



# Andrews Elementary School

## STUDENT HANDBOOK

2017-2018

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*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## 2017-2018 SCHOOL CALENDAR

### **AUGUST**

- 14 - 16 Professional Development
- 17 - 18 Teacher Preparation Days
- 17 Meet Teachers / Open House 4:30-6:00
- 21 NO SCHOOL
- 22 First Day of School
- 31 Fall Pictures

### **SEPTEMBER**

- 4 Labor Day-NO SCHOOL
- 8 I-Dent-A-Kid Picture Day
- 14-22 Book Fair
- 21 Fall Title 1/PTA Meeting w/ Student Performance 5:00
- 21 Peeking in on Pandas' Progress 5:30-6:00

### **OCTOBER**

- 2-6 Safety Week
- 6 Fire Safety Day
- 23 -27 Red Ribbon Week
- 25 Unity Day
- 27 Staff Development Day-NO SCHOOL

### **NOVEMBER**

- 1 Fall Pictures Make-up
- 2 Report Cards Go Home
- 2 Fall Festival 4:30-7:00
- 10 Veteran's Day-NO SCHOOL
- 22 - 24 Thanksgiving Holidays-NO SCHOOL

### **DECEMBER**

- 18 - 29 Winter Break-NO SCHOOL

### **JANUARY**

- 1-2 Winter Break-NO SCHOOL
- 3 School Resumes
- 15 MLK Holiday-NO SCHOOL
- 19 ½ Day for Students
- 25 Report Cards Go Home

### **FEBRUARY**

- 12-16 Jump Rope for Heart
- 15 Math/Reading Night-Winter Title I Meeting
- 15-23 Book Fair
- 19 Presidents' Day-NO SCHOOL

### **MARCH**

- 22 Spring Pictures & Classroom Group Pictures
- 19-23 Career Week
- 23 Career Day
- 29 Field Day
- 29 Report Cards Go Home
- 30 Flex Day

### **APRIL**

- 2-6 Spring Break-NO SCHOOL

### **MAY**

- 28 Memorial Day-NO SCHOOL

### **JUNE**

- 5 ½ Day for Students
- 6 ½ Day for Students-LAST DAY OF SCHOOL

## WELCOME

The faculty and staff of Andrews Elementary School welcome you and your family. We are delighted to have you as part of our school family. As we begin a new and challenging school year, we anticipate that it will be a most successful one for each of us.

Our goal is to provide a program of quality education that will help each child achieve his or her full potential. We value your partnership as we strive to accomplish this important goal.

Close cooperation between the home and school is essential to promote the best interest of the child. Parents are encouraged to visit our school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

Please read this handbook/calendar thoroughly. It contains information that will help you understand the policies and practices of Andrews Elementary. We look forward to a rewarding school year.

## MISSION STATEMENT

The mission of Andrews Elementary School, in partnership with parents and community, is to meet the social, emotional, physical, and educational needs of all students, enabling them to become life-long learners and productive members of society.

## GOALS

1. Andrews Elementary School will improve student learning and achievement by implementing a systemic process of strategic actions.
2. Andrews Elementary will provide opportunities for the development of positive character traits and critical decision-making skills.
3. Andrews Elementary School will provide quality instruction for all students.

## VISION STATEMENT

*We envision .....*

- An individualized education plan for each student.
- A school that has state-of-the-art technology that is used effectively by each student and staff member.
- That our school appreciates diversity and encourages each child to appreciate the contributions of all cultures.
- A school where all students, teachers, and parents are involved and accountable.
- That learners are self-motivated.

- That the value of early childhood education is fully recognized.
- A school where curriculum directly correlates with life skills.
- That each child leaves with the knowledge and skills needed to succeed at the next level of education.
- A school where curriculum directly correlates with life skills.
- The community as an extension of the classroom.
- A school where every child is ready to learn and every teacher is ready to teach.
- All children will be reading on grade level by the end of the third grade.

