

**PLEASANT HILL  
ELEMENTARY  
SCHOOL**

**STUDENT HANDBOOK  
2017-2018**

**W. TEDDY GRAHAM  
PRINCIPAL**

District of Georgetown County  
127 Schoolhouse Drive  
Hemingway, SC 29554

Telephone: (843) 558-9417  
Fax: (843) 558-7017

**PLEASANT HILL ELEMENTARY  
TELEPHONE AND ADDRESS**

The telephone number for our office is 558-9417, and the fax number is 558-7017. The address is 127 Schoolhouse Drive, Hemingway, S.C. 29554. Although teachers may not be called from their classrooms to answer the telephone, we will happily place a message in their mailboxes or allow you to leave a voice message.

**It is imperative that we have a child’s home telephone number and an emergency telephone number as well as an up-to-date address.** If any changes occur, please notify the school. It is very important that our records are kept current.

**MISSION**

The mission of Pleasant Hill Elementary School is to develop competent, confident, and responsible students by providing a diverse learning environment where staff, parents, and community work together to ensure success for every child.

**NOTICE TO THE PUBLIC**

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976: Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation Implementing Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, gender, national origin, religion, age, or disability in the educational programs or activities which it operates.

It is the intent of Georgetown County School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Procedures have been established so that any student, parent/guardian or employee who believes discrimination has taken place may file a complaint.

Complaints alleging discrimination based on sex under Title IX or based on disability under Section 504 may be addressed to the following persons:

<b>District Coordinators:</b>	<b>School Coordinators:</b>
Jon Tester Title IX Coordinator 2018 Church Street Georgetown, SC 29440 Email: <a href="mailto:jtester@gcsd.k12.sc.us">jtester@gcsd.k12.sc.us</a> Telephone: 843-436-7065	W. Teddy Graham, Principal Title IX School Coordinator 127 Schoolhouse Drive Hemingway, SC 29554 Email: <a href="mailto:tgraham@gcsd.k12.sc.us">tgraham@gcsd.k12.sc.us</a> Telephone: 843-558-9417
Michael Caviris Section 504 Coordinator 2018 Church Street Georgetown, SC 29440 Email: <a href="mailto:mcaviris@gcsd.k12.sc.us">mcaviris@gcsd.k12.sc.us</a> Telephone: 843-436-7125	Sonya Marsh, Guidance Counselor Section 504 School Coordinator 127 Schoolhouse Drive Hemingway, SC 29554 Email: <a href="mailto:smarsh@gcsd.k12.sc.us">smarsh@gcsd.k12.sc.us</a> Telephone: 843-558-9417

All other complaints of discrimination may be filed as specified in Board Policy. The Board Policy Manual may be accessed from the District website.

Complaints of discrimination can also be filed with:

**Office for Civil Rights**  
**US Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-1475**  
**Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)**  
**Telephone: 202-453-6020 Fax: 202-453-6021**

All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, gender, disability or sex.

**\*\*\*Notice for Reporting Abuse\*\*\***

All employees of the Georgetown County School District are required by law to report immediately any suspicions of child abuse, neglect, or molestation of a child at home to DSS.

All employees of the School District are required by law to report immediately to law enforcement any suspected criminal behavior at school or school-sponsored activities. There are no exceptions to this legal requirement.

Georgetown DSS      546-5134  
 Georgetown Sheriff   546-5102  
 Georgetown Police   527-4454

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:**

Notice to Parents/Guardians/Eligible Students

The revised Family Rights and Privacy Act became a Federal Law in December, 1974. The law intends to protect the accuracy and privacy of students' educational records. In that regard, please note the following:

