



"A Community Partnership School"

2020-2021

Title 1 Student and Parent Handbook

4750 SR 206 West - Elkton, FL 32033

Phone: 904.547.8610; Fax: 904.547.8615

Website: <http://www-swe.stjohns.k12.fl.us>

Randy Kelley, Principal

Lisa Bielefeldt, Assistant Principal



Dear Parents/Guardians,

Welcome to the 2020-2021 school year at South Woods Elementary! We are looking forward to a very successful school year as SWES Eagles! Providing a safe school while putting our Pre-K through grade 5 students first is a top priority! Please take some time to thoroughly read through our handbook. Not only does it address very important policies and routines at South Woods Elementary, but also includes information that will help us, as partners, ensure a safe and educationally prosperous year! The school district's Student Code of Conduct will address additional routines, procedures, and expectations for parents and students to become familiar with. Please take the time to read and familiarize yourself with these procedures and review them with your child(ren). We use these procedures to ensure a safe learning environment for ALL children attending our school.

It is our goal to not only teach our students to be life-long learners, but to also provide them with the tools needed to lead successful lives now and in the future. We know that parental/familial support, literacy, a strong set of core beliefs, and self-determination are avenues to help students accomplish this goal. At SWES we value and thank you for your support and participation as it is our goal to provide the very best learning environment for each of our 700 students. Student literacy is a highly valued component of our work here at SWES. Various programs have been implemented at our school to ensure that student literacy is modeled and celebrated on a consistent basis. Additionally, SJCS D's Character Counts! Program supports student development of a core value system, which will guide students now, and throughout their lives. With home and school as a partnership, we can provide the very best education for your child(ren).

In closing, I encourage you to stay involved with your child's education. Be sure that your child is at school every day, on time, and ready to learn. I also ask that you maintain consistent contact with your child's classroom teacher and volunteer when you can. One of the best gifts you can give your child above all things is to read with them every night.

If you have any questions, comments, or concerns at any time, please contact us at 547-8610. We look forward to a happy, productive, and successful year as we work together for our South Woods Elementary School children.

Go Eagles,

Randy Kelley

Randy Kelley, Principal

Important Contacts & Numbers:

St. Johns Co. School District Transportation Dept.	547-7810	Mrs. Amanda Zakrocki, Curriculum Resource Teacher	547-8620
St. Johns Co. School Board Building	547-7500	Ms. Linda Fuce, Behavior Interventionist	547-8614
South Woods Main Office	547-8610	Ms. Emily Owens, Receptionist	547-8610
Mr. Randy Kelley, Principal	547-8606	Mrs. Diana Ambrose, Guidance Counselor	547-8603
Ms. Lisa Bielefeldt, Assistant Principal	547-8613	Mrs. Renee Brown, Computer Operator/Attendance	547-8618
Mrs. Jamie Burnett, Cafeteria Manager	547-8607	Mrs. Christine Bash, Registered Nurse	547-8604
Mrs. Dana English, Executive Secretary/Bookkeeper	547-8606	Mr. Brian Taylor, Maintenance Manager	547-8617

SOUTH WOODS ELEMENTARY SCHOOL DAILY STUDENT SCHEDULE

8:00 AM Parent pick up doors open and students report to the classroom or cafeteria for breakfast.

8:00 AM Buses arrive; students report to the classroom or the cafeteria for breakfast.

8:20 AM Parent Pick Up doors close, breakfast ends; morning announcements begin.

8:25 AM School starts.

8:25 AM Students are tardy and are only admitted to class with a tardy slip.

9:00 AM Attendance is submitted. Students are now considered absent.

LUNCH (10:55 to 1:05 PM)

Parents are welcome to have lunch with their students on a periodic basis in the cafeteria*. All lunch visitors must have an approved school access/volunteer application on file and will need to show picture identification, sign-in at the front desk and wear their ID badges at all times.

**Due to COVID 19, visitors will not be permitted beyond the school lobby until further notice.*

PHYSICAL ACTIVITY/RECESS (varied)

Students will have 20 minutes of physical activity either prior to their lunch times or following their lunch times. Please do not send sports equipment to school with your child. The school is not responsible for lost or broken equipment.

DISMISSAL (2:45-2:55 PM); 1:45 – 1:55 EVERY WEDNESDAY

Please provide a parent note or call the office at least 45 minutes prior to dismissal to change a student's dismissal plan. No dismissal changes after 2:00 p.m. or 1:00 on Wednesday. Please ensure that your child is picked-up on time or has been instructed to ride the bus.

2:45 PM Extended Day students move to their designated area; Parent Pick-Up students report to Parent Pick up door.

2:45 PM Dismissal begins, buses are called from the intercom

3:00 PM Parent/Teacher Conferences by appointment

Wednesdays: Dismissal begins 1 hour earlier, starting at 1:45 PM

Special days: Students will be released at 1:45 PM on December 18, 2020 and May 25, 2021

ALL ABOUT OUR SCHOOL

South Woods Elementary School (SWES) opened its doors to the families in the southern most part of St. Johns County on August 5, 2005. Going in our fourteenth year of operation, it continues to remain a state-of-the-art school facility located in a rural area in Elkton, Florida off of S.R. 206. Built on 8 acres of land, the school is surrounded by fields that harvest cabbage and other seasonal crops.

The campus consists of an administration building, four houses with 8 classrooms in each, 13 villas (relocatables), two playgrounds, and a video production area. Each classroom has a teacher's interactive monitor, computer laptop, video-document camera, audio enhancement, and a ceiling projector. The school has a variety of computers that give our students access to many online programs used to reinforce skills. Each classroom

provides access to multiple computers to support instruction. The facility is wired for closed circuit TV and has a wireless network. Thus, research and learning via internet access can take place in our school as students gain knowledge, guided by teacher instruction and under teacher supervision, beyond the walls of their classrooms.

Our school's family focus sets the tone with high expectations, a positive learning environment, and the belief that every student can and will learn. As a school, we provide students with an academic focus on core subject areas with technology infused throughout the curriculum as a tool to enhance the learning in the classroom.

