suffice. Our clinic worker will also administer short-term prescriptions to students. Parents must bring the prescription to school with a note indicating the medication dosage and time. "Over the counter" medications are only dispensed from the clinic with written parental instructions. Parents must bring these types of medications to the school. Students are not permitted to transport medication.
- **Special Diet/Food Allergies:** In order to substitute juice/water for milk as part of the regular daily diet, a note from your physician indicating a medical reason is required. Other special diets should be provided from home.

Closing of School: If inclement weather causes school to be cancelled or dismissed early, public announcements will be made on GCPS Television, school messenger via phone call or text, on the school system's website (www.gwinnett.k12.ga.us) and via metro-Atlanta radio and television stations. Full-day cancellations usually are announced by 6:00 a.m. WSB-TV Channel 2 or WSB 750am will most likely be the first to announce school closings and/or delays.

Communication: WMES will use the school messenger software and email correspondence to send reminders of upcoming school events and/or alerts to any school changes, updates or closings. The school publishes a weekly newsletter, The Cub Corner, every Friday.

Conferences and School Visits: To ensure the safety and security of our school community, we ask that all parents/guests sign in at the front office. All guests must obtain a visitor badge by going to the office and signing in with the school check-in system. **All students will be released only to parents/guardians through the office.** Our staff has been instructed **not** to release any student from the classroom directly to any adult, including parents/guardians. This is a safeguard for all children and is an integral part of our security plan. Your cooperation is appreciated.

Day Care: If your child is absent from school, please call your day care provider to inform them that your child will not be transported that day.

Dismissal: The first dismissal bell rings at **2:40 p.m.** to release car riders and day care buses. We will dismiss students from two different locations. Students riding the bus will be dismissed from the doors in the front of the building. Car riders and walkers will be dismissed from the exit doors near the cafeteria. Students who ride a private day care bus will also be dismissed from the doors near the cafeteria. Students will not be allowed to re-enter the building after 4:00 p.m. to pick up forgotten items such as books or lunch boxes. We encourage students to learn responsibility in remembering items when leaving for home.

Dress Code for Students: All students are expected to dress appropriately for school. Any appearance, which distracts from a proper learning environment, is considered inappropriate. Clothing advertising drugs, alcohol, cigarettes and/or depicting violence is not permissible. Students are not permitted to wear halter tops, tops that show midriff, torn jeans, or short shorts. No hats, bandannas, or hoods are to be worn in the building unless it is a planned school activity or fundraising event. For safety reasons, roller shoes (i.e. Heelys) are not permitted. Shirts and pants/jeans should fit properly so that inappropriate exposure does not occur. Please note, sandals are not recommended at school due to frequent accidents and injuries on the playground and in physical education class. When inappropriate clothing is worn, parents will be called to provide appropriate dress. We believe a consistent dress code will result in higher achievement and ensure a safe and positive learning climate. We have designated each Friday as Spirit Day. Students are encouraged to wear their school spirit wear on these days.

Early Checkouts: Please note that our **checkout policy** is as follows: **Parents cannot check out their child from school after 2:15 p.m.** Our instructional day does not end until 2:40 p.m. Numerous checkouts are disruptive. Students checked out early miss important Gwinnett County Academic Knowledge and Skills (AKS) instruction, as well as critical directions to prepare them for the next day. We encourage all parents to support our academic program by not checking out students early.

Early Release: Students will be dismissed at **12:10 p.m.** on the four Early Release days (see calendar for dates) for Parent-Teacher Conferences.

Field Trips: Each grade level may participate in trips which are linked to classroom learning and the curriculum. Expenses (if applicable) are requested to cover class sponsored field study trips. No child is denied the opportunity to participate for not being able to contribute toward the trip cost. However, if sufficient funds are not collected, it may be necessary to cancel a planned event.

Homework: Home study is essential to each student's educational program. Parents are advised to plan and supervise a daily study time at home. Homework is an extension of the learning process meant to reinforce skills that have been taught in class. It is a way to keep parents informed and involved with the child's school work, along with being a method of helping students establish self-discipline and study skills.

Assignments may be brief or may include a project requiring some out of school work. Suggested homework guidelines are:

First Grade - 10-20 minutes; **Second Grade** - 20-30 minutes; **Third Grade** - 30-40 minutes; **Fourth Grade** - 40-50 minutes;

Fifth Grade - 50-60 minutes. **It is the student's responsibility to remember to take all necessary items home. Students will not be allowed to re-enter the building after school to retrieve books, homework, etc. without administrative permission.**

Ice Cream: Students may purchase ice cream for \$1.00 on Tuesdays and Fridays. This treat will be eaten during their lunch period after they have eaten their lunch.

