



Harleyville Elementary School

1650 East Main St.

Dorchester, SC 29437

Phone: 843-462-7671

FAX: 843-462-7647

Parent/Student Handbook 2013-2014

PRINCIPAL	Mrs. Tracy Elmore Jackson
ASSISTANT PRINCIPAL.....	Mrs. Shene White
GUIDANCE COUNSELOR.....	Ms. Tamara Boyd
SCHOOL NURSE.....	Mrs. Darlene Horne
SECRETARY/ATTENDANCE CLERK.....	Mrs. Carrie Smalls
BOOKKEEPER.....	Mrs. Evangela Britt

Welcome to Harleyville Elementary School (**HES**)! We invite you and your child(ren) to come and learn with us this year. Our school uses the *My Math* program for mathematics instruction and the *MacMillan McGraw-Hill Treasures* series as the basis of our Language Arts instruction.

This **Parent/Student Handbook** is designed to help inform and familiarize you and your child with the policies and procedures in place at our school. It should serve as your guide to having a successful school year. Please read its contents. Be sure to review the school’s calendar and note dates of important events.

As partners, we can provide an excellent education for all our children; for our motto is “**H**elping **E**veryone **S**ucceed.” Together, we can surely make this a reality!

If you have any questions or concerns, please don’t hesitate to call or come by the school.



Website – hes.dorchester4.k12.sc.us

Dorchester County School District 4



Mission Statement

The mission of Dorchester School District Four is to develop life-long learners who will have a positive impact on our global world.

Vision Statement

The vision of Dorchester School District Four is to be an exemplary district where all students reach their maximum potential with the support of the District, home, and community.

Belief Statements

We believe that students learn when...

- the District, parents, and community support the education process and are committed to continuous improvement.
- effective instruction is provided by highly qualified teachers.
- a nurturing and secure learning environment is maintained.

Guidelines and Procedures for Harleyville Elementary School

<p style="text-align: center;"><u>School Hours:</u></p> <p>Students Arrive - 7:05 A.M. - 7:50 A.M. Breakfast Ends – 7:50 A.M. School Starts - 8:05 A.M. Dismissal Begins- 2:45 P.M. Early Release Dismissal – 11:30 A.M.</p> <p style="text-align: center;"><u>Office Hours:</u></p> <p style="text-align: center;">7:00 A.M. - 4:00 P.M.</p>	<p>School’s Motto:</p> <p style="font-size: 2em; font-weight: bold;">H<u>elping</u> E<u>veryone</u> S<u>ucceed</u></p>	<p style="text-align: center;"><u>SCHOOL COLORS:</u></p> <p style="text-align: center;">Blue and Yellow</p> <p style="text-align: center;"><u>SCHOOL MASCOT:</u></p> <p style="text-align: center;">Dolphin</p> <p style="text-align: center;"><u>Bus Office</u></p> <p style="text-align: center;">563-5921</p>
---	---	---

ABSENCES

(Lawful Absences)

A student who is ill and whose attendance at school endangers his health or the health of others may be temporarily excused from attendance.

A student may be temporarily excused when there is a death or serious illness in his/her immediate family.

A student may be excused from attendance in school on recognized religious holidays of his/her faith.

A student may be excused from attendance in school in accordance with local board policies.

(CRITERIA FOR STUDENT REMAINING HOME DUE TO ILLNESS)

There are times when a student should remain at home for his/her own welfare and for the protection of other students. Students should remain at home if they have any of the following symptoms.

1. Fever, temperature of 100 degrees or higher within the past 24 hours, with or without other symptoms.
2. A cold in the contagious stages, severe nasal discharge that is not clear in color.
3. Any communicable disease (chicken pox, measles, etc.).
4. Undiagnosed rash or skin eruptions.
5. Vomiting or diarrhea within the last 12 hours.
6. Untreated head lice or scabies.

(Unlawful Absences)

An unlawful absence is the student’s willful absence from school without the knowledge of the parent, or a student’s absence from school without cause with the knowledge of the parent. Regardless of the reason for the absence, upon the student’s return to school, the parent should send a written note giving the reason for the absence and the date/s of the absence.

Absences for reasons in the “Lawful Absences” section will be “excused”. Other absences and those where a written note is

sent by the parent will be classified as “Unexcused”.

(Unexcused Absences)

Absences which are not lawful or which are not followed by a written excuse signed by the parent will be classified as “unexcused”. The District’s Attendance Policy requires that upon the accumulation of three consecutive unexcused absences or five total unexcused absences, the student will be referred to the District Attendance Officer. In the event that the attendance officer is not able to remedy the situation involving the accumulation of unexcused absences, the parent and child may be referred to the Family Court. If there is any question about absences, the parent should contact the Principal.

ACCIDENTS

Any accident on school property that occurs during the school day or during a school sponsored event should be immediately reported to the office.

ADMISSIONS

Any child registering for school must be accompanied by a parent or guardian. The parent must have a copy of the child’s birth certificate, an up-to-date South Carolina Immunization Record, and the child’s Social Security card.