South Woods currently has over 700 students. The school provides instruction for students in Pre-kindergarten through fifth grade. Current programs offered at South Woods include Exceptional Student Education (ESE), inclusion for students with Specific Learning Disabilities, self-contained classes for students with Autism and Intellectually Disabilities as well as Emotional and Behavioral Disabilities, Gifted for identified gifted students in grades 1-5, Speech and Language Services, and an Extended Day Enrichment Program. The teacher/student ratio in grades K-3 is 1:18, while the teacher/student ratio in fourth and fifth grades is 1:22. When the numbers exceed the acceptable student teacher ratio, an associate teacher is hired.

Our school receives Title I funds from the Federal Government through the Department of Education. These funds are used to support the success of our students through additional intervention staff and instructional resources.

ATTENDANCE

Students are required by Florida State Law to attend school every day. **Regular attendance plays a very important part in determining every student's success at school.** If a student is unable to attend school, upon returning, he/she must bring a note from his/her parent/guardian within 48 hours stating the date of absence, the specific reason for the absence, and the parent/guardian's signature.

The South Woods Elementary attendance policy is in alignment with the St. Johns County School District's Attendance Policy and has been approved by the South Woods School Advisory Council made up of teachers, parents, and paraprofessionals.

Regular attendance promotes student achievement as well as growth and improvement in our school. Regular attendance and punctuality also set children up for success as they move to secondary school and their adult jobs.

Thank you for your support.

Florida Law Regarding School Attendance

Illness or other legitimate causes will be excused with the permission of the parent/guardian and the school principal, up to 15 days within the school year. After 15 days of absence, excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness. The fact that the student's parent/guardian had knowledge of the absence does not, in and of itself, require school personnel to record the absence as an excused absence.

South Woods Elementary Attendance Procedures

Absences 1-4: Daily phone call

Absence 5: Excessive absences letter sent home

Absence 10: Parent conference to discuss attendance

Absence 15: A certified truancy letter will be delivered to the home via the School Resource Officer

Absence 18: A final Excessive Absences letter will be delivered to the home by the School Resource Officer and a referral will be made to the State Attorney.

ABSENCES

PLEASE CALL IN ALL ABSENCES BEFORE 10:00 AM (547-8610). Messages can be left when our Main Office is closed. To excuse an absence, a **note** with your child's name, date and reasons for absence must be received within 48 hours of the absence.

Excused Absences

Excused absences shall be granted for personal illness, illness or death of a member of the immediate family, emergencies when approved by the school, and observance of an established religious holiday. Absences beyond a consecutive third (3rd) day require a doctor's excuse.

Students having an excused absence will be responsible for all work and assignments missed. Students shall make arrangements with teachers for these assignments. Students will be given a minimum of 2 days to complete work missed due to an excused absence. In each case, the teacher has the discretion to determine the appropriate amount of days based on individual student circumstances.

Pre-Approved, Excused Absences

Special exemptions may be given for dental and medical appointments, religious holidays, and special circumstances. Prior arrangements may be made by a written request from a parent or guardian to the Principal or Principal's designee for appointments and religious holidays. **Requests for absences of special circumstances or pre-authorized absences, including dental and medical appointments, must be submitted in writing to the Principal.** The Principal or designee will review each request. If the absence is approved, the teacher will be notified and assign work. Work for pre-approved absences is due on the first day the student returns to school. (The only exception to this is observance of an established religious holiday.)

Unexcused Absences

Shopping trips, hunting, fishing, attendance at sports events, birthdays, car troubles, flat tires, suspensions, truanies, appointments without prior approval (except emergencies), vacations or other avoidable absences shall result in unexcused absences. Field trips are an important part of the school curriculum, and failure to attend will be considered unexcused (except emergencies). Coursework assigned must be made up and is due on the first day the student returns. Tests, quizzes, and projects given a minimum of three days advance notice prior to the student absence must be completed upon the first day the student returns to school. Work can only earn up to 50% credit. Tests and quizzes can earn up to 100% credit.

Excessive Absences

More than 20 absences out of the 180 day school year is presumed to be excessive and may result in a student being retained in the same grade for the following year.

Homework Request

- Students who are absent for one (1) day will receive their make up work on the day they return to school.
- Students who are absent two (2) or more days may request homework through the Front Office. It can be picked up at the front office. (Thank you for allowing our teachers adequate time to pull together missed assignments.)

Tardies and Early Check-Outs

To be considered present, students must be in attendance for 3 hours for the school day.

A student who is tardy must be checked into the Front Office by his/her parent or guardian. Parents are encouraged to make appointments, etc., on days that are deemed early dismissal (Wednesdays, 1:45 PM).

If a student is tardy for more than three (3) days in a nine-week period, each additional tardy will be considered unexcused. The parent or guardian will be contacted by the school via phone or letter and may be asked to meet with the Principal if the problem continues. Home visits may occur based on when excessive tardies or early checkouts occur.

Assignments are summarized and reviewed at the end of our day. To ensure that your child's learning environment is not interrupted during this time, early check-outs cannot be accommodated after 2:10 PM. If your child has an appointment that requires early check-out, please pick him/her up before 2:10 PM. Students will stay in class until the front office calls for them to be dismissed. Children will only be released to their parents unless the school has been notified in writing that another person has permission to pick up the child. Parents and authorized individuals picking up students must present identification before students can be released.

Attendance Recognitions

At South Woods, we believe that regular attendance is important for your child's success in school. Thank you in advance for your efforts to have your children at school on time each day during the 2020-2021 school year.

Students who are in school 100% of each day, having no tardies, early checkouts, and/or absences will receive recognition. Students with 100% attendance at the end of each quarter will be recognized at their grade level's awards ceremony.

BEHAVIOR EXPECTATIONS

Our school takes pride in providing a positive learning environment for all students to succeed. Each classroom/grade level will develop their own discipline plan and share it with parents at the beginning of the school year. In addition, school wide behavioral expectations will be shared and modeled for students. This school wide Positive Behavior Support system is a set of strategies used to improve students' educational environment and reduce school disruption.

South Woods Behavioral Expectations:

- S** – Safe
- O** – Organized
- A** – Accountable
- R** – Ready to learn

BEHAVIOR INTERVENTIONIST

We have a full time Behavior Interventionist to assist students and parents. Students may request permission from the teacher to meet with the Behavior Interventionist, if the student feels he or she needs a “time-out.” Parents are encouraged to contact the Behavior Interventionist with assistance in meeting their child’s needs. The Behavior Interventionist meets with ALL classrooms on a regular basis.