Internet: At Woodward Mill, the Internet is used for academic purposes only. Students must have parental permission to use the Internet. Students may go to sites designated by the teacher and are responsible for following the teacher's instructions. Failure to use the Internet properly may result in the loss of Internet privileges.

Late Pickup/Returning Students: Gwinnett County has the following policy for students returned on the bus because no one is at home to meet them or not picked up on time as a car rider:

- **First Incident:** School manages the situation by contacting parent(s), guardian, or emergency contact for pick up.
- **Second Incident:** School manages the situation by contacting the parent(s), guardian or emergency contacts for pickup. The School will then report the incidents to Gwinnett County's Safety and Security office no later than the following morning of the second incident. School's SRO (School Resource Officer) will follow up, make contact and explain that DFACS (Department Family and Children Services) will be contacted the next time the student is left or returned to the school.
- **Third Incident:** Principal or designee will call DFACS (Department Family and Children Services) and make a referral for neglect.

Lost and Found: Lost items are taken to the Lost and Found. Students should check to claim lost items. Unclaimed items are periodically donated to charitable organizations. Please help us with this by labeling items such as coats, book bags, and lunch boxes.

Lunch /Breakfast Charges: We appreciate parental assistance in reminding students to bring lunch money and for frequently checking with your child/children when additional payments are needed. The district has adopted a policy which governs student charges. Only two charges are permitted. After two charges, students will not be permitted additional charges. (However, our cafeteria will provide the student with an entrée and a 4 oz. water.) Notices are sent weekly to parents of students with a balance of \$2.50 or less. Please call the Lunchroom Manager, Paola Mora-Velez, if you have a question about your child's cafeteria charges. The phone number is 678-407-7829.

Meal Prepayment: We use a prepayment system for lunch/breakfast. Our online prepayment system allows parents to go online and manage their child's meal account. MyPaymentsPlus allows you to make deposits at no cost and create settings to auto-replenish your account or receive free reminders when the balance is low. Prepayments of lunches/breakfast can be made by the week, month, or in longer time increments. Breakfast is served at a cost of \$1.50. Lunch is \$2.25 a day, or \$11.25 for a week. Milk is \$.40. An adult's breakfast is \$2.50, and the cost of an adult lunch is \$4.00. You may also send cash or a check to school with your child. We do not accept debit or credit cards of any type. **Please remember to put your child's name, student number, teacher, and grade on every check you**

send for meal accounts. Please allow for only one student per check. If you send cash, always put the money in an envelope with the

student's name, student number, teacher, grade, and amount of cash written on the front. Please note: Our school policy does not permit any type of carbonated drinks or any type of drink in a glass container.

Make-Up Work: Assignments missed during a short or long-term absence should be made up upon return. Students have the same number of days to make up work as days missed.

Messages to Teachers: Calls will be received by the school between 7:30 a.m. and 4:00 p.m. Messages will be taken for teachers to return calls and will be placed in their mailboxes at the school. Teacher hours end at 3:15 p.m. If a parent calls later than 3:15 p.m., the teacher may not return the call until the following day.

Mobility Impaired/Handicapped Accessibility: Woodward Mill Elementary School wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impairment issues or handicapped access, please contact the school at **678-407-7590**.

Parent Visitations: Our parents are always welcome in our building as we work to promote school/home partnerships. However, parents wishing to visit a classroom for a drop-in or extended visit should contact their child's grade level AP to schedule an appointment. Classroom visits may last up to 30 minutes. Please do not bring siblings, as this may cause a disruption to the instruction taking place. Advance notice is important as schedules can change. An administrator may be present during the observation. **This cooperation will minimize disruptions to all students' instructional programs and activities.**

Phone Protocol: The Gwinnett County Board of Education (BOE) permits students to have in their possession an electronic pager or communication device on a limited basis. However, the BOE prohibits the use by a student of any personal electronic communications device during school hours or on a school bus. The local school principal may set forth rules pertaining to student possession and use (O.C.G.A. 20-2-1183). Students may use school phones to call home when necessary, with the permission of their teacher or an administrator. We do not permit students to receive phone calls during the day, as this distracts from the learning environment. All student phones should be turned off and kept in the child's bookbag.

Report Cards: Students will be graded on a semester system. Report Cards will be issued after the first semester (Winter Break) and second semester. Progress reports will be provided throughout the year, and grades may also be checked via the Parent Portal. These dates are listed in the master school calendar.

Re-enter the Building: Students will not be allowed to re-enter the building after 4:00 p.m. to pick up forgotten items. Prior to 4:00 p.m.; the teacher must be in the room in order to re-enter the room. If the teacher is not available, the student will not be allowed in the classroom.

School Bus Safety Rules: Posted on all GCPS school buses, and printed in all school handbooks. Students will follow directions of the driver.