Pre-school - The four-year old program is designed to meet the needs of four year-olds who would benefit from a year of school before regular kindergarten. To be eligible for the four year-old program, a child must be four years of age on or before September 1. All applicants are tested and a program of service will be provided for those students who qualify.

Kindergarten - All students who are five years of age on or before September 1st are eligible for the kindergarten program. The kindergarten program is a full-day program.

First Grade- Students entering the first grade must be six years old on or before September 1st.

AFTERSCHOOL PROGRAM

Our after school program will be held in conjunction with Dorchester Children’s Center (DCC). Mr. Todd Martin will be the director. It will serve third thru fifth grade students. It is designed to help struggling students improve academically. Please direct all questions about after school to Mr. Martin.

AGENDAS

Agendas are to be used by teachers and students in grades 1-5. Homework assignments should be written down in agendas daily. Comments should be written in agendas as needed to parents. Both parents & teachers should initial each day.

ARRIVAL

Teachers and staff are not on duty until 7:05 A.M.; therefore, the school cannot be responsible for the supervision of your child before this time. All students should be present by 7:50 A.M. School starts at 8:05 A.M. Upon arrival, students in grades (1-5) should place their belongings by their homeroom class and go directly to the cafeteria for breakfast. Pre-K and Kindergarten students should report directly to the media center.

BUS ARRIVAL

Students arriving by bus will enter the school through the doors located on the 4th/5th grade hallway.

CAR RIDER ARRIVAL

The elementary car rider's loop is now located at the rear of the school near the Kindergarten and Child Development Wing. To keep the flow of traffic as smooth as possible, please do not park on the loop. If you are walking your child inside, park your car in a designated space.

From 7:15 A.M. to 7:50 A.M., there will be no student drop off in the front of the school. The front will be for bus riders only.

ATTENDANCE

South Carolina law requires that all children between the ages of five and sixteen, inclusive, be enrolled in and regularly attend school. Parents or guardians may waive the compulsory kindergarten attendance for five-year-olds.

Parents, guardians, and other persons having control or charge of any child of school attendance age, are responsible for the child's attendance. Failure to assume this responsibility subjects those responsible to the penalties provided in the South Carolina Compulsory Attendance Law.

Attendance is the presence of a student on days when school is in session. Students may be counted present only when they are actually at school, on homebound instruction, or are present at a school activity authorized by the school (field trips, etc.). Students who leave school early will be counted present if they remain in school until 11:30 A.M. Students who arrive at

school late will be counted present if they arrive at school by 11:30 A.M. Students who arrive at school late, or leave school early, are not eligible for perfect attendance awards.

The school is required to hold a **truancy meeting** with the parents when a child has **missed three consecutive days or five cumulative days**. At the meeting, the school and parent will write a plan to address the absences and the parent will be informed of the legal action that will be taken upon the next unexcused absence as per the **South Carolina Compulsory Attendance Law**.

BEHAVIOR

Refer to the school's Code of Conduct located under Discipline Plan. The Code of Conduct should be reviewed by both the parent and student and then the signature page must be completed and returned to the child's teacher.

BREAKFAST

Every HES student is eligible for a **free** breakfast. When students arrive to school they should first report to their classrooms, place their bags beside the door, and then proceed to the cafeteria. Breakfast is not a time for socializing. Students are expected to walk in an orderly manner to the cafeteria, eat quietly in the cafeteria, and then return back to their classroom. Breakfast will be closed at 7:50 A. M. each day, unless a student arrives on a late school bus. Students who are dropped off at the car rider line should be at school no later than 7:45 A.M. in order to make it to breakfast on time.

BUS POLICIES & DISCIPLINES PROCEDURES

Dorchester School District Four School District operates school buses for the

convenience of those students living one and one-half miles or more from their schools. For specific bus questions or bus problems please call the bus office at 563-5921.

The importance of proper conduct while waiting for, boarding, riding, and disembarking from a bus cannot be over-emphasized. Students are to remain seated at all times. Legs should be free from the aisle, and hands and feet should be kept to themselves. Playing and fighting are not permitted and hinders the safety of all passengers. Students will show the bus driver courtesy and respect at all times. Drivers are responsible for writing discipline slips for inappropriate behaviors that occur on the bus and forwarding them to the assistant principal or principal. Behavior slips will be given to the child to take home and are to be reviewed by a parent. The general procedure for dealing with misconduct on the school bus is as follows:

- First Offense**– Warning/Parent contact
- Second Offense**– 1 day suspension of bus privileges
- Third Offense**– 2 days suspension of bus privileges
- Fourth Offense**– 3 days suspension of bus privileges
- Fifth Offense**– 4 days suspension of bus privileges or as deemed appropriate by the administration.

CHANGE OF ADDRESS

You should notify the front office any time your personal information changes (phone numbers, addresses, guardians, or custody).

CHAPERONES

To become a chaperone, adults need to fill out an Adult Volunteer Form and submit it

to the District Office. Only approved volunteers will be permitted to chaperone on field trips. Chaperones not approved will be notified. If you have been approved, you will not need to fill out another Adult Volunteer Form.