## LEARNER STANDARDS

Students will .....

- Comprehend and communicate orally, and in written form at developmentally appropriate levels while working independently and cooperatively.
- Use critical and creative thinking to solve problems in all areas of an integrated curriculum.
- Respect individual and cultural differences through appropriate decisions and choices.
- Apply knowledge learned to real-life situations, including the technological skills to be productive and proficient life-long learners.
- Meet grade level standards to successfully progress through the educational levels.
- Receive instruction based on researched best practices and reflective teaching practices.

## BELIEFS

We believe that .....

- A student learns best when provided a variety of experiences and opportunities.
- Children deserve to feel safe and secure in their environment.
- The physical, educational, social, and emotional well-being of each child is important.
- Diversity enhances the school.
- All children have the potential to learn.
- All children have the right to instruction based on best practices, as identified by current learning research.
- The school, family, and community should be involved in the total educational process.
- High expectations encourage achievement and individual excellence.
- Reading is the foundation for future learning.

## GUIDANCE

The guidance counselors meet with each class periodically to discuss such subjects as self-discipline, friendship, feelings, study skills and substance abuse. The counselors also plan programs for parents that include such topics as: parenting skills, discipline, how to interpret test scores, etc. The counselors are also available for individual and/ or group counseling sessions with students. Parenting seminars are offered quarterly to keep parents abreast of services available to them and current trends in education.

## STUDENT CODE OF CONDUCT

### ARRIVAL/DEPARTURE

The school day begins at 7:45. Please have your child here by that time. After 7:50, your child will be marked tardy. Parents are expected to escort their children into school and sign them in when they arrive late to school. Students are dismissed at 2:30.

All car riders will load and unload through the south end and front of the building. Parents are asked to use extreme caution as they pickup and deliver their children. **Do not drop children off before 7:15, for there will be no supervision until that time.** Entry into the building will not begin until 7:15. **All students should depart between 2:30 and 3:00. All gates are closed and locked at 3:00.**

### ATTENDANCE

In accordance with State Law, all persons ages five (5) through twenty-one (21) may attend the free public schools of this District including Kindergarten, except that students in the graduating class who become twenty-one prior to graduation are permitted to complete the term. The Board may waive this age restriction in any proper case upon receipt of proper petition.

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 which is authorized by the school. This may include field trips, athletic contests, music festivals, student conventions and similar activities.

### ATTENDANCE GUIDELINES

1. **Our school day begins when the tardy bell rings at 7:45 a.m. A student is considered tardy after this time. Parents are expected to escort their children into school and sign them in when they arrive late to school. Students will receive a tardy pass from the office prior to entering their classroom.**
2. **After a student has been tardy five (5) times within a nine week period he or she will not be**

**eligible to receive perfect attendance for the nine weeks reporting period.**

3. **Our school day ends when the final bell rings at 2:30 p.m. Students who are signed out early miss out on a portion of their instruction, assessments, homework assignments, etc. when they are released early to parents. While administration realizes that there may be times that students need to be released before the bell rings, parents must also realize that their child is missing out on those activities listed above.**
4. **After a student has been released early to their parents/guardians five (5) or more times within a nine weeks period, he or she will not be eligible to receive perfect attendance for the nine weeks reporting period.**

### PERFECT ATTENDANCE

Our goal for the 2017-2018 school year is to improve student performance by reducing the amount of class missed by students. Please help by making sure your child is on time each day for class and absent as little as possible. At the end of each marking period the names of students with perfect attendance will be placed in a drawing for a special prize. The drawing will be held at the end of the school year. A student may increase his/her chances of winning the special prize by having perfect attendance all year. Also, there will be smaller prizes awarded to students at the end of each nine weeks.