1. Students should be at the bus stop five minutes before the bus arrives, waiting in a safe place, clear of traffic and ten feet from where the bus stops.
2. Students will wait in an orderly line and avoid playing.

3. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have

looked in both directions for traffic left, right, left.

4. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
5. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
7. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
8. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
9. Students will refrain from using loud voices, profanity, and/or obscene gestures, and will respect the rights and safety of others.
10. Students will not extend head, arms, or objects out of the bus windows.
11. Students will be very silent at railroad crossings.
12. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
13. Students must provide a written note, signed by a parent/guardian and a school official who will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
14. Students will keep their bus clean and in good, safe condition.
15. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
16. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

School Council: School Councils were established in all Georgia Schools as part of THE A+REFORM ACT of 2000. The intent of School Councils "is to bring communities and schools closer together in a spirit of cooperation ... and bring parents into the school-based decision-making process." The role of School Councils will be to provide "advice, recommendations, and assistance and represent the community of parents and business." Councils will have the opportunity to influence not only the instructional process in the school, but also the perceptions of and support for public education in the community. Meeting dates and times will be posted and meetings are open to the public. Members of the Woodward Mill Elementary School Council at this time are:

Dr. Sonya Brown	Principal	Laura Baynard	Teacher
Diane Matos	Teacher	Danielle Dooley	Parent
Keiva Lewis	Parent	Jody Everett	Business Person/Parent
Jessica Hughes	Business Person/Parent		

Safety/Security Plan: All visitors to the school must request entry by being "buzzed" in using the visitor management system which is

located on the brick column near the main front doors facing the side parking lot. All visitors will be required to show a picture ID before and upon entry in the front office, sign-in, and wear a visitor's badge. Any visitor who is not wearing a visitor's badge will be escorted to the main

office. Visitors need to check-out from the front office/lobby before leaving. Thank you for carefully following these procedures for the safety of our students and staff.

Awards:

Awards will be presented in May for students in kindergarten thru fifth grades. The awards and criteria are listed below.

Principal's Honor Roll: This award recognizes superior performance in both academics and behavior. Students must earn 90% or above (2nd – 5th grade) or all E's (Kindergarten and 1st grade) in all academic areas to receive this award. Students must also earn an S or E in all Special Area classes, conduct, and work habits.

A/B Honor Roll: This award recognizes excellence in both academics and behavior. Students must earn 80% or above with at least one A (2nd – 5th grade) or E's and S's with at least one E (Kindergarten and 1st grade) in all academic areas to receive this award. In addition, students must also earn an S or E in all Special Area classes, conduct, and work habits.

Citizenship Award: This award recognizes students who consistently demonstrate characteristics of good citizenship. These are students who cooperate with others, show respect for adults and their classmates, are well behaved, and display responsibility. Each class may select a maximum of four students to earn this award.

Student Placement in Classes: Please be reminded that all students are temporarily placed in classes until the end of the first few weeks of school. At that time, significant changes in enrollment within any grade level may require the redistribution of students.

Tardies: When circumstances delay arrival at school past the 8:15 a.m. starting time, parents must accompany students to the office and sign-in their child. Prompt arrival at school is expected and appreciated. Woodward Mill's counselors recommend intervention after three unexcused tardies. Daily announcements begin promptly at 8:15 a.m.

Textbooks: Textbooks, library books, and other school materials must be paid for if lost, stolen, or damaged. Parents are able to see the books that are checked out to their child through the parent portal.

Transportation: Parents must complete a Transportation Parent Authorization form in order for their child to be allowed to ride a GCPS bus. These forms will be available for parents at Open House. Any parent not attending Open House will have a form sent home with their child which must be completed and returned to the school as soon as possible. The safety of a child while walking to, from, and waiting at the bus stop is the parent's responsibility. Students are assigned to the bus stop closest to their home address. All students will be issued a transportation tag, and this tag must be on the child's book-bag at all times. The school must be notified in writing to request a transportation change different from the original agreement made at the time of enrollment.

Bus Passes can NOT be issued for play dates, birthdays, Girl/Boy Scouts meetings, weekend sleepovers, or any other reason except for an emergency as determined by a school official.

Transportation Changes: The school must be notified in writing to request a transportation change. For your child's safety, no changes will be accepted via telephone or email. The school cannot accept changes via the school's website. A written request must be signed, dated, and include your child's name, teacher's name, and a telephone number where you can be reached that morning. Notes must be submitted to your child's teacher when they arrive at school for the day. Transportation changes will not be accepted after 12:30 p.m.

Transportation for students on a permissive transfer to attend Woodward Mill is the responsibility of the parent/guardian, they are not allowed to ride a GCPS bus.

Buses will drop off and pick up students at the sidewalk at the front entrance of the school. Staff members will supervise the arrival and dismissal of students. Riding the school bus is a privilege. Safety on the bus is an important concern. The GCPS School Bus Behavior Management Program will be implemented and enforced.