BIRTHDAYS/HOLIDAY PARTIES

Birthday and holiday celebrations are saved for non-school times. A birthday treat such as cookies or cupcakes, rather than cake, for the class may be shared following the regular lunch period. Please do not bring birthday cake, candles, cameras, balloons, and party favors as this causes a distraction in our cafeteria and takes away from the normal lunch period. ***Please contact your child's teacher regarding these arrangements and to avoid student allergies that may be life threatening. Only store prepared food is permitted to be shared with students. Homemade treats are not permitted.*** Photos cannot be taken due to some students having photo restrictions as requested by parents. Thank you for honoring and respecting other parents’ wishes and for assisting us in minimizing distractions in our cafeteria.

Party invitations

As a courtesy to all, please do not send party invitations to school to be distributed.

BUS TRANSPORTATION CHANGE

Transportation Services Waiver

Schools are no longer authorized to issue bus passes or instruct bus operators regarding bus ridership or stops. Instead, the Transportation Department is now responsible for issuing provisional Transportation Services Waivers for a specific period of time due to extenuating circumstances. Parents may apply for this waiver via the St. Johns County School District webpage under the “Transportation Department”. Waivers will not be available from individual schools.

Applying for a Bus Waiver:

- Only the Transportation Department may approve waivers.
- Parents/guardians may apply for waivers.
- Principals may apply for waivers on behalf of students and parents/guardians on an as needed basis.
- Parents/guardians and/or principals may apply for waivers at any time.
- Waiver applications are available at www.stjohns.k12.fl.us/transportation. Click on the Provisional Transportation Waiver Program tab. The application is also posted on the main school district web site under the Provisional Transportation Waiver link on the left hand side.
- For emergency waivers, please see the emergency waiver paragraph below.

Emergency Bus Waivers:

- Under emergency circumstances, school principals may contact the Transportation Department by phone to initiate a temporary emergency waiver.
- The Transportation Department will provide verbal approval of emergency waivers to principals, dispatch, and bus operators.
- Emergency waivers are temporary and conditional, valid for up to two (2) school days pending formal application for the waiver by parents/guardians or principals.
- Transportation will expedite emergency waivers within one (1) school day once an application is received from parents/guardians or principals.

Communications:

- Applicants will receive immediate email confirmations when electronic applications have been received by the Transportation Department.
- The Transportation Department will inform applicants by email regarding waiver decisions.
- The Transportation Department will inform applicable school principals of approved or suspended waivers.

Criteria:

- Parents/guardians must substantiate extenuating circumstances for the student, parent/guardian, and/or family.
- Parents/guardians must submit applications with all fields completed to include a thorough explanation of need for the service. Transportation will reject incomplete applications.
- Bus and/or buses must have space availability for the student.
- Student riders must utilize existing buses, routes, stops, and schedules only.
- Student riders may not transfer from bus to bus.
- Waivers are approved for the period requested not to exceed the school year.
- Waivers are applicable only for the approved student, buses, routes, schedules, and stops.
- “Bus passes” are not authorized for use on district school buses at any time.

Approval Process:

- Waiver applications are reviewed and approved/disapproved by a Transportation Committee based on space availability and appropriate criteria.
- For waivers submitted during the summer through the first four (4) full weeks of school, waiver decisions will be made one week prior to the start of school. Effective date for approved waivers will be the first day of school.
- **Note:** Space availability on school buses is lowest in Northwest and Northeast St Johns County. Transportation requires the first month of school to determine actual ridership by eligible student riders and redistribute student loads across buses. Accordingly, Transportation will approve/disapprove waivers and allow students with approved waivers to ride in accordance with the timeline outlined above.
- For waivers submitted during the school year (after the first four (4) weeks of school), Transportation will review and approve/disapprove waivers within five (5) business days. Approved waivers are effective upon receipt by applicant.

Contingencies:

- Parents/guardians are encouraged to make alternative transportation arrangements until the waiver applications are approved or disapproved by Transportation.
- Parents/guardians are encouraged to develop contingency plans for transportation services in the event waiver applications are not approved by Transportation.

Bus Waiver Suspensions:

- The Transportation Department may suspend waivers with two (2) weeks' notice to parents/guardians due to space availability reasons.
- The Transportation Department may suspend waivers for reasons outlined in the Student Code of Conduct.
- Parents/guardians may suspend waivers by contacting Transportation.

Student Accountability:

- The Transportation Department will register students with approved waivers as eligible riders for buses in Bus Planner (routing system) to ensure accountability of students and effective communications with parents/guardians.
- Parents/guardians are encouraged to opt in to School Messenger alerts by text in order to receive timely updates regarding transportation matters.
 - From a mobile device, Text "Yes" to 67587. You will receive a response text message stating, "You're registered 4 School Messenger notifications."

BUS EXPECTATIONS

Students are given the privilege of using the transportation services of the St. Johns County School District if they qualify for services. Standards of discipline must be maintained at all times in order to satisfy requirements. Whenever a driver must direct their attention away from the road, danger exists. No student will be allowed to endanger the other students on the bus. Parents are not to board the bus at any time.

While waiting for the bus:

1. Stand off the roadway.
2. Be on time. The bus will not wait if you are tardy.
3. No playing at the bus stop.

While on the bus*:**1. *Safe on the bus:***

- Remain seated at all times
- Keep hands, feet, and all objects to yourself, inside the bus, and out of the aisle

2. *Organized on the bus:*

- Be on time
- Wait patiently in your assigned area
- Sit down, slide over, buckle up, and keep feet on the floor and hands and objects to yourself

3. *Accountable on the bus:*

- Enter and exit the bus in a single file line

- Keep all belongings in your book bag and take them when exiting the bus
- Board or exit the bus only at your designated stop

4. ***Respectful*** on the bus:

- Use voice level 1 with your seat partner
- Use kind words and actions towards the bus driver and others
- Follow bus driver's instructions the first time

* Due to COVID 19, students and staff are asked to wear mask for safety at all times while riding the bus.