### EARLY DISMISSAL

While early dismissals are discouraged, students may be allowed to leave according to the following procedures:

1. A parent or guardian may come to the office and request permission for a student to leave early. Students will not be called from their classes prior to arrival of parent or guardian at the school.
2. Upon notification by the school nurse that a child is ill, the parent or guardian may request that the child be released to a designated person that is listed on the emergency form.
3. Students, who are to leave school early or travel home by different means, must have a **WRITTEN NOTE** from a parent or guardian. A written note is needed for any change in transportation. Telephone calls, faxes, or emails will **NOT** be accepted.

### SCHOOL SCHEDULE

Building Opens .....	7:15
School Begins .....	7:45
Announcements .....	2:25
Dismissal.....	2:30

# **SAFETY**

## **PROHIBITED ITEMS**

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator.

1. CD Players, cell phones, beepers, cameras, television sets, or any other electronic items of distraction.
2. Gambling devices: dice, playing cards, etc.
3. Alcoholic beverages, narcotics, over-the-counter medications, cigarettes, tobacco products, inhalants, cigarette lighter, matches, and look-a-likes.
4. Weapons of any kind are **NOT** allowed at school.

## **PARENTS ROLE IN SCHOOL SAFETY**

Everyone must be responsible for keeping the school safe. You can greatly increase the safety of your children by complying with several small safety regulations. Our job is to enforce the regulations in a courteous, but firm manner.

## **VISITOR POLICY**

Parents are welcome to visit at any time, but teachers appreciate knowing in advance that you plan to visit.

**ALL VISITORS (INCLUDING PARENTS) ARE REQUIRED TO ENTER THE BUILDING THROUGH THE MAIN ENTRANCE AND OBTAIN A VISITOR'S PASS FROM THE OFFICE BEFORE PROCEEDING TO ANY CLASSROOM. THIS REGULATION IS NECESSARY FOR THE PROTECTION OF OUR CHILDREN AND TO PREVENT UNAUTHORIZED PERSONS FROM WANDERING THROUGH THE BUILDING.**

Please use the following procedure when arriving on campus:

- (1) Report to the front office and sign in on the computer. At that time you will receive a visitor's pass. This pass will have the date of your visit written on it.
- (2) Before leaving campus, please return to the office, and sign out on the Visitor's Roster.

## **FIRE DRILL**

Fire drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building where he or she may be. Specific information for the fire drills will be taught to all students.

## **TORNADO DRILLS**

In case of tornado emergency, there will be a series of three short bells on the intercom. Everyone will go to his/her designated area and assume the "tornado position."

## **INTRUDER DRILLS**

To ensure all students' and staff's safety, AES will periodically conduct intruder drills to adequately prepare teachers and students in the case of a threatening intruder in/or near the school building. Specific information for the intruder drills will be taught to all students.

## **MEDICATION**

Students needing medication (prescribed or over-the counter medicine) while at school must have a statement of permission signed by the parent/guardian or doctor. A labeled bottle with the student's name and dosage is required and must be brought to the nurse's office.

# **CONFERENCES**

Parents are urged to take an active interest in their child's schoolwork. If you desire a conference with your child's teacher or with the principal, please call the school for an appointment at least a day in advance. Parent/Teacher Conferences can be scheduled between 2:40 p.m. and 3:15 p.m. daily. In the event that this time is not suitable, other arrangements can be made by the office. We cannot allow instructional time to be used for conferences at classroom doors. All conferences must be scheduled in advance.

## **GRADING SCALE**

A .....	90 - 100
B .....	80 - 89
C .....	70 - 79
D .....	60 - 69
F .....	0 - 59

# **HONOR ROLL AND SPECIAL RECOGNITION**

Second, third, fourth, and fifth grade students will be named to the Panda Pack Honor Roll if:

1. They are working on grade level, and
2. They have "A's in all subjects.

Second, third, fourth and fifth graders will be named to the Panda Pal Honor Roll if:

1. They are working on grade level, and
2. They have no grade less than a "B" in all subjects including reading and math.

Students attaining honor roll status will receive recognition at the end of each grading period. Students who

maintain honor roll status all year will receive recognition at the Awards Day Program at the end of the year.

