

TOGETHER WE CAN..... !

WATKINS-NANCE ELEMENTARY SCHOOL 2020 - 2021



WATKINS-NANCE ELEMENTARY SCHOOL ALMA MATER

Watkins-Nance, dear Watkins-Nance
Where first we began

To grow in our knowledge
With our fellow man

We honor your name
With our work and our play

Forever we praise you
School of our childhood days



SCHOOL PLEDGE

I am somebody.
I am capable and loveable.
I am teachable; therefore, I can learn.
I can do anything when I try.
I respect myself and others.
I'll be the best that I can be each day.
I will not waste time because it is too valuable, and I am too precious and bright.

I AM SOMEBODY!





The mission of Watkins-Nance Elementary School is to provide a safe, clean, nurturing, academically-challenging environment that empowers students to become high achievers, life-long learners, responsible decision-makers, and productive citizens, who possess self-confidence to solve problems and respect cultural differences through a partnership among home, school, and community.



USDA Healthier US Schools (Gold Level)	2008-09
District Teacher of the Year Finalist	2016-17
USDA Healthier US Schools (Gold Level)	2017-18
Richland School District One Teacher of the Year	2018-19
Columbia Kids \$ave (only elementary school in South Carolina with an onsite bank)	2018
Resilient Richland (partnership with United Way and Columbia City Council)	2018

Important Information

PHASE 1

- School hours are from 7:45 – 2:30 p.m. each day.
- Instruction begins promptly at 7:45 am. (Morning news and exercise 7:30 – 7:45 a.m.).
- During Phase I, communication is more important than it ever has been. All parents are encouraged to communicate with teachers weekly or as often as needed using the grade level planning times and the common morning office hours. All teachers are available each morning Monday – Friday from 7:00 – 7:30am as well as the times listed below.

GRADE LEVEL	TEACHERS	PLANNING TIME
Prekindergarten	Gibbs, D. 3002 Larimore, J. 3005 Moreland, N. 3006	9:15 - 10:00
Kindergarten	Long, S. 3003 McFarlan, K. 3004 Murph, D. 3001	7:45 - 8:20
First	Ciceu, R. 3120 Benjamin, J. 3117 Gladden, K. 3118 Walker, S. 3119	8:25 - 9:10
Second	Farrell, S. 3205 Hart, T. 3802	10:35 - 11:20
Third	Kerr-Getten, K. 3333 Timmons, M. 3431	12:10 - 12:55
Fourth	Jackson, S. 3206 Johnson, S. 3429 Seawright, C. 3427	1:45 - 2:30
Fifth	Carter, R. 3423 Jackson, D. 3425 Stec, D. 3307	1:00 - 1:45

HEALTH REQUIRMEENTS

- Immunizations: “No Shots, No School” All students entering school for the first time are required to have proof of immunizations against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.
- Ringworm, lice, strep, chicken pox, scabies, impetigo, and conjunctivitis (pink eye): parents must show proof of treatment before student will be allowed to return to school. Parents must meet with the nurse to resolve these issues.
- Students vomiting before arriving to school must stay home for at least two hours to make sure the condition doesn’t worsen.
- Students needing occasional medications such as penicillin, cold/cough medications are to take these medications at home.
- Medications that are prescribed three (3) times a day can be given before the student comes to school, after school, and at bedtime. However, if medication must be given at school, pick up a medical authorization form from the nurse’s office. The student medication must be personally delivered by the parent/guardian and accompanied by a written authorization form signed by a physician.
- Students with high fever must remain at home. Students must be fever free for at least 24 hours before returning to school.
- Parents will be notified by the nurse and/or teacher when acknowledgement of injuries or sickness has occurred.
- Students with allergies, asthma, and other health related issues should provide a doctor’s note to the school nurse.
- **Please check with our school nurse if you have school health questions.**

Federal; Education Rights and Privacy Act (FERPA)

Watkins-Nance takes pride in our school’s accomplishments and typically shares announcements which may include individual and group/class photos. Announcements and photos may be shared on the school’s website, and social media sites such as Facebook or Twitter. Each year parents receive FERPA notification to be signed if they (parents) do not want their children’s name and/or pictures included in public communications. If this form is returned and signed, your child’s name and picture will not appear in any news clippings, honor roll lists, publicly displayed work, and class/group pictures, etc.