A bus schedule is available in the school office. Schedules can also be obtained by visiting the district website at www.stjohns.k12.fl.us. Students are expected to conduct themselves in an orderly and courteous manner while riding the bus. Misconduct may result in students being suspended from bus riding privileges. Under suspension circumstances, parents are required to provide transportation.

BUS

If your child is going home a different way than normal, please send a note to the classroom teacher. The note must include the student's first and last name, teacher's name, the date the note is written, the date the change will occur, and a description of the transportation change. If you need your child to ride a different bus, you must apply for a Transportation Waiver through the District's Transportation Department. This also applies if the student is normally a bus rider, but is taking a different bus or if he/she is going to ride the same bus but get off at a different stop. Bus transportation concerns can be addressed at 904-547-7810.

OTHER TRANSPORTATION CHANGE

If your child is usually dismissed as parent pick up or extended day, please send in a dated and signed note if a transportation change is going to occur. The student will be given a transportation change pass from the front office. If an emergency arises and you must make changes after the school day begins, please notify the office by **2:10 PM (1:10 PM on Wednesdays)**. We will get the message to your child's teacher. Please do not leave the message in the teacher's email or voice mail.

CAFETERIA

South Woods Elementary participates in a program called the Community Eligibility Provision (CEP). Schools that participate in CEP are able to provide healthy breakfasts and lunches each day at no charge for **ALL** students enrolled in that CEP school regardless of income. There are no forms to complete for students enrolled at the CEP schools in order to receive meals at no charge.

Households are still responsible for any negative balances accrued during previous school years. For any children attending a non-participating school, but residing in the same household as children attending a CEP school, Parents or Guardians will still be required to submit a Free and Reduced School Meals Application or Direct Certification documentation.

The cafeteria provides a choice menu for students. This menu has been evaluated on a nutritional needs scale and is distributed monthly. We take much pride in delivering a nutritious balanced meal for our students. The available foods are planned, prepared and served with your children in mind. Students are to finish all of their meal in the cafeteria and are not permitted to take food/drink out of the lunchroom. ***Note: Soft drinks and glass***

containers are not permitted. Please call Mrs. Burnett, Food Service Manager, at 904-547-8607 for any questions or further information regarding CEP or balances on your child's account.

Although lunch is a time to relax and socialize, students are expected to use their inside voices and use good manners and orderly behavior. Parents are invited to eat lunch with their child*. Check with your child's teacher for lunch times. Visitors may purchase a cafeteria lunch or bring lunch from home. Please do not bring fast food, soft drinks, or a restaurant lunch. We ask that when parents come to eat lunch with their child to please sit at the end of the table with your child. If younger siblings accompany parents for lunch we ask that they be supervised and stay with an adult at all times. They are not allowed to be unsupervised.

**Due to COVID 19, visitors will not be permitted beyond the school lobby until further notice.*

BREAKFAST AND LUNCH MENU

This can be found on the St. Johns County School District website, <http://stjohns.nutrislice.com> and choose your school. Breakfast is served daily in the cafeteria. The cafeteria serving lines opens at 8:00 AM daily.

CAMPUS VISITATION*

All parents and visitors MUST have an approved School Access Form on file with the district and MUST login on the computer located in the school office during and after the regular school day. Please wear the printed school access badge before going anywhere on campus at any time. This rule is enforced for your child's safety. **Remember to have your photo ID** when you come to visit our school. You will be asked to present your identification prior to receiving your badge and gaining entrance into the school. Please visit <http://www.stjohns.k12.fl.us/volunteer> for the school access/volunteer application.

**Due to COVID 19, visitors will not be permitted beyond the school lobby until further notice.*

CHARACTER COUNTS!

At South Woods, every child is expected to exhibit the six pillars of character at school and at home. The program has been in place in St. Johns County Schools since 1999. There are six pillars of character – Fairness, Respect, Responsibility Citizenship, Caring, and Trustworthiness that supports character education. In our school district character education is part of our teaching environment. Here at South Woods, Character Counts! is the foundation for helping students make good behavior choices.

CHARACTER COUNTS! is integrated into classroom lessons and activities throughout the year. Each character trait is focused on during a designated month. Each quarter a student from every class will be recognized for outstanding demonstration of the monthly trait. Those students will be recognized at a quarterly Character Counts! celebration.

August – All Pillars

September – Fairness

October – Responsibility

November – Citizenship

January – Respect

February – Caring

March – Trustworthiness

April – All Pillars

December – All Pillars

May - Citizenship

COMMUNICATION

Please keep the front office up to date of any changes in address or phone numbers (home, cell, or work). We may need to reach parents quickly in case of an emergency. This is critical for your child's safety.

School News

We strive to keep our parents informed as to what is happening at our school. A newsletter to parents, The Eagles' View is sent home twice monthly. Read the newsletter for up-to-date and important school news. Teachers and grade levels will be sending home information as well. School Messenger is the mass call, email and text system to provide timely updates on events. We also have an informative website, www-swe.stjohns.k12.fl.us where you will find important information as well as The Eagles' View published electronically.

Conferences

Parent and teacher communication is vital to the success of your student. To contact a teacher or make an appointment, you can call the school, leave a message for the teacher or send the teacher an e-mail or note.

E-mail

All staff at South Woods can be reached by e-mail and are available on the school website. Teachers will provide their email addresses to parents at the beginning of the school year.

Visiting Classrooms*

For the safety of our children, anyone entering our school **MUST** fill out a School Access/Volunteer application and be approved in the Keep N Track system. Parents must report to the front office, show photo identification, and obtain a School Access/Volunteer name badge. Parents may visit the classrooms only with the permission of the teacher by arranging a mutually agreeable time and having been approved for school access as described above.

**Due to COVID 19, visitors will not be permitted beyond the school lobby until further notice.*

School's Marquee

We will use the sign out in front of our school for important dates and events.

Custody Issues

Parents with custody papers should provide a complete copy to the school. In order for the administration to support the directions of the court orders, copies of these legal documents are necessary so they can be followed.

COMMUNITY PARTNERSHIP SCHOOL

South Woods is a Community Partnership School with a focus on the pillars of Family and Community Engagement, Student Supports, Extended Learning and Collaborative Leadership. The partnership consists of four core partners, the St. Johns County School District, Children's Home Society, Flagler Health, and St. Johns River College, who made a 25 year commitment to work collaboratively to empower children and family success. Services through the Parent Resource Center include; counseling, dental screenings/referrals, free summer enrichment, Food 4 Kids, medical

support and more.