CHECKS

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account as soon as the same day, and you will not receive the check back from your financial institution. Please write your child's name on the check so we can ensure that your child receives proper credit for your payment. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic fund transfer from your account to collect a fee as followed by state law (which is \$30.00).

COMMUNICATION

A monthly newsletter will be sent home with all students highlighting key dates and information from the previous or upcoming months. Grade levels will send newsletters home weekly, bi-weekly or monthly to inform parents of upcoming items. Conferences with teachers can be held at any time when instruction is not taking place, please call ahead to schedule an appointment. The school will also continue to utilize the school's website to inform parents of upcoming events. The school's web address is hes.dorchester4.k12.sc.us.

COMPUTER

Our school has one computer lab, sixteen computers in the Media Center, SMARTboards or Intelliboards in every

classroom, and at least two computers in each class. The use of the school's technology resources is a privilege. Students will have the opportunity to use all of our electronic resources; however, failure to follow the rules and procedures for computer use will result in forfeiture of computer privileges.

This year your child will use the following programs:

1. MAP (Measure of Academic Progress)
2. Accelerated Reader
3. Internet
4. Study Island
5. Other instructional software

CONFLICT/PROBLEM RESOLUTIONS

In an effort to teach conflict resolution and to reduce referrals, a student who has a problem with another student is expected to resolve the difficulty in a peaceful way. If necessary, the student should address the problem to the teacher or guidance counselor who can help resolve the conflict.

DISMISSAL (2:45 P.M.)

At the beginning of the year, parents should inform the teacher as to whether the student will be a car rider or bus rider. Once this routine is established, the student will automatically be transported this way. **Changes in a child's regular transportation routine must be made in writing to the teacher. The note must state the change, the date of the change and the reason. It must also be signed by an administrator and given to the bus driver, if applicable. If there is no note, the student will go home the regular way.**

(BUS DISMISSAL)

Students riding the buses will enter and exit through the doors located at the end of the 4th/5th grade hallway.

(CAR RIDER DISMISSAL)

Car riders will exit through the doors near the Child Development/Kindergarten hallway. If you are in our parent pick-up loop, your child's teacher will give you a numbered sign to hang from your car's mirror. This sign should be visible every afternoon throughout the school year. We have someone on duty who will call the car number. Those of us in the building will get the child from the line and bring him/her to you. Occasionally a class is not out when you arrive. Should this occur, we will ask you to pull forward and wait – **do not** get out of your car. We will bring your child to you when he/she comes out. **It is very important that all cars in the loop during take-in and dismissal have drivers in them.**

DISCIPLINE

We believe that a strong discipline program is necessary for the instructional environment to flourish. It is also every student's right to be able to learn in a properly disciplined school, without excessive loss of instructional time due to the teacher having to correct others. Please remind your child that he/she is in control of his/her own behavior. Classroom behavior that interferes with learning will not be tolerated.

DISCIPLINE PLAN - STUDENT CODE OF CONDUCT

At Harleyville Elementary, we view discipline as a necessary facet in the maintenance of the educational environment. We also feel that part of learning and maturing is acceptance of and

adherence to established rules of conduct. Thus, discipline at Harleyville Elementary is enforced fairly and firmly to provide for the orderly operation of the school.

We feel that parents should be kept up to date on their child's status in school.

Therefore, it will be our policy to:

1. Attempt to notify parents each time their child is sent to the office for disciplinary reasons.
2. After a student accumulates **three** discipline referrals, parents will be called to schedule an appointment with the administrator. This required conference is in addition to punishment given on each of the individual situations.

How Discipline is Handled

1. Students guilty of misconduct are subject to disciplinary action and will be punished by the teacher in the manner that the teacher feels will be most effective, with the approval of the administration. Extreme misconduct or major offenses are subject to immediate suspension or possible expulsion.
2. Discipline cases are referred to the main office through the use of a discipline referral form that is completed by the teacher.
3. Students are called to the office to review the discipline problem with one of the administrators assigned to discipline and to receive proper punishment for the infraction.
4. A discipline code, as well as the school-wide student rules, will be provided to each student by each of his/her teachers.

Punishment for Infractions

1. **Recess Consequences** – Recess consequences are assigned by teachers. In order to comply with the physical activities minutes, a teacher may assign a student to walk during recess as a consequence.
2. **In-School-Suspension (ISS)** - An administrator may assign a student one or more days of ISS. Students will remain in ISS for the entire school day. Assignments will be sent to ISS by a student's teachers. Students should report to ISS after homeroom. Any infractions of ISS rules or failure to complete assigned work during ISS will result in additional disciplinary action such as an out-of-school suspension.
3. **Out-of-School Suspensions (OSS)** – When a situation is considered severe or when other methods have failed to solve the problem, a student may be suspended for varying lengths of time depending upon the nature and the degree of the infraction and the student's prior discipline record.
4. **Removal from Class** - A student may be removed from class by the administrator handling the problem, if the presence of that student, in that particular class, constitutes a chronic disruptive element adversely affecting the educational process of the other students in that class. Parents will be notified of this action or any other disciplinary action relating to that particular situation.
5. **Shared Responsibility** - "Shared Responsibility" requires a parent to attend school with his/her child in lieu of an out-of-school suspension. When the student has reached the level in his/her discipline record and is considered a consistent behavior problem, a parent