- The definition of "educational records" includes all records, files, documents, and other materials containing information directly related to your child.
- Without your prior consent, only you and authorized individuals will have access to your child's educational records. However, unless you make a request in writing to the contrary, we may release without consent "directory information" contained in your child's educational records: name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height, athletic team membership, degrees and awards received, and most recent previous education agency or institution attended. Your written request should be received by the school by September 15, or within ten days of your child's enrollment in the school, whichever is later.
- You may make an appointment with the school to inspect and review your child's educational records.
- You may receive a copy of the Georgetown County Board of Education's policy Student Records from the school office, or the District Office at 2018 Church Street, Georgetown, SC 29440. The entire policy manual is also available for reference at the public library in Georgetown.
- You may obtain copies of educational records for \$3.00, other than the first copy of a transcript to another educational institution, which will be sent without charge.
- You have the right to challenge any information contained in your child's educational records if you think it is inaccurate, misleading, or inappropriate information.
- Challenges may be addressed to the Hearing Officer, Georgetown County School District, 2018 Church Street, Georgetown, SC 29440.
- The principal has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information. All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health education, physical education, music education and vocational education, ( homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of race, color, national origin, religion, age, handicap or sex.

District Contact: Dr. Dianne Wingate FERPA Coordinator 2018 Church Street Georgetown, SC 29440	School Contact: Sonya Marsh Guidance Counselor, PHES 127 Schoolhouse Drive Hemingway, SC 29554
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## **Student Complaints, Harassment, Intimidation, Bullying and Sex/Gender Discrimination**

From Policy JICFAA; Policy JFH; Policy JICFB:

The board prohibits acts of discrimination, harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with, or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. While the district generally does not have jurisdiction to respond to acts of discrimination, harassment, intimidation or bullying of a student by another student or group of students that occurs at times or in places other than those indicated above, the board encourages students and parents/legal guardians to report such incidences to law enforcement.

For purposes of these policies harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to discrimination, harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of these policies to the principal or his/her designee. The principal or his/ her designee will handle any violations by complying with the Level III, Criminal Conduct consequences listed in the district discipline code of conduct. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of discrimination, harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

Procedures that are set forth in the policies above will be used to process student/parent complaints of discrimination based upon alleged violations of Title VI (race); Title IX (gender); Section 504 (disability) or alleged discrimination based on religion, national origin or color. If a student/parent complaint alleges discrimination, the principal will notify the appropriate school/or District coordinator, who will be involved in the investigation and resolution of the complaint.

Policy location: GCSD website

## **DAILY SCHEDULE**

In addition to regular classroom instruction, the daily schedule for students at Pleasant Hill Elementary will include the following:

1. Breakfast and Lunch
2. Televised Morning Show to include school announcements, the Pledge of Allegiance, and the Minute of Silence
3. Special Area Classes
4. Recess

## **ABSENCES**

Education Improvement Act State Law requires that students must attend school six hours each day. The Law requires that students attend school a minimum of 170 days each year out of a 180 day school year. Absences in excess of 10 days each year may be excused according to Georgetown County Board of Education Policy. If a student is absent, a written excuse is required upon the student's return to school. Absences are considered unexcused when students are willfully absent from school without the knowledge of their parents, or when students are absent without acceptable cause with the knowledge of their parents. After three consecutive unexcused absences or a total of five unexcused absences, school officials shall develop an attendance improvement plan in conjunction with the student and parent or guardian.

## **EMERGENCY SCHOOL CLOSING**

When inclement weather occurs, our Georgetown County School Superintendent will decide as soon as possible if school will be closed. The decision will be aired on all local radio stations. In addition, the district has

implemented an automated calling system in the event of school closings. **Please make sure a current/updated telephone number is always on file with our school.** It is imperative that you have someone to be responsible for the care of your child in the event the school has to close for any reason.

### **VISITORS**

Parents are welcome to visit at any time for classroom observation, but you must arrange, in advance, for a conference with the teacher during non-instructional time.

All visitors will state their name and purpose prior to entering the building. Once inside, visitors are required to stop at the front desk to sign in with a government issued ID and obtain a visitor's pass before proceeding beyond the front desk. This regulation is necessary for the protection of our children and to prevent instruction from being disturbed.