CONFIDENTIALITY CONCERNS

If at any time you wish for your child NOT to be photographed, or if you wish for his/her name NOT to appear in public documents such as, but not limited to: school web pages, newspapers, school newsletters, class projects, etc... the child's guardian will need to notify the school administration in writing. For more information, refer to SJCS D Student Code of Conduct book (distributed the first day of school); guidelines for school web pages.

DISCRIMINATION NOTICE

The St. Johns County School District Board Policy 2.16 contains the grievance procedure related to harassment and discrimination for employees, students and applicants. If you believe you have been harassed or discriminated against, contact the School Administration, District Office at 904-547-7602 or District Equity Committee Member at 904-547-7500.

DRESS CODE

School is a place of business, - the business of learning. Students need to be dressed in an appropriate manner. Listed below is the student dress code of St. Johns County Public Schools. South Woods students will follow these rules:

- Short shorts, tank tops, mid-drift baring tops, any type of revealing attire, and sunglasses are not allowed.
- Girl's shirts with less than 2 inch shoulder straps are not allowed.
- Long necklaces or large hoop or dangling earrings are not to be worn to school. They could get caught and could cause an injury while playing on the playground and/or when taking PE.
- Shirts are to be tucked in unless made to be worn outside (Student Code of Conduct). Boy's pants must be worn at the waist. Pants that have belt loops must be belted. Pants cannot drag the floor.
- Skirts and shorts cannot be shorter than 4 inches above the knee.
- Clothing advertising tobacco, alcohol products, or containing offensive material or wording is not allowed.
- Hair bandanas, fake hair pieces and dyed hair are not allowed to be worn at school. Hats shall not be worn in the school building.
- Regular shoes or sneakers are to be worn by all students. Open toe shoes, sandals, flip flops, Crocs, Heelys (sneakers with wheels) backless shoes or strappy sandals are NOT allowed. P.E. and recess can have hazardous effects when wearing these types of footwear. Only sneakers or closed toe comfortable shoes are allowed. Fashion sneakers with heels, platforms or wheels are not allowed.

These are County Dress Code rules provided for the safety and well-being of all our students. St. Johns County Schools' School Dress and Personal Appearance Guidelines can be found in the Student Code of Conduct sent home on the first day of school with your child.

In the event that the child has worn inappropriate clothing to school, the parent will be contacted to bring a change of clothes for their child. South Woods Elementary personnel reserve the right to determine if a student's attire, hair style, or accessories distract the learning process, thus are deemed unacceptable. Remember... dress for success!

DROP OFF AND PICK-UP

Our parent drop-off and pick-up gate opens for delivery of students at 8:00 AM and ends at 8:20 AM. There is no supervision prior to 8:00 AM.

Parents are not to use the west gate (with the bus loop) between the hours of 7:25 AM and 3:10 PM. This is our bus loading, teacher parking and delivery entrance. All children will report to their classroom unless eating breakfast in our cafeteria.

Morning Parent Drop Off (8:00 AM-8:20 AM)

Between 8:00 AM and 8:20 AM please drive up to the curb and let your child exit from the door nearest to the curb. Pull up directly behind the car in front of you. For those last minute things that need to be done before the student leaves the car, (signing papers, report cards, writing excuses, monies, etc.) please use the parking area. If you need to visit the office, please park. ***Parents must use the main entrance and check in with the office when entering the building.*** The side door is for students only. ***Cross only in the designated crossing area*** (the white lines) and do not cross until cars have been stopped. For the safety of your child, after 8:20 AM, please park in the parent pick-up lot, and escort your child into the office.

Afternoon Parent Pick-Up (2:50 PM-3:15 PM)

At the beginning of the school year, you will be given two car cards. Please print your child's name clearly to view when your child is picked up. Please make sure to place one of the cards in the right passenger side windshield. (Be sure to remove it when leaving the campus). The other card may be used for a second car or for someone else who is authorized to pick up your child. Anyone without a car card will be asked to show identification. If you do not have your car card, you will be asked to park and go to the front office to verify your identity and permission to pick up the student. As you enter the parent pick-up area, an adult will call for your child. For safety reasons, we will load your child from the curb directly to your vehicle. ***Do not park and walk over to get your child. If you get out of your car, you will need to go to the office for checkout.*** Please bring your photo ID.

All cars must line up in the lane closest to the sidewalk. All adults should remain in their car while in line. If your child does not come out within a reasonable time, an adult will ask you to move your vehicle up to the front of the line. This will keep the line moving.

If someone else is picking up your children you must either give them your car card to display or write a note for them to be picked up in the front office. Our goal is to assure the safety of the children and to be certain the children are not picked up by an unauthorized person.

Do not use your cell phone or digital devise while dropping off or picking up your child. Be careful when exiting the school campus. Your cooperation is greatly appreciated in helping create a safe environment.

EMERGENCY INFORMATION

At the beginning of the year, we asked you to fill out the emergency contact information for your student. Please keep SWES **up to date on any changes** throughout the year to phone numbers (home, work, cell numbers) and/or email addresses so that we may contact you quickly in the event of an emergency.

EVACUATION PROCEDURES

In order to provide the safest environment for our students, we hold regularly scheduled evacuation drills monthly. These drills consist of fire drills, lockdown (active shooter) drills, bomb threats, and tornado drills. An evacuation route map is posted in every room. For student safety, it is imperative that students comply with teacher instructions immediately. Volunteers and visitors are reminded to check the evacuation maps posted in each room. Everyone must exit quietly, walking to the designated area. We also maintain a Critical Incident Plan for specific incidents. Should we ever need to vacate our school site, we would be taken by school bus to Gamble Rogers Middle School or Pedro Menendez HS. The School Messenger mass calling system will be used to communicate information and provide directions as needed.

EXTENDED DAY ENRICHMENT PROGRAM

Extended Day Enrichment is designed to provide a nurturing, safe, positive environment that enlists age appropriate programs and activities to enhance and enrich the experiences within our student's day. Such programs and activities include arts & crafts, homework & reading club and outside recess, as permitted child's afternoon. Our program hours are from 6:30-8:00 AM (morning care) and until 6:00 PM (afternoon care).