will be required to attend school with his/her child for the amount of days as determined by the assigning administrator. The parent would be required to attend school for the same number of days that would be assigned for the out-of-school suspension. The parent must be present for the entire day(s). The parent must attend classes with the student, eat lunch with the student, exchange classes with the student, and participate in all school activities that occur during the school day. If the parent refuses "Shared Responsibility" and does not attend school with his/her child, then the child will be required to serve the out-of-school suspension.

6. **Expulsion** - In extreme cases and/or violation of specific rules, a student may be suspended indefinitely and sent to the Board with a recommendation from the Principal for expulsion for the remainder of the school year.

Infractions Resulting in Recommendation for Expulsion

(This is not an inclusive list.)

1. Occupying any school property with intent to deprive others of its use.
2. Possession of any weapon or any device used as a weapon.
3. Arrest or indictment for a serious crime.
4. Possession or distribution of alcohol, illegal drugs or narcotics, controlled substance or imitation-controlled substance or under the influence of use of illegal drugs or alcohol before or during school.
5. Arson

6. Assault and battery upon a school employee
7. Bomb threats
8. Preparing, possessing or igniting explosives on school property
9. Indecent exposure
10. Unjustified handling or activation of a fire alarm system
11. Break-in or other unauthorized entry into a school

Returning to School after an Out-of-School Suspension

1. A student returning from a suspension must bring his/her parent(s) with him/her to discuss readmission with an administrator or schedule a meeting with an administrator. Parent conferences will be scheduled at 8:00 A.M. and after. Administrators will not be able to conference earlier because of bus duty and the start of the school day for our students.
2. If a student returns to school without a parent after his/her suspension is over, he or she will be placed in ISS until a meeting is held or scheduled.

DRESS CODE

(Students in Uniform)

Our students have a right to a learning environment that is safe and free of unnecessary distractions. To promote such an environment, the following guidelines have been established:

The uniforms to be worn by students are:

- Blue or Khaki uniform pants, skirts, walking shorts, and skorts
- White, Light or Navy Blue blouses/shirts
- White/ Blue school spirit t-shirts

- A belt shall be worn at all times

Most shoes are appropriate for school. However, slides and thong flip flops **may not** be worn for safety reasons.

(Students Out of Uniform)

Students should be dressed comfortably and appropriately for school. Shoes must be worn at all times. Any clothing or shoes that may cause a child to trip, such as long dresses, floppy or high-heeled shoes should not be worn. Students should be able to button, zip, and manage alone any clothing he/she wears to school. Shorts are allowed, but extremely short or tight shorts are not appropriate for school. Shirts/outfits should not have inappropriate language or graphics on them. Children should wear tennis shoes on the day they have P.E.

Students should not wear flip flops for safety reasons. If a child’s outfit is deemed inappropriate for school, the parent will be contacted to bring in a change of clothing.

DRILLS

Fire drills are conducted once each month. Detailed escape plans are posted inside the classroom near the door. Each classroom has an escape route to an outside area a safe distance from the building. Each class has an assigned area in the building for tornado drills. Intruder, tornado, and earthquake drills are also conducted periodically.

EARLY SIGN-OUT PROCEDURES

Students are encouraged to remain in school for the full day. Should the need for an early dismissal arise, the parent/guardian will need to come to the office to sign the child out. Students will remain in their classroom until they are called to come to the office, students cannot come to the office and wait

for their parent/guardian. The person signing out a student must be listed on the emergency card in the office and must show identification. If a student leaves before 11:00 A.M., he/she will be marked absent. Because we value instruction and the end of the day is just as important as the beginning, parents will not be allowed to sign students out from the office after 2:30 P.M. In the past, we have had parents doing this to avoid being in our parent loop at the end of the day. **Children may be signed out after 2:30 P.M. only in the event of an emergency with administrative approval.**

EMERGENCY CLOSING OF SCHOOLS

Announcements will be made to local media if schools are closing early or opening late. School Messenger calls will also be used.

EMERGENCY INFORMATION

Parents must provide the school with current and accurate emergency information about each student. This should include a home telephone number, parents’ work/daytime numbers, and any friend or relative’s number who is authorized to assume care of the student. All emergency information is to be current. If changes occur, records must be updated. Since we are unable to provide sickroom care, your cooperation in responding immediately to a call concerning your child’s illness will be appreciated.