THE ABCs of Watkins-Nance Elementary School

Academic Awards – Academic excellence is an expectation for all students. Students who demonstrate above average academic performance will be honored each quarter following the reporting periods. In order to be included on the programs, a student must make all A's, B's, C's or E's in all academic areas. In order to be included on the Principal's List, a student must make all A's or all E's. Students will have many additional opportunities to receive recognition such as but not limited to:

Awards in Academic Areas
Most Improved
Accelerated Reader
Perfect Attendance
Digital Citizenship
Student of the Month
School Clubs and Organizations

All Phases of the School Reopening Plan Attendance

- The South Carolina Compulsory School Attendance law requires school attendance daily for the entire school day for children who reach their 5th birthday before September 1st until they reach their 17th birthday.
- All students are expected to attend school either online or in person during the various phases of the school reopening plan.
- Any student who is absent 2 consecutive or nonconsecutive days will be contacted by school staff.
- Students must have an excuse for illnesses. If an excuse is not received, the absence is considered unexcused. If a student is absent for 3 or more consecutive days due to illness, they must have a doctor's note for it to be considered an excused absence.
- Excessive absences negatively affect students' performance in school. They may also result in an attendance improvement plan or referral to the local Social Services Department for action.
- When a student reports to school after being absent, he/she must present a valid written excuse signed by his/her parent or guardian. This excuse should state the reason for the absence. When a child accumulates 6 or more unexcused absences for the school year a letter will be sent to the parent/guardian.

Breakfast and Lunch – All students attending Richland School District One schools will receive free lunch and breakfast. Students must arrive to school prior to 7:30 am in order to eat breakfast. Breakfast will be served in the cafeteria. Students who arrive late will not be allowed to eat breakfast brought to school in the classroom due to safety concerns.

Buses – To assure safety on school buses, it is essential that students and parents recognize the necessity for all bus riders to cooperate fully with the bus driver and observe all rules that they remain seated on buses and conduct themselves in an orderly manner. Disregard for bus rules may lead to suspension and possible expulsion of bus privileges.

Change in Dismissal or Student Checkout - Each homeroom teacher has a "dismissal form" on file which states the way your child goes home daily. Any dismissal changes must be provided in advance and in writing. Please address it to the homeroom teacher and

include the child's name, dismissal change and date, a parent's number and signature. Except in extreme emergencies, phone calls are not acceptable to change a child's mode of transportation because it is impossible to verify the ID of the caller. Only the parent, legal guardian, or persons designated on the Student Information Card will be allowed to remove students from the school premises. For check out, either party must come to the front office first, present a valid photo ID and sign the child out in the student check out log. Please refrain from checking students out after 2:00pm.

Child Custody Issues - It is imperative that you contact the school as soon as possible when a change in the family relationship occurs and it affects the custody of a child. Whenever child custody is an issue, we must have a copy of the legal custody orders on file in the front office. If a custody conflict occurs during the day or at dismissal time at the end of the day, we are required to follow the court orders. Without a copy of the custody papers on file, a child will be released to either parent as long as that parent's name is on the Student Information Card/Registration Form.

Conferences - An important part of the school program is the parent-teacher conference. Parents may schedule conferences with teachers during their planning period and after school. Several designated days are established for parent-teacher conferences; however, parents are free to schedule conferences on days that are not specifically for conferences. Parents can schedule these conferences through the guidance counselor. At no time will conferences be conducted during instructional time.