FIELD STUDY

Educational field studies are planned periodically throughout the school year. It is our school district's policy that all field studies must be related to the grade level curriculum currently being studied. Detailed plans for the field studies will be provided to parents in advance and in ample time to sign the written permission for and pay the necessary fees. Fees need to be paid at least one week before the date of the field study. A child may not be able to go on the field trip if the permission slip is not signed by the parent/guardian or if the student has received a discipline referral preceding the trip. No refunds can be issued once a student's portion of the trip has been paid

Field Study Chaperones

A specific number of chaperones are identified for each trip. This number is commonly set by the guidelines of the places we visit. Please be sure to check with your child's teacher prior to attending the class for a field study. We do not want any disappointed parent coming and finding out that they cannot join the class due to number restrictions set by the field study location. Again, field studies are planned learning opportunities. It is expected that children will learn while having a day of fun on each field study. Therefore, the role each chaperone plays is vital, as he/she will play a huge part in ensuring this objective is met. All chaperones must have completed and been approved using the School Access/Volunteer application to chaperone a field study. Chaperones are not allowed to bring siblings or other children as they must pay full attention to the students they are supervising.

Field Study Check Outs

All students must return to school from a field study on the bus. Please be aware that, just as we discourage you from checking your child out before the end of the school day, we also discourage you from taking your child home after returning to school from a field study as educational follow up activities do occur. If an extenuating circumstance arises necessitating that a parent chaperone does need to take his/her child home from a field study, then the office must receive this request, in writing, a minimum of two days prior to the trip. In the event the field study goes past normal school hours, students may be dismissed from the field study. Safety and accountability of all students is our first priority. Early check outs can interfere with the procedures we have in place. Thank you in advance for your cooperation.

FLORIDA STANDARDS ASSESSMENT

Each year students in third, fourth and fifth grade are required to participate in the Florida Standards Assessment (FSA). Children will interact with material, use critical thinking, and draw conclusions in order to successfully complete the exams in the areas of reading, writing and mathematics. Helpful tools and resources to use at home can be found by visiting <http://www.fsassessments.org/>.

GRADING SCALE

3rd, 4th, 5th Grades

<u>Grade/Percent</u>	<u>Definition</u>
A 90-100	Outstanding progress
B 80-89	Above average
C 70-79	Average progress
D 60-69	Lowest acceptable progress
F 59 and below	Unacceptable progress/Failure

Kindergarten-2nd Grade

<u>Marking Code</u>	<u>Definition</u>
M	Meeting Mastery level of the standards
P	Progressing towards mastery of the standards
I	Improvement needed

Report cards are issued every nine weeks to inform you of how well your child is doing in school. Interim grades are issued at the mid-point of the nine weeks to students in grades 1-5. All report cards will have narrative comments from your child's teacher.

****Third graders earning a Level 1 on the FSA Reading section must be retained unless they meet one of the Good Cause Exemptions.**

Helpful Hints for School Success

- All K – 5th grade students will be issued a planner at the beginning of the school year. This planner is to come home nightly. Parents should check the assignments and sign it daily.
- Review papers and projects brought home. Your child is responsible for their assignments.
- Read together. Read to each other. Read! Read! Read! and READ some more!

GUIDANCE COUNSELOR

We have a guidance counselor to assist students and parents. Students may request permission from the teacher to go to the guidance office if assistance is needed. Parents are encouraged to call the counselor for assistance to discuss individual concerns as they arise.

HEALTH CLINIC

Children who become ill during the school day are sent to the clinic. Parents are contacted to pick up any child who is ill. Please pick up your child immediately when contacted. Please provide the office with updated phone numbers so you can be reached during an emergency.

HOMEWORK

Homework should be viewed as an extension of the classroom. It reinforces the concepts being taught in the classroom and helps to build critical thinking skills. Homework is assigned at all grade levels at South Woods. The amount of homework and expectations regarding homework vary at each grade level. However, all students in grades kindergarten through fifth are required to complete all homework assignments and turn them in on time. Please do not make excuses for your child if the homework has not been completed or try to bring in your child's assignment the next day when he/she has forgotten it at home. This is part of the learning process. Thank you for your assistance in teaching your child to be a responsible learner

by getting to know what is expected from your child's teacher and reinforcing our homework policies at home.

As a school, we take great pride in each of our student's academic accomplishments. This is when school and home work together. Parents play an important part by reinforcing and following up with their child on their daily homework assignments. Students in grades K-5 have been given a planner to record their assignments. We expect parents to take a few extra minutes each evening to check their child's planner to be sure homework, projects, and studying for upcoming tests has been completed before the following day of school. We also ask that every child read or be read to for a minimum of 20 minutes each day. Each child should read 25 books a year beyond the reading done at school.

It is only by our reinforcement and follow-up that our students will develop good homework and study habits. By doing so, we are modeling the importance of responsibility and preparedness for the following school day that leads to a lifetime skill of being prepared for the work force. While we realize many of our students have outside extracurricular activities, please be sure that their academics take first priority! Their good education will lead them to a lifetime of learning and opportunities.

HONOR ROLL PROCEDURES

Honor Roll is an opportunity to recognize student achievement and celebrate individual accomplishments. Students will have three categories to demonstrate success: academic performance, attendance, and character. Listed below are the criteria for each.

All A's Honor Roll: All A's in academic subject areas and all S's in resource areas.

A/B Honor Roll: All A's and/or B's in subject areas and all S's in resource areas.

Perfect Attendance: In attendance each day of the grading period. Tardies and early check-outs will eliminate the student from consideration.

Character Counts!: Teacher and/or class selection of a student exemplifying the character trait(s) each month.

INTERNET USE POLICY

A copy of this policy is available for all parents to sign at the beginning of the school year as part of the Student Code of Conduct. Please discuss appropriate computer usage with your child, which includes not visiting any websites that promote drug usage, violence, or other inappropriate behaviors or language.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Animals - Students are not allowed to bring animals to school, nor are animals allowed to be transported on the school bus.

Special Items - Students may not bring toys, collectibles (toy action figures, trading cards), radios, CD players, iPods, or electronic games to school during the regular school day. Bringing in a toy gun, knife, or any other toy weapon to school may result in suspension.