EXTRA-CURRICULA ACTIVITIES

The teachers and staff feel it is very important that students have the opportunity to grow beyond the classroom setting. For this reason, we have established a number of programs that may be of interest to your

children. Opportunities for your children may include:

- * HES Morning Show – 4th/5th grade
- * Recycling Team – 4th/5th grade
- * Basketball – 3rd through 5th grade
- * Chorus – 2nd through 5th grade
- * Robotics Team
- * Cheerleading
- * Soccer
- * Softball – Coming Soon

Student participation is based on behavior and effort given during their school day. Students not fulfilling these expectations will be removed from the club or activity.

FIELD TRIPS

Field trips are designed as an extension to classroom learning. All trips are organized in a way that they meet and reinforce South Carolina State Standards. In order for a child to participate in a trip, they must have a signed permission slip and all financial requirements paid to the school. In an effort to minimize any financial burden to our families, we will make every effort possible to keep the maximum cost for any trip to a nominal fee. If a child is not going on the field trip, they are still required to attend school and continue with their daily instruction. Attendance and discipline may prohibit a child from attending a field trip. Chaperones for field trips are expected to assist the teacher and school staff with the supervision of our students. Therefore, parents are not allowed to bring other children/siblings along on the trip.

All students must ride the bus to the desired destination of the field trip, unless otherwise approved by administration.

Parents attending the field trip must drive their own cars.

FIRST AID

School personnel will administer first aid in cases of emergency. Parents should make sure that the school has updated phone numbers where they can be reached at all times.

FREE AND REDUCED LUNCH

All students will be given a lunch application form to fill out at the beginning of the school year. Although you may have filled one out last year, you will still need to complete one for the 2013-2014 school year. These forms should be filled out and returned to your child's teacher or to the front office. Additional forms will be located in the front office in case you need one. Every effort should be made to complete these forms, as it will determine the amount of Title I funding we will receive from the federal government for school supplies and school programs.

GIFTED & TALENTED

Students in grades three through five have the opportunity, based on academic performance, to be placed in our Academic Gifted and Talented program. In these classes, students are offered an accelerated instructional program that is aligned to South Carolina State Standards. In South Carolina, students in the Gifted and Talented class are identified locally or at the State level. Students who have been State identified will remain in the Gifted and Talented class as long as it is offered by the school. Additionally, if a State identified Gifted and Talented student transfers from our school to any other school in South Carolina, they will automatically be placed in the other school's Gifted and Talented program. Locally identified students risk the possibility of being knocked out of the Gifted and Talented class from year to year

based on their previous year's academic achievement. Items that are considered for Gifted and Talented placement include the STAR test, CogAt, ITBS, MAP test, PASS, report card grades, and teacher evaluation.

GRADES

Our grading scale is as follows:

A – 93 and above

B – 85-92

C – 77-84

D – 70-76

F – Below 70

Principal's List – 93 and above in all subjects

Honor Roll – 85 and above in all subjects

To receive yearly Principal's List recognition, a student must be on the Principal's List all four quarters of the school year. To receive yearly Honor Roll recognition, a student must be on at least the Honor Roll all four quarters of the school year.

GUIDANCE

The guidance program is developmentally based. Our guidance counselor, Ms. Boyd, will visit each classroom to meet with students. Counseling sessions revolve around basic character traits. Small group and individual counseling are provided as needed. Working with parents, students, and teachers is a very important aspect of the program.

HOMEWORK POLICY

In Dorchester School District Four, teachers will ensure homework assignments are accomplished by the student and feedback is provided to students within a reasonable length of time. The general objective of homework is:

- To help students develop independent work study habits;
- To reinforce learning that has taken place at school;
- To bring the home and school closer together;
- And to relate the school learning to out-of-school interests.

To achieve its goal, homework must be utilized in such a manner as to complement the learning process.

INCENTIVES

Dolphin Coins should be given to students as incentives for displaying good behavior, participating in class, wearing uniforms, etc. Students will have an opportunity to cash in their coins each month for a special prize.

INTERIM REPORTS

Computer generated interim reports will be sent home to parents every 4 ½ half weeks. Dates are communicated on the district's calendar.

LOST AND FOUND

We strongly urge parents to mark items of clothing, lunch boxes, glasses, etc. with the student's name. Unidentified items are kept in a designated location, please come by and claim these items in a timely manner. Unclaimed items are donated to a charity at the end of the school year.

LUNCH

Free or reduced rates for lunch are available to those children whose family qualifies. Students will not be allowed to charge more than three days' meals. When a child has three charges, he/she will receive a commodity lunch. No child will go without eating.

The cost for lunches for the 2013-2014 school year are as follows:

Student Lunch (Full Price)	\$1.40
Student Lunch (Reduced)	\$0.40

Children bringing money in to pay for lunch should turn it in to the lunchroom cashier at breakfast or to their classroom teacher upon arrival to the school.

Students may also elect to bring their own meals to school. Meals must be consumed in the cafeteria or classroom at the scheduled time. Parents should be aware that if they elect for their child to bring their own lunch, the school cannot be responsible for heating or refrigerating these lunches.

MEDIA CENTER

The school's library opens each day at 8:05 A.M. The library is open on a flex schedule every day except during MAP Testing. Our library does not charge overdue fines, but charges are made for lost/damaged books, including damage to the barcodes.