Counseling - The counselor is on staff to provide support for Watkins-Nance Elementary students. Students with identified learning or behavior problems that interfere with their success in the school environment are referred to the Response to Intervention Team (RtI) so that alternative strategies can be implemented to lead to the student's improvement. Parent participation is always necessary to achieve optimal results.

Student Laptops - All students in grades kindergarten through 2nd will have access to an assigned iPad to use during instructional times. Students will be allowed to take these devices home only during Phase I. Students must treat their device the same as a textbook.

Discipline - A student's behavior should conform to acceptable standards of conduct as established by school and district policy. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. All students will receive a copy of The Richland School District One Code of Conduct Student during LEAP week. Parents are required to review again the Code of Conduct Handbook with their child/children and return the Student, Parent, and Teacher Acknowledgement Form to his/her homeroom teacher. Patterns of disruptive behaviors will be addressed through teacher, student, and parent conferences. If the situation continues the student will be required to have regular guidance sessions, may be suspended and/or referred to the hearing office, as well as referred to the Response to Intervention team. Students confronted with unsafe and harmful situations should make contact immediately with the first adult they see then share the same information with their classroom teacher. Parents and administrators will be notified by the teacher. **Please also see expectations for online learning and expectations for use of digital devices.**

Dismissal - Frequent non-emergency pickup interrupts the instructional flow of all students in your child's class. Students will only be called to the office upon

parent/guardian arrival. No students will be called for early dismissal after 2:00 pm. This will keep teachers and students focused on end of the day procedures and dismissal preparation.

Dress Code – Students must dress appropriately at all times. Pants must be worn at the waist with appropriate fasteners. (Sagging pants are prohibited. Shorts and skirts must be fingertip length. Midriff type blouses and shirts are inappropriate. Students are encouraged to wear school uniforms in an effort to avoid wearing questionable clothing. T-straps, tank shirts, bedroom slippers, flip flops, and open toe shoes are prohibited. Any garments depicting violence, instruments, of violence, vulgar language/pictures, and gang associations are not to be worn.

Early Dismissal - If a student is to leave the building before official dismissal time, a parent or guardian must sign the child out in the office. However, parents may not check out students after 2:00 PM due to interruption to the instruction program and for final preparation for dismissal. The school must have permission in writing before we can release a student to anyone other than a parent or legal guardian. Changes in dismissal may not be completed over the phone; the change must be in writing with the parent's signature and date. Proof of identification is required for the office staff when picking up children. Please limit changes to emergency situations due to the disruption of learning.

Emergency Information – Unannounced monthly fire drills are conducted to keep students familiar with correct procedures. Fire drill exit plans are posted in each classroom. When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's responsibility to monitor news reports via television and local stations. Announcements are normally broadcast between 6:00 and 6:15 a.m. The local TV stations and the Richland School District One Channel 12 station on Time Warner Cable will announce school closings due to inclement weather. The district will also utilize the School Messenger system to contact all parents via email, text or phone call. It is utterly important for all contact information to be updated frequently.

Field Trips – Field trips are an extension of the classroom and planned to provide firsthand experience in various areas of study. Academic and behavioral expectations are the same for field trips as they are in school. Students must adhere to the same code of conduct. A permission slip must be signed and returned to the school before the student will be allowed to participate. Participation may be denied if a student constantly refuses to display acceptable behavior. The principal and her designee will determine the appropriate criteria for each trip.

Harassment, Intimidation and Bullying – On December 12, 2006, the School Board approved Policy JICFAA regarding harassment, Intimidation, or Bullying. A copy of this policy is on the district website. Such behavior will not be tolerated. The guidance counselor will provide grade level presentations on H.I.B. "What it is? What it isn't? and What to do if/when this happens?"

Homework – Watkins-Nance Elementary believes that all assignments should be completed with the assistance of the classroom teacher; therefore, no homework assignments will be given to any student.