Chewing Gum and Lollipops - Gum and/or lollipops are not to be brought to or chewed in school or on the bus for safety reasons.

Cell Phones - We prefer that students refrain from bringing cell phones to school. On occasion, special safety situations arise where a parent may deem it necessary for his/her child to carry a cell phone. In this case, cell phones must be turned off and left in the student's backpack while in school and on the bus. We cannot be responsible for lost or damaged cell phones.

Key Chains - For safety reasons, we ask that students do not attach key chains to their backpacks.

Rolling Back Packs - Rolling back packs are not allowed. With as many students that we have at our school, it becomes a safety issue as students enter and exit the building. The only exception to this is if a child provides the school with a written excuse from a doctor. Please be

assured that teachers do monitor the amount of books students need to take home in the afternoon.

LEGAL NAMES

The name that appears on the student's birth certificate is the legal name and will be used on all official school documents (report cards, certificates, etc.) unless other legal documents are provided to the registrar that would indicate a change of name is necessary.

LICE

If a student is suspected of having lice, they will be sent to the clinic for a check. If lice are present, the student will need to be picked up by parent/guardian and treated. The student may return to school with a parent present the following day. At that time, school personnel will conduct a head check before students are permitted back into class. If lice or nits are still present, the student will be sent home and will be rechecked upon return by office personnel. If the child has siblings in another class, that class will also be checked. Notify the school clinic if you find your child has lice. This will help reduce the spread of lice in school.

LOST AND FOUND

Articles found in and around the school should be given to the receptionist. Lost and Found is located in the cafeteria for lunch boxes and clothing. Unclaimed articles are periodically donated to organizations that support those in need. Labeling student belongings with their name would ensure items being returned to the rightful owner.

MEDICATION

If a child needs to take a doctor's prescribed medication, a parent must bring the medication **IN THE ORIGINAL MEDICATION BOTTLE** to the office and COMPLETE A PARENT AUTHORIZATION FORM. Please keep us updated of any medical condition your child may have. Medication may not be sent on the bus. Cough drops and other "over the counter" medications may not be brought to school.

PARENT/TEACHER CONFERENCES

We expect parents and teachers to conference at least twice per school year. Conferences can be arranged with your child's teacher at a mutually agreeable time throughout the school year. You can contact a teacher by writing a note and sending it in your child's planner. You can also e-mail your child's teacher.

PARENT TEACHER ORGANIZATION (P.T.O.)

Our Parent Teacher Organization is very active. PTO is an organization which sponsors family, oriented activities and enhanced learning of all our students. Some examples of items provided by PTO are playground equipment, additional computers and field study funds. We hope to have 100% participation in PTO. See our school newsletter for special events. **You are invited to attend the monthly PTO meetings.**

RETURNED CHECK INFORMATION

St. Johns County School District is under contract with Check-Redi to pursue all returned checks. Banks will redirect returned checks to Check-Redi who will electronically re-present returned checks. Check-Redi will add service charges and processing fees as permitted by Florida State Law to all

checks written and returned to all St. Johns County Schools. Parents who write a check that is returned will be contacted by and deal directly with Check-Redi rather than with the school. This includes all checks written to the school, including the cafeteria.

PERFORMANCES

South Woods students will be putting on performances throughout the school year. These performances are exciting family events. Infants and Preschoolers through Great-grandparents are welcome to attend these special functions if they have an approved School Access/Volunteer form on file. Listed below are a few guidelines that we ask all attendees to adhere to:

- Don't wander around in the auditorium, especially while the performers are performing.
- Arrive on time. Stay until the end of the performance.
- Save picture taking until the end of the show, especially flash pictures. This distracts the performers.
- Turn off all noise making gadgets, like watches and cell phones.
- Do not wave to your child on stage. They know you are in the audience.
- Take coughing and/or noisy children outside the cafetorium area.
- Clap enthusiastically to show your appreciation. Don't hoot and holler.

Thank you, parents, for modeling these behaviors, in particular for our young audience members in their formative learning years.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) is an advisory committee to the principal comprised of teachers, parents, community members and business partners. The primary role of SAC is to help collect information related to decisions involving school climate, student performance, working conditions, community expectations, and other “big picture” issues requiring a great deal of information from a great number of sources. The team helps collect information related to these big decisions, put it in usable form and make suggestions to the principal. The completed School Improvement Plan is presented to the community for input. After public input the plan is presented to the School Board. A yearly school improvement plan is developed to provide direction on what areas to emphasize. The Council meets monthly during the school year. Look for the dates in the school newsletter. All parents and community members are invited and encouraged to attend.

SCHOOL MESSENGER

School Messenger is the phone and e-mail notification system provided by our school district to communicate important or emergency information efficiently and rapidly to our parents. This system will primarily be used to communicate accurate information to parents about any safety issue, weather updates, or news from our school. It is important that parents notify the school when their phone number changes so School Messenger calls can continue to be received as school news is communicated via the system.

SCHOOL RULES

A copy of the St. Johns County Student Conduct Code for the current school year is sent home with each student on the first day of school. We ask that you review this document with your child as he/she is expected to be familiar with the policies and understand the meaning of responsible behavior.

1. Students will cooperate and show respect at all times to all South Woods staff members.
2. Students will behave in a manner that allows other students to learn.
3. Students will not use profanity or other inappropriate language/gestures.

4. Students will be courteous and respectful at all times.
5. Students will not throw objects, push or act in any way that can bring harm to another individual.
6. Students will be prompt and consistent in their school attendance.
7. Students will obey all the bus safety rules. Failure to comply may result in suspension from the bus.
8. Students will obey all playground safety rules.

Failure to comply may result in a referral to the office. These are general school rules. Teachers also establish rules for their classrooms. Repeated violations of the rules may result in a phone call to a parent, a referral to the Behavior Interventionist's Office, a parent conference, and/or a suspension.

SMOKE FREE CAMPUS

All St. Johns County Schools are designated Smoke Free Campuses (St. Johns County School District board policy - 9.0411 - Tobacco Use in District Facilities). Please be aware there is to be no smoking on the grounds at any time. This includes the school parking lots. This policy is in effect whether or not school is in session or if students are on campus.

