# Camden County Schools

## Respectful Responsible Safe

495 Broadwood Road
Woodbine, Georgia 31569
(912) 576-5245 * Fax: (912) 576-3778
Web address: http://wes.camden.k12.ga.us/

Mrs. Denise Millan, Principal Mrs. Katie Kenyon Sherer, Assistant Principal Ms. Daydra Roberts, School Counselor Mrs. Melodie Peeples, Media Specialist Ms. Amanda Kelly, School Nurse Mrs. Stacie Greer, Office Manager Mr. Maurice King, Head Custodian Mrs. Joyce Lane, Cafeteria Manager

# Parent/Student Handbook

## Important Notice:

**Please check the school website for the most current version of the student handbook.**

Denise Millan
Principal

Kathryn Sherer
Assistant Principal

On behalf of our faculty and staff, we would like to take this opportunity to welcome you and your child to the 2026-2027 school year at Woodbine Elementary School. WES is a special place, full of amazing staff and students, and Mrs. Sherer and I are honored to be part of the family for another great year!

WES students will achieve greater things when we all work together. In the following pages, you will find useful information about our school and opportunities available for your child to have a successful school year. Please read and discuss with your child the policies that we have in place to provide a safe and nurturing environment.

We look forward to an amazing year at Woodbine Elementary School and especially look forward to meeting and building relationships with you and your child. Our door is always open - please feel free to contact us anytime with questions, concerns, and praises! We welcome your feedback!

Stay connected with us through our **school website** and our Facebook page – Woodbine Elementary School!

“CRAWFULLY” Yours,

Denise Millan and Katie Sherer

# PURPOSE OF THIS HANDBOOK

This handbook is intended to inform you about policies, rules, and procedures at school. The first few pages contain information specific to Woodbine Elementary School. Information concerning all Camden County School System elementary schools is listed on the subsequent pages. If you have questions or concerns, please call the school at 912-576-5245.

## Mission Statement

We will be successful learners in a safe and nurturing school community.

## Woodbine Elementary School Creed

I come to school to learn,

Not to dawdle or play

For one day I am going to be a very influential person.

I will become influential because

I will read much

And study hard.

Some may laugh at me,

But I don't care.

I am a very bright individual with a lot to learn

And a lot to share.

Only I can determine what I am going to be in life

Because my life is mine and since this is the only one I have

I am going to make the very best of it

The way I act as a child

Determines the kind of adult I will become.

I will stand strong and be the best person I can be.

## Table of Contents

DAILY SCHEDULES ..... 2
STUDENT ABSENCES ..... 2
VOLUNTEERS (Including Field Trip Chaperones) ..... 2
SEARCH ..... 3
LOST AND FOUND ..... 3
BIRTHDAY CELEBRATIONS ..... 3
SCHOOL DISCIPLINE ..... 3
WOODBINE ELEMENTARY SCHOOL COUNCIL ..... 3
WOODBINE ELEMENTARY Parent Support Organization ..... 3
CLUBS ..... 4
OPPORTUNITIES FOR STUDENTS ..... 4
ELECTRONIC DEVICES ..... 4

## DAILY SCHEDULES

**The school day is 8:30 AM – 3:20 PM.** Students are to arrive on campus **no earlier than 8:00 AM**. Adult supervision **is not** provided until that time.

**Breakfast is available at no cost to all students from 8:00 AM – 8:25 AM. The serving line closes at 8:25 AM in order to allow students to get to class on time.**

**Morning announcements begin at 8:20 AM** and include the Pledge of Allegiance, National Anthem, Moment of Silence, and School Creed**.** Students are required to show respect during these activities each morning.

Students arriving after **8:30 AM are tardy**. Students **checked out prior to 12:00 PM are considered absent**.

We ask that parents **avoid picking up students early unless necessary**. Early dismissals can disrupt classroom instruction and cause students to miss important learning activities. Frequent early pickups may also impact a child's academic progress and create confusion during end-of-day routines. By allowing your child to stay through the full school day, you're helping them build consistency, responsibility, and a stronger connection to their learning community. **There will be no early check outs after 2:45 PM** so that we can minimize disruption to our end of day schedule – please plan to pick up your student in the car rider line!

**Afternoon dismissal of students begins at 3:20 PM. Transportation changes must be made prior to 2:30 PM** to ensure student safety and smooth dismissal procedures. After this time, we cannot guarantee last-minute changes will be communicated effectively.