Illness – If a child becomes ill or injured at school, all efforts will be made to contact the parent/guardians that are listed in PowerSchool. It is imperative that we have current

contact information on file for every child. Notify us immediately if your address or telephone number changes. If a parent/guardian cannot be contacted, the school may find it necessary to call 911 to have your child transported to the hospital.

Interim Reports – Interim reports are sent to parents of all students in grades K4 – 5th according to the district’s yearly calendar.

Medications – Prescription medicine should be given to the school nurse in the original, properly-labeled container from the pharmacy. Parents/guardians should not send medication with students to school. All students must have an authorization form completed by the physician before medication is dispensed.

Money – All monies should be sent in a sealed envelope labeled with the child and teacher’s name, amount and the purpose.

Parent Portal – This is an online student informational system where parents and students will have access to view student information such as grades, assignments, and teacher comments. Parents and students will be assigned a user name and password.

Parent, Teacher Organization (PTO)/ School Improvement Council (SIC) – The PTO and SIC is a sound liaison between the school and home. It is also an integral part of the education system. Parents and community partners have an opportunity to share in decision making to better the school.

Personal Devices & Belongings – Electronic devices, games, and cell phones are not allowed in school.

Promotion and Retention – Students will be promoted to the next grade when academic achievement has been satisfactorily and promotion/retention standards have been met. Intervention strategies may be made available for students who are retained.

Registration – All parents must register their child using the district’s Parent Portal system. All information must be updated annually and as it changes.

Release of Students to Noncustodial Parents – Students will not be released to noncustodial persons other than parents or guardians unless the identity and authority of the noncustodial person has been established by either written or oral notification from the parent or guardian. Noncustodial parents will not be allowed to conduct visits on the school site. Arrangements must be made using proper legal procedures.

Report Cards – All students will receive 4 report cards each school year. Report cards are distributed according to the district’s yearly calendar. Parents must schedule a conference to discuss report card grades. The numerical grading scale listed is used for students in grades 3 through 5. (A): 90-100 (B.) 80-89 (C). 70-79 (D). 60-69 (F). 0-60.

Student Information – It is imperative that the school office be notified immediately of any change in residential information, such as home address, home, office, and cell telephone numbers, as well as emergency contact persons who will be authorized to pick up your child from school. Any legal information such as court orders related to students only should be submitted to our database office to protect the safety of the students.

Tardies –Students should arrive at school for instruction by 7:25 a.m. The tardy bell rings at 7:30 a.m. Students who eat breakfast should arrive between 7:00 a.m. and 7:25 a.m. When students arrive to school tardy, they are missing valuable instruction.

Testing – Various assessments will be administered to all students throughout the year. All third through fifth grade students are required to take the end of the year assessment. Throughout the year, all grades will participate in various assessments. These may include district benchmarks, assessments for gifted and talented program identification as well as classroom assessments.

Textbooks – Textbooks supplied by the State of South Carolina are issued to every student in grades 1-5. Students are expected to take good care of textbooks. Books must be returned upon completion of the school year or upon withdrawal from school. Responsibility for textbooks rests with the student to whom the textbooks are issued. If a textbook is lost, payment must be made before another book is issued. If books are damaged, a damage charge is required depending on the degree of the damage and the condition of the book when it was issued. See textbook coordinator for issuance of textbooks and payment of fees.

Transfers/Students Out of Zone – Students attending Watkins-Nance and reside in another school zone will need approval from the registrar’s office. Transfers may be revoked for students who have excessive tardiness, behavior concerns, or other issues that interfere with the learning environment.

Walkers – Students who walk to and from school are not to interfere with the personal property of the residents. Students are not to deviate from normal route of travel. Students must walk to the crossing guard for assistance in crossing the street. Parents are to discuss walking expectations and pedestrian safety with their children.

Withdrawals – Parents withdrawing students from school must report to the database office to receive a withdrawal form. Students must return all textbooks, devices, school property, and library books or pay the fees for lost and/or damaged books at the time of withdrawal.