MEDICATION / DRUGS

Medications may only be administered by the school nurse. Parents are required to have a medicine request form completed and on file before any medication can be administered. Medicine Request Forms are available in the nurse's office. Medication must be hand-delivered by the parent to the school nurse.

MENTAL HEALTH

The mental health program is designed to help students and their parents get the help they need past the perimeters of the public school system. All questions and referrals

should be directed to Ms. Cheryl Benson, our mental health counselor.

OFFICE LOCATION AND HOURS OF OPERATION

The elementary office is located in the newly built structure at the front of the school.

Daily hours of operation are from 7:00 A.M. until 4:00 P.M.

PARENT INFORMATION

Parents are responsible for updating any personal information that may change throughout the school year. This includes any information related to custodial circumstances within the family. To do so, speak to the front office secretaries or send a note to your teacher. All information released to the school, including secretaries, teachers and staff members, remains highly confidential at all times.

PARENT-TEACHER CONFERENCES

We encourage parents to conference with their child's teacher(s) often. Since education is a joint effort of the home and the school, it is vital that the communication lines between the two be active. Conferences are by appointment and are held after school hours. Appointments may be made by calling the school and arranging a meeting with your child's teacher.

PARTIES

Parties are an important part of the social development of the student. However, we do limit the number to two (2) each year. Surprise and birthday parties are not permitted. A treat can be sent to school to be shared with the class at lunchtime when

scheduled with the teacher prior to the date. We encourage peanut free healthy treats for our children.

Parents are asked not to have flowers, gifts, balloons, and other “surprises” delivered to a child at school.

PHOTOGRAPHS

Students must have parent/guardian permission to have their photos taken for school use. Student photos may be used for the school website, newsletters, bulletin boards or newspapers. Permission to be photographed forms can be changed and updated at any point during the school year. To do so, speak with your child’s teacher or the school’s front office staff.

PLAYGROUND SUPERVISION

Teachers supervise students during school hours on the playground. Contact sports such as wrestling, football, and boxing are prohibited. Footballs, hard balls and bats are also prohibited.

PROMOTION/RETENTION

Students in grade Kdg. will be promoted based on their knowledge of basic phonological skills, mathematical concepts, and reading level. Parental consent is needed for the retention of students of this age group.

Students in grades (1-5) must have a final grade of 70 or above in math and reading to be promoted to the next grade. Students failing math or reading **or** science and social studies may be retained unless the student has already been retained in a lower grade. All cases will be looked at on an individual basis by the school’s administration.

PTA

The Parent-Teacher Association (PTA) provides many important services to our school. The annual dues are \$5.00 per membership. Plan to join and support the PTA in meeting school goals.

REPORT CARDS

Report cards will be sent home every nine weeks for students in grades one through five. Students in first grade will have an adjustment period; therefore, their first official report card will go out the second nine weeks. Report cards for first and second grade students will also list each child’s current reading level. Any questions related to your child’s report card should be directed to your child’s teacher.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (Rti) will be used as a method of trying to help accommodate for and provide students with extra support in the academic areas based on MAP and/or STAR testing results. It will serve students in grades K-5. Please direct all questions about student placement and/or removal to Mrs. White and/or Mrs. Trader.

SCHOOL GOAL

The goal of Harleyville Elementary is to ...

**Develop
Optimistic
Life-Long Learners by
Providing
Help to meet the
Individual
Needs of
Students**

SCHOOL IMPROVEMENT COUNCIL - (SIC)

The School Improvement Council is a group of parents, community members, and teachers who work together to advise the

administration. Two thirds of the members are elected and serve staggered two-year terms. One-third is appointed. Meetings are held usually on the third Tuesday of each month and are open to the public. Please contact the school office for more information.

SCHOOL MOTTO

Our school motto is “**H**elping **E**veryone **S**ucceed.”

SCHOOL NEWSLETTER

A school newsletter will be published monthly. It will include important school dates and events.

SCHOOL PICTURES

School pictures will be made twice a year (once in the fall and once in the spring). Parents will be notified well in advance of picture dates.

SCHOOL SCHEDULE

The official school schedule for HES for the 2013-2014 school year is as follows:

- 7:05 A.M. - (Students enter the building/breakfast begins in the cafeteria)
- 7:50 A.M. - (All students should be present/those that arrive after this time should sign in through the front office and marked as tardy/breakfast ends)
- 7:55 A.M. – (Daily morning announcements/ morning show airs)
- 8:05 A.M. – (Instruction begins)
- 2:45 P.M. – (Dismissal begins)

Please note that on early release days, dismissal begins at **11:30 A.M. **

SCHOOL TELEPHONE

Students are not permitted to use the school telephone. Messages will be taken to students **only** if they are of an emergency nature. Please do not ask to speak to a teacher during school hours. All calls to teachers should be made before or after school or during their planning periods.