SNACKS

Planned snack times during the school day are left to individual teacher discretion and are based on the class lunchtime and the student needs. Snacks brought to school are to be non-messy, healthy food choices. Water is the only permissible drink. Since snack time most often occurs amidst teacher instruction and student learning, students must be able to open the packaging on his/her own. Appropriate snack suggestions include: sliced apples, bananas, cheese cubes, string cheese, pretzels, granola bars, breakfast bars, goldfish crackers, cracker snack packs, dried fruit, sun chips, raisins, etc. Please refrain from bringing: snacks with chocolate, candy, frosted snacks, gum, etc.

***WARNING** – Any sort of snack or product containing **NUTS** (i.e. peanut butter, trail mix with nuts, granola bars with nuts) **MUST** be cleared through your child's classroom teacher before it can be brought to school. This is for the safety of SWES students with nut allergies.

SPIRIT DAY

Every Friday is designated Spirit Day at South Woods. Children and staff are encouraged to wear South Woods spirit shirts that may be purchased from PTO.

TECHNOLOGY

South Woods provides a technology environment that empowers learners with access to information through various technologies for the purpose of processing and communicating information and ideas. All classrooms have digital projectors, computers, and iPads for student use. Most of the students' textbooks are available online. Students will be informed and taught how to utilize different technology tools and applications to help with academic skills.

TELEPHONE/CELLPHONES

The school phone is for business purposes only. Students with a legitimate reason may use it with a note from their teacher. We do not interrupt valuable instructional time. Parents who need to talk with a teacher may leave a message with the receptionist at the front desk. Students are not allowed to be called out of class to speak with a parent on the telephone.

Cell phones may only be on campus if they are kept in a book bag or purse and are turned off. Any phones that are visible to the teacher or are kept in the pockets of students will be taken away and must be retrieved by the guardian from the school's Behavior Interventionist or administration.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are provided free of charge, but are the property of the school on loan to students. Damaged or lost books must be paid for by the parents. Failure to pay fines may result in a loss of privileges.

VISITORS

For the safety of our students at SWES, all visitors are required to report to the front office, show photo ID (driver's license) and sign in. Visitors will then be issued a School Access/Volunteer badge to be worn while on campus. This applies even if a parent is walking his/her child to class, bringing in a project, or going to the cafeteria for lunch. While we welcome parent involvement, we discourage unscheduled classroom visitation. Unexpected visitations disrupt the learning momentum. If there is something you need to get to your child during the school day, please drop it off at the front office and our staff will gladly get the item to your child. If on campus as a volunteer for a sibling's classroom, we ask that you not visit another child's classroom unannounced. A great time to visit your child is during lunch. Thank you for your help and understanding for the betterment of your child.

VOLUNTEERS

Parents and volunteers are always welcome at South Woods Elementary School. Guidelines have been established by St. Johns County School District, as well as SWES, to help maintain consistency and a positive, safe learning environment for all. Thank you, in advance, for taking the time to familiarize yourself with these guidelines. All parents or adults who plan to volunteer in any capacity (including field trips, classroom helper, and/or carnival helper) must complete a School Access/Volunteer form. This form may be found on line at www.stjohns.k12.fl.us/volunteer/. All applicants will receive a background check. This process can take 1-3 weeks for the background clearance to be fully processed. If you are in need of a paper copy of these forms, please contact the school, and they will be sent home with your child.

Parents and volunteers are asked to report to the front office upon arrival to sign in and obtain a School Access/Volunteer badge. All persons will be required to show photo identification whenever entering the building. All volunteers and visitors must have a badge on while they are in the building. It is important that you sign in so that SWES has an account of who is in the building at all times and so that a record of volunteer hours is kept.

Classroom teachers will create schedules for their volunteers. The teachers greatly appreciate the time parents volunteer and rely on this assistance. Therefore, if a parent finds that he/she is unable to volunteer on the scheduled day, we ask that he/she please notify the child's teacher in advance of the scheduled day. If one finds that he/she is unable to volunteer on the scheduled day, and he/she was not able to notify the teacher in advance, please contact the FRONT OFFICE so that they can get the message to the child's teacher. Parents are asked to please respect the beginning and ending

time that they are scheduled to volunteer.

A friendly reminder that we do have a student dress code, and we ask parents and volunteers to use the student dress code as a guideline for their own dress. We want to maintain a professional learning environment.

Thank you for understanding that your child's teacher is not able to conference with you regarding your child during the time you are volunteering. If you have any questions or concerns regarding your child, please request a conference.

All volunteers will be a positive example for students, while exhibiting the six pillars of character-trustworthiness, respect, responsibility, fairness, caring, and citizenship.

For safety reasons and to ensure the best learning environment for our students, younger children may NOT accompany parents or other volunteers who are working (volunteering) in our school, chaperoning a field study, providing assistance to a teacher, or coordinating classroom celebrations. This rule is for the safety of the young child and to ensure the volunteer is able to focus on the important task of assisting in the educational setting. Therefore, the volunteer must make prior arrangements for his/her infant, toddler or preschool children. They may not accompany a volunteering parent.

Confidentiality – At all times when you volunteer, we ask that you respect our confidentiality rule. Please do not discuss students whom you have come in contact with while volunteering with other parents. Thank you for treating other students in the manner in which you would like your child(ren) to be treated by other volunteers.

Did you know when parents work on SWES related tasks at home the school receives credit towards volunteer hours? Each month, the cumulative number of parent volunteer hours is submitted to the District. This number is key in determining if our school qualifies to receive the "Golden School Award". The Golden School Award is given annually by the Florida Department of Education to recognize public schools with exemplary volunteer programs. We know that teachers often send home workbooks, laminating, and objects to be cut out and/or put together. Please be sure to record those hours on a SWES volunteer form. Forms should be filled out and sent in at the end of every month. If you need a form, please let us know.

South Woods Elementary truly appreciates and supports its volunteers!

POLICY CHANGES

While this Parent Handbook is updated annually, SJCSO or South Woods administration may deem it necessary to add, amend or remove policies during the course of the school year. Any additions or changes to policies or protocols stated in this handbook will be noted in SWES's newsletter. Thank you for making sure you are kept current by reading the newsletter sent home twice per month.