## STUDENT ABSENCES

Please provide a written excuse note when your student is absent due to illness or other approved excuses as listed in the **CCS Board Policy JBD: Absences and Excuses** within two school days of the last day of absence. Please provide a written excuse note when your child is absent due to illness. Excuses may be submitted either by sending in a signed written note or by uploading a photo of the note through the school's online attendance form available on the WES website. All excuse notes must include the students' name, date(s) of absence, reason for absence, and a parent/guardian signature.

## VOLUNTEERS (Including Field Trip Chaperones)

The TRIDENT Training Facility is the adopted military support partners of Woodbine Elementary School. Navy personnel offer many volunteer services to assist students and teachers. We appreciate their valued partnership.

We encourage parents to participate as volunteers and resource people for our school. **A mandatory orientation meeting will be held for interested parents and community members. In addition to the school training, all volunteers (including field trip chaperones) must complete a free background check.** The school training will be held several times throughout the school year by our school counselor, Ms. Roberts. Contact the school at (912) 576-5245 for more information on the simple requirements needed to volunteer. This protocol must be completed every year.

## SEARCH

The administration reserves the right to search desks, backpacks, and students if, in the opinion of the administration, there may be articles in the student's possession that might be detrimental to the student or to the student body as a whole.

## LOST AND FOUND

Misplaced items found at school are brought to the main hall. **Parents are encouraged to put the child's name on lunch boxes, notebooks, jackets, etc**. Students should check the main hall for items lost at school. Items are donated monthly to prevent the lost and found collection from becoming too large.

The school system is not responsible for lost or stolen items which a student brings to school without permission of the appropriate school personnel. Students must not bring valuable or expensive items to school.

## BIRTHDAY CELEBRATIONS

Treats may be sent in for student birthdays to be shared during lunch. The treats must be individually wrapped, store bought items with all ingredients listed. The nurse must double-check the ingredients with the known student allergies for the class. Additionally, WES celebrates each student's birthday with a cheerful rendition of "Happy Birthday" and a special treat – school ice cream of their choice!

## SCHOOL DISCIPLINE

Staff members implement procedures to help our students develop the skills needed to interact successfully with other children and adults. Students learn to show respect and take responsibility for their actions.
Students are encouraged to:

- Be Respectful
- Be Responsible
- Be Safe

## WOODBINE ELEMENTARY SCHOOL COUNCIL

The WES School Council members are the principal, two parents, two community members, and two teachers. The members are appointed for a two-year term. The purpose of the council is to work toward improving student achievement.

## WOODBINE ELEMENTARY Parent Support Organization

WES does not have an active PTO. Parents are encouraged to volunteer and support the school through a variety of events. Please contact the front office if you are interested in participating in the School Council or volunteer opportunities.

## CLUBS

***Dr. Jack Christmas Read Aloud Club***: This is a program for students in Pre-K through 2nd grade. Homeroom teachers encourage families to participate by reading aloud at home. Parents are asked to read to their child for 10-15 minutes a day, at least 4 times a week, and to keep a simple reading log, which is turned in to the teacher at the beginning of each month. Students who participate receive free books each month as a reward. Funding for the program is provided by the Woodbine Steering Committee through money raised at the annual Crawfish Festival. The Read Aloud Club was originally created as part of Dr. Jack Christmas's doctoral program. After his passing, the program was renamed in his honor. Dr. Christmas served as principal at Woodbine Elementary School from 1989 to 1993.

## OPPORTUNITIES FOR STUDENTS

- ***Accelerated Reader*** is an incentive program offered for students to encourage reading.
- ***Math Masters*** is an incentive program offered to students to encourage mastery of basic math facts.
- ***Field Days*** held each spring encourage students to stay healthy and physically fit.
- ***4-H*** is a part of the 5th grade curriculum.
- ***K-Kids*** is a public service club sponsored by the Kiwanis Club for 4th and 5th grade.
- ***Chorus and Handbell Choir*** members practice weekly and perform at various events.
- ***Spirit Squad (5th graders)*** practice weekly and perform at PBIS pep rallies and various events.

## ELECTRONIC DEVICES

A student may not use personal electronic devices during the instructional day without teacher and administrator consent for instructional or medical purposes only. A student found in violation of this prohibition shall be subject to disciplinary action.

**IMPORTANT NOTICE:**

**Please check the school website for the most current version of the student handbook.**