SCHOOL-WIDE RULES

- Students are not allowed to have gum, candy, drinks, or any types of food in the school building or on school grounds. (Except for the lunchroom).
- Students must come prepared for each class daily with proper books, paper, and pen/pencil.
- Students must behave appropriately in class at all times.
- There will be no running or horse playing in the hallways, classroom, or restrooms.
- Note writing, baseball cards, and other collections are inappropriate during class time. (If these items are brought to school, they will be taken by the teacher and returned only to parents).
- Students should not throw any objects during class.
- Students may not sell any items while on campus.
- Students shall remain in their assigned seats during class.
- Students should walk on the right side of the hall.
- Radios, cell phones, and other electronic devices are not allowed at school. (These items will be taken away by the teacher and returned only to parents).

STUDENT FEES

All students are required to pay a \$10.00 student fee at the beginning of each school year. This fee helps the school cover costs for workbooks, site licenses, and other supplemental materials that may be needed for our instructional programs throughout the year. This fee can be paid in the front office by cash or check. Checks should be made to **Harleyville Elementary School**.

STUDENTS WITH DISABILITIES

Our school provides a tiered approach of services for students with disabilities through both Section 504 plans and individualized education programs. A high functioning school team, along with the parents, will develop a plan to determine and address the needs of students with disabilities through the use of appropriate accommodations, modifications, specially designed instruction, and related services within a continuum of placements in the school and district setting.

STUDENT RECORDS POLICY

Student records in the schools of Dorchester School District Four include, but are not limited to, recording academic work level of achievement, standardized achievement test scores, attendance data, scores on standardized intelligence tests, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings, and observations, and verified reports of serious or recurrent behavior patterns. Student records shall be available to parents, legal guardians, and students of legal age, upon their request. The administrative staff shall establish guidelines for the inspection of student records and issue "Release of Information" forms. Records will be released to outside

persons or agencies only if the parent, legal guardian, or student of legal age has signed a "Release of Information" form.

TARDIES

Excessive tardiness is not acceptable. If a student arrives to school after 7:45 A.M. he/she is tardy. Parents must accompany students who arrive after 7:45 A.M. so they can properly be signed in. They should sign in at the office and receive a tardy slip, which the child will give his/her teacher. Students must attend school for three and one-half (3 ½) hours in a school day to be considered present for that school day. Students are not to leave school grounds once they have arrived at school.

TESTING

Various assessments are administered throughout the school year to provide teachers and parents with information about a student's progress:

- STAR
- MAP
- Dominie
- CogAT – 2nd Grade Only
- ITBS – 2nd Grade Only
- PASS
- SC –ALT (Special Needs Only)

It is important that during testing dates students are present at school. We recommend that any necessary appointments be made after testing for that day. The school will use the results of the tests to strengthen the instructional program and to assess academic needs.

TEXTBOOKS AND AGENDAS

Students are responsible for the loss, destruction, or damage to books issued to

them. Students are responsible for paying for damages or replacement fees for books. Each student is given an agenda when enrolling free of charge. The agenda must be at school daily. Replacement agendas, if available, will be sold in the office.

TITLE IX

We are an equal opportunity school. Regardless of race or sex, each student has a legal right to an equal opportunity in the following areas:

- Admission to schools and courses
- Treatment in curricular and extracurricular activities, programs, school rules, and regulations

If you believe you have been denied your rights, contact the Principal.

TOYS AND ELECTRONIC EQUIPMENT

Toys and audio equipment of any description and for any age group are not to be brought to school. In the event that toys are brought to school, they will be collected by the teacher and sent to the office to be returned at a later date to the parent, not the child.

VISITORS

Parents and other members of the community are encouraged to visit the school at any time. We ask that you park in the front of the school in the parking spaces designated for visitors and enter the building through the front entrance. For security, before going to any area of the building, all visitors MUST sign-in at the office to obtain a visitor's pass that is to be worn while in the building. State law decrees that class interruptions be held to a minimum.

According to South Carolina law, any person entering the premises of any school in South Carolina shall be deemed to have consented to a reasonable search of his/her person and effects. Anyone failing to comply with the "check-in" procedures with the office will be asked to leave our campus. After a warning, the police will be called and the violators will be prosecuted.

VOLUNTEERS

Volunteers are a great help with our instructional program and also assist with other activities. Volunteers may be used in many capacities including:

- Listening to students read or reading to students.
- Assisting with field trips.
- Helping in the lunch room, media center, or in learning centers.
- Mentoring.
- Providing exhibits or lecturing on special topics.
- Creating material and games for the classroom.
- Organizing parents for special projects.

Those who wish to volunteer may be asked to consent to a background check and be cleared by the Dorchester School District Four's District Office. Please allow one week for this process before field trips or events.

WALKING STUDENTS TO CLASS

Parents desiring to walk students to class are asked to park in the side parking lot and enter the school through the elementary office.

Please be mindful that this is not a time to hold a conference with teachers.

WITHDRAWAL OR TRANSFER

Parents must go through formal withdrawal procedures when moving or transferring a student. Students must turn in all State-owned textbooks and library books and clear all debts before an official transfer will be given.