Any questions regarding GCPS bus transportation please contact transportation at 678-765-4955.

Day Care Transportation: Parents must complete a Transportation Parent Authorization form in order for their child to be allowed to ride a GCPS bus or day care bus. These forms will be available for parents at Open House. Any parent not attending Open House will have a form sent home with their child which must be completed and returned to the school as soon as possible. Parents of students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter to include the start date and day care director's signature. An official bus pass must be obtained each day the student will not attend day care (listed on the transportation tag) to ride the GCPS bus to his/her home address. **Changes must be in writing and received by the school no later than 12:30 p.m.**

Vacations/Extended Absences: If your child will be absent from school due to a family vacation or trip, daily work and assignments will be saved to be completed after your child returns to school. Teachers will not be able to provide work packets or assignments prior to the absence. If your child will be absent for an extended period of time due to illness, please contact your child's teacher or the assistant principal for your grade level. Your child may qualify for homebound instruction.

Visitor Management System: The system, which requires visitors to be "buzzed" into the school, is intended to enhance the safety and security of both students and staff by establishing greater door control at the primary entrance to the school. Visitors and guests will need to press the button on the entry device outside. Our front office team will respond via phone to one visitor at a time. Once the guest/visitor states their business, they will be buzzed into the vestibule (the second layer of security). Once inside, the visitor/guest will place their ID into Raptor and if appropriate, they will be buzzed into the school lobby. **Please make sure you have your ID out and ready to ensure efficient entry.** Our front office team will assist one visitor at a time.

1. Parents/Guardians that are here to check students in after 8:15am will be asked to wait inside the vestibule until we have properly checked in the student. **Students who are tardy MUST be accompanied with an adult to check in.** After the student has been properly checked in, the student will then be buzzed into the school lobby to get their tardy slip and proceed to class.
2. Parents/Guardians that are dropping items off for students will be asked to label them and leave items inside the vestibule on the designated table. Staff will ensure items are delivered to students.
3. Parents/Guardians that are here to check students out before 2:15pm will be asked to wait inside the vestibule after placing their ID in Raptor.
4. Parents/Guardians that are here to have lunch or for a scheduled meeting should follow the procedures listed above and then will be buzzed into the school lobby to receive a visitor's sticker.

Visitor Parking: Visitor parking is available in both the front lot and side lot of the school building. Parked cars must be in designated spaces. **Please do not park in the front bus lane. We also ask that you not park in the "Reserved" spots.**

Visiting the School: To ensure a smooth-running and safe school, anyone entering the building for any reason must report to the office and sign-in. When visiting a classroom, eating lunch with a student, or checking-in/checking-out a student, picture ID is required (this includes parents, guests, grandparents, etc.). We will also check to verify if the visitor's name is on the list of parent approved contacts. If a visitor's name is not on the list, then a school staff member will contact the parent for verbal permission. All visitors must wear a Visitor's Badge while in the building. We ask that you drop-off and pick-up your children at the assigned doors. **Parents should not return to the classrooms with students after visiting for lunch.** If your child forgot his/her lunch, please drop it off at the office with the child's name and teacher's name written on it and we will ensure it is properly delivered or picked up.

Visitor Guidelines:

Parent Volunteer Guidelines:

- Parents must check in through the front office. **Photo ID** is required.
- Days and times should be established between **teachers** and **parents**. **Parents should only visit classrooms IF the day and time has been established with the homeroom teacher.**
- Items will be prepared to hand off or left in the **Media Center** for parents with instructions. (The media team will find an area for the materials, but aren't responsible for instructions).

Cafeteria Guidelines:

After signing in at the office, parents should wait outside of the Cafeteria doors for their child's class to enter. Parents are asked to exit the cafeteria and sign out at the office when lunch is over. Please do not travel to any stairwells or rear/side exit doors after lunch.

- For the privacy of students, parents will only be allowed to sit with **their children** at lunch at the parent table. No other student (unless family -meaning the parent's child) may join the parent.
- Parents eating with students will need to sit at the designated parent table.
- While the music is playing, parents and children are asked to abide by the cafeteria rules.
- Parents **may not** drop off fast food for students to pick up at the office. Any lunch that is dropped off must be in a lunch box. Lunch in fast food packaging will not be accepted. Please note that our front office staff cannot guarantee that students will receive food in time for their lunch as they are unable to leave the front office unattended to deliver or call students to receive food. If parents bring in fast food, it should only be for themselves and their child and must be eaten together in the cafeteria during the child's lunch period. Sharing of food with other students will not be permitted for safety concerns. Instead of fast food, parents are encouraged to **purchase** a nutritious school lunch from the **adult bar**.