First grade students will be recognized quarterly for their accomplishments. They will not receive academic awards due to narrative report cards.

## **SCHOOL VOLUNTEERS**

If you are interested in becoming a school volunteer, please call 264-3419 and notify the office. Volunteers are required to complete a background check and receive clearance before being able to volunteer in the building or with students. We encourage volunteers and appreciate your interest and involvement. We look forward to communicating with you regarding training, assignments, etc.

## **PTA**

We are very fortunate at Andrews Elementary School to have an active and supportive PTA. Membership is open to all parents and community friends. Fees are collected yearly. Please join or rejoin as soon as possible.

## **SCHOOL IMPROVEMENT COUNCIL**

The Georgetown County School Board directs the establishment of a School Improvement Council in each school in the district. In addition to other functions, the council serves to:

- a. keep the board informed of school activities and concerns; and
- b. involve the community in the school.

Each School Improvement Council will be composed of:

- a. at least two parents, elected by parents of the children enrolled in the school; and
- b. at least two teachers, elected by the faculty; and
- c. other representatives of the community and school organizations appointed by the principal.

## **LOST AND FOUND**

Articles found in the building or on school grounds are turned into the office. Articles not claimed within 30 days will be donated to charitable organizations. Name-tags will aid in locating the owners of lost items.

## **CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.**

Students are responsible for textbooks and library books issued to them during the school year. In the event that a book is lost or damaged, the parent/guardian is responsible and will be expected to pay for the book. Records/report cards are not released until book accounts are clear.

## **LIBRARY**

The library is a very important part of our school program. In addition to regularly scheduled library classes, open library periods for research and enrichment may be scheduled. Library books are expensive. The privilege of borrowing materials can be denied to patrons not complying with procedures.

## **HOMEWORK**

The goal of homework assignments is to develop self-discipline, responsibility and the ability to study independently. Assignments will be limited to reinforcing concepts taught in class, make-up work, enrichment activities and projects. Parents can help by seeing that a specific place and time is set aside for studying and that homework assignments are completed. These assignments should require no more than 30 minutes to one hour to complete. Parents may call the school for homework assignments.

## **BREAKFAST PROGRAM**

Free breakfast is served daily to all students. Students must arrive at school by 7:30 in order to eat breakfast.

## **LUNCH PROGRAM**

Free lunch will be served daily to all students. Students are also welcome to bring a lunch of their choice. Lunch menus are sent home on a monthly basis and can be found on our district's website. ([www.gcsd.k12.sc.us](http://www.gcsd.k12.sc.us))



## **CHILD ABUSE REPORTING REQUIREMENTS**

The law requires school district employees to immediately report any suspicion of child neglect, or molestation of a child at home to the Department of Social Services.

Similarly, district employees must immediately report any suspected criminal behavior at school or school-sponsored activities to law enforcement. There are no exceptions to these legal requirements. To report abuse or neglect in the home, call: **Georgetown County Department of Social Services (843) 546-5134.**

## **PANDA POINTERS TEST-TAKING SKILLS**

- Listen and read directions carefully.
- Watch for signal words such as first, next, following, and other sequence words for clues.
- Focus on verb commands that tell you what to do.
- Be sure you know what is expected before beginning the test.

## **GIVE YOUR CHILD EVERY ADVANTAGE**

You can help your child make above average progress in school. A recent study identified seven characteristics of the majority of students who make above average progress in school. They are:

- The child gets at least 8 to 10 hours of sleep at night.
- The child receives praise at home and school for work well done.
- The child has specific home responsibilities.
- Parents expect the child to do his or her best work.
- TV viewing is limited and closely monitored.
- Reading and math materials are available at home.
- The child and parent visit the county library often.
- Both the parents and the child have positive attitudes toward school, him/herself, and others.