**Dorchester School District Four
Academic Gifted and Talented Program**

Parent Notification

Gifted and Talented students are those who are identified in grades 3-8 as demonstrating high performance ability or potential in academic and/or artistic areas. In order to achieve their potential, these gifted and talented students require an educational program beyond that normally provided by the general school program. The purpose of the gifted and talented program is to provide curriculum, instruction and assessment that maximize the potential of identified students. Potential for giftedness is present in children and youth from all cultural and ethnic groups, across economic strata and in all areas of human endeavor. Dorchester School District Four identifies students from a wide range of background and conditions including, but not limited to, students who have disabilities, are economically disadvantaged, lack English proficiency, or are ethnically/culturally diverse.

Identification and Placement

Screening and Identification Procedures

Identification is a multi-step process that consists of screening and referral, assessment of eligibility, and placement. Criteria for identification are set by the State Department of Education and are organized by the following three dimensions:

- **Dimension A** Reasoning Abilities/Aptitude-demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three on a

nationally normed test of academic aptitude.

- **Dimension B** High Achievement in Reading and/or mathematics-outstanding performance in reading and/or math as evidenced by Exemplary status on the Palmetto Assessment of State Standards (PASS) or scoring at or above the 94th national percentile on a nationally normed test academic achievement in the areas of reading comprehension or math concepts/problem solving.
- **Dimension C** Intellectual/Academic Performance-students served in grades 3, 4, 5, and 6 must have an acceptable score on the verbal and/or nonverbal assessment by Project STAR. Students served in grades 7 and 8 must earn a grade point average of at least 3.75 on a 4.0 scale.

Students who meet two of the three above dimensions are eligible for placement, as well as students who score at or above the 96th national age percentile composite on a nationally normed test of academic aptitude.

All second grade students are screened for the program in November. They take the Cognitive Ability Test for Dimension A and the Iowa Test of Basic Skills for Dimension B. If they meet the requirement in one of the two dimensions, they are eligible to take the Performance Task Test that will be administered in March. The results from this test are received in the district in May. The Evaluation and Placement committee meets during the summer to determine the services that will be provided for each eligible student.

All students in grades 3-8 are screened for gifted services by reviewing their PASS scores.

All referrals for students in grades 3-5 must be made no later than **November**. These students will be tested before the middle of January. If the student meets one of the three criteria, he/she is eligible to take the Performance Task Test that is administered in March. The results from this test are received in the district in May. The Evaluation and Placement Committee meets during the summer to determine the services for each eligible student.

All referrals for students in grades 6-8 must be made no later than **February**. These students will be tested during April for possible placement the following year. If the student meets one of three criteria, the end of the year grades will be checked. A student must have a 3.75 GPA out of a possible 4.0 GPA. If the student meets two of the three criteria, the Evaluation and Placement Committee will determine the services that best suit his/her needs.

Any student can be referred for screening /assessment. Referrals from teachers, administrators, parents, and students will be

accepted. Referrals can be made by contacting the school guidance counselor to request a referral form. No child will be screened without a signed and dated Permission to Test Form. All students referred for screening, who have returned this form, will be tested with a nationally normed test of academic aptitude. Achievement results will be used from the Palmetto Assessment of State Standards (PASS).

Service Model

All elementary and middle school identified students are served daily in a special content class. Completed referral forms should be returned to Amy Edwards, 500 Ridge Street, St. George, SC 29477.

The Evaluation and Placement Committee meets to determine services for each eligible student.

4 Independence Day

JULY 2013						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2013

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 Professional Dev./Workday
 14 Professional Dev./Workday (Teachers & Assistants)
 15-16 Workday (Teachers)
 19 First Day for Students

2 Labor Day: Schools & Offices Closed

18 Early Dismissal

24 Interim Reports

SEPTEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 Early Dismissal

18 Workday (Teachers & Assistants)
 22 45th Day

29 Report cards

20 Early Dismissal

26 Interim Reports

27-29 Thanksgiving Holiday: Schools & Offices Closed

NOVEMBER 2013						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 Early Dismissal

20 Half-Day for Students

23-31 Winter Holiday: Schools & Offices Closed

1-2 Winter Holiday: Schools & Offices Closed

6 Workday (Teachers)

7 Students Return

13 Professional Dev./Workday (Teachers & Assistants)

14 90th day

20 MLK, Jr. Holiday: Schools & Offices Closed

21 Report Cards

JANUARY 2014						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014

S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Presidents' Day: Schools & Offices Closed

19 Early Dismissal

21 Interim reports

19 Early Dismissal

20 135th day

21 Workday (Teachers & Assistants)

27 Report Cards

MARCH 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14-18 Spring Break

23 Early Dismissal

5 Interim Reports

26 Memorial Day: Schools & Offices Closed

MAY 2014						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Last Day for Students Half-Day 180th Day

3 Workday (Teachers & Assistants)

4 Workday (Teachers)

4-6 Inclement Weather Make-up Day 1