## **TITLE I – A SCHOOL WIDE VISION**

Andrews Elementary School began to implement its school-wide Title I program in the 1996-1997 school year. The Title I program is the largest single federal investment in schooling. Typically it supplements instruction in reading and math. A Title I program serves as an integral support for local school systems as they seek to improve teaching and learning through standards-driven reforms. In the 2017-2018 school year, the Andrews

Elementary Title I school-wide plan will provide: additional highly qualified teachers, a reading coach, high quality staff development, specialized reading and math programs, reading and math supplies, parenting programs to give parents valuable information on how to promote and build exceptional parenting skills, and technology. For more information about the Title I school-wide plan, please contact us at the school at (843) 264-3419.

## **SCHOOL PRIDE**

Andrews Elementary School has beautiful buildings and grounds. We encourage each student to take pride in these facilities and to help maintain their appearance. Picking up paper, being careful not to mark on the walls, and being sure feet are clean before entering the building will help keep our school looking great.

## **PBIS**

Positive Behavior Interventions and Supports (PBIS) has been implemented at Andrews Elementary to encourage and support our students in modeling positive behaviors in areas of school life and school community. Students learn positive character traits such as being “Respectful of Self, Others, and All Property”, our school’s motto. This school wide program creates a learning atmosphere that not only focuses on academics, but social skills as well. The students are able to earn Panda Bucks as an incentive for their positive behaviors.

## **DISCIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. We will not tolerate: fighting, disrespect toward others, obscene language, or destruction of school property. Students who break rules will be sent to the office and handled accordingly. We teach responsible behavior; therefore, some students will be asked to participate in developing a suitable plan for improved behavior. If problems recur, parents will be called to help resolve the problem. Please read and sign the discipline plan and discuss these procedures with your child.

## **SCHOOL COMPACT**

The following school agreement is in keeping with our state department of education and school district behavior policies for students. Students, parents, administrators, and teachers all share the responsibility to set and live high standards for our children’s education. As a parent/guardian, I \_\_\_\_\_ will encourage my child’s learning by:

- a. requiring regular and punctual school attendance.
- b. following school rules and procedures.
- c. making reading at home a priority.
- d. providing a quiet, well lighted study area.

- e. keeping up to date with my child's progress.
- f. attending parent-teacher conferences and other school activities.

As a student, I \_\_\_\_\_ will become an active partner in my own learning by:

- a. attending school regularly.
- b. obeying school rules and assisting in keeping the school safe and clean.
- c. resolving differences peacefully.
- d. respecting adults and the personal rights and property of others.
- e. being prepared with the necessary materials and assignments for class.

As a teacher, I \_\_\_\_\_ will enhance learning by:

- a. demonstrating care and concern for the special needs of each student.
- b. Providing quality teaching and leadership.
- c. Providing parents with regular assessments of their child's progress.

As the principal, I \_\_\_\_\_ will promote education, supporting our teachers, students, and parents by:

- a. making education the top priority of our administration.
- b. reading to students and allowing students to read to me.
- c. visiting classes to hear from teachers and students.
- d. exhibiting Andrews Panda pride in every task I attempt.

(optional) I \_\_\_\_\_ wish to make the following additions/comments regarding this compact:

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

This compact is issued to each child at the beginning of the school year and is signed by the student, parent, teacher, and administrator. Parents are encouraged to add any comments. It is returned to the school to be filed.

# Andrews Elementary .... The Best Beginning

## HOME/SCHOOL PARTNERSHIP

I dreamed I stood in a studio  
 And watched two sculptors there.  
 The clay they used was a young child's mind  
 And they fashioned it with care.

One was a teacher, the tools he used  
 Were books and music and art;  
 One was a parent with a guiding hand  
 And a gentle, loving heart.

And when at last their task was done,  
 They were proud of what they had wrought,  
 For the things they had molded in the child  
 Could neither be sold nor bought.

And each agreed he would have failed  
 If he had worked alone.  
 For behind the parent stood the school,  
 And behind the teacher, stood the home.

Author Unknown