### **TRANSFERS**

Parents who find it necessary to transfer a child from Pleasant Hill Elementary School because of change of residence will secure a transfer form from the school office.

We request at least one day's notice for a transfer. This will allow us to check the return of textbooks, library books, and lunch charges to prevent later misunderstandings. The classroom teacher also needs this time to prepare the records for your child.

### **FULL DAY CHILD DEVELOPMENT**

Pleasant Hill Elementary School will provide a program for four-year-old students. Students will be selected for this program based on the number of points received in the selection criteria process. Each child must be four years of age on or before September 1.

### **SC COMPULSORY KINDERGARTEN**

In order to comply with the Education Improvement Act of 1984, the State Board of Education must prescribe by regulations the form of written documentation which parents or guardians must sign if they elect for their five year old not to attend kindergarten. The Act amends the Compulsory School Attendance Law to require that all parents or guardians shall cause their children or wards who are in the age group of 5-17, inclusive, to regularly attend school. An exception is allowed for parents or guardians to elect not to send their child who will be five years of age on or before November 1 to kindergarten.

### **SPECIAL EDUCATION**

Pleasant Hill Elementary School provides a Special Education program under the division for Pupil Services. This program provides a resource room for students experiencing learning difficulties. Each student has an individual program for learning based on specific needs.

### **REMEDIAL EDUCATION**

In order to comply with the South Carolina Education Improvement Act of 1984 for remedial education, our school must provide remedial activities which will serve eligible students in our school for whom funding is received.

Any remedial education activity must address the SC State Standards (grades 2-12) in reading, writing, and/or mathematics and be organized around the school district's instructional program within its scope and sequence.

### **COMPENSATORY EDUCATION**

In order to comply with the South Carolina Education Improvement Act of 1984 for compensatory education, our school must provide compensatory activities which will serve eligible students in our school for whom funding is received.

Any compensatory educational activity must address the SC State Standards in reading and mathematics for grades 1-5 and be organized around the school district's instructional program with its scope and sequence.

### **TITLE I**

Pleasant Hill Elementary School must provide activities which will serve eligible students in math and reading for whom Title I funding is received. A copy of this plan is in our front office for your review at any time.

## **ENRICHMENT PROGRAM**

The enrichment program at Pleasant Hill Elementary School will include the Academic Team, art enrichment, music enrichment, physical education enrichment, authors, field trips, and assembly programs that will enhance the integrated curriculum and serve as a motivational device for boosting the self-esteem of all students.

## **SPEECH, LANGUAGE, & HEARING**

Students who have a speech and/or auditory problem are screened and offered the services of a speech and auditory clinician.

## **GUIDANCE COUNSELOR**

A Guidance Counselor program is available for the students at Pleasant Hill Elementary School. This program is to assist students in overcoming problems which impede their effective learning process. The Guidance Counselor is available for conference with students, teachers, and parents.

## **MENTAL HEALTH COUNSELOR**

A mental health counselor is available to work with students and their families on issues which may involve academic performance, social problems, or family difficulties.

## **STATEWIDE TESTING**

The third through fifth grade students are given a state assessment each school year. The results are used by teachers to help assess the strengths and weaknesses of their students. Parents will be sent a copy of the results and are encouraged to discuss the results with their child's teacher or the guidance counselor.

## **MEDIA CENTER**

Our school media center is open during regular school hours each day and for thirty minutes before and after school. Children may check books in and out at any time during this schedule. All children must be prepared to pay for lost or damaged books.

## **TEXTBOOKS**

Textbooks are loaned to students for the entire year. All are to be returned giving evidence that they have had reasonable care.

In the event a book is lost or damaged, the parent is responsible and will be expected to pay for the book in proportion to the loss or damage.

## **TRIPS**

All field studies planned by the school are for specific educational purposes. Parents of children going on field studies are requested to assume the responsibility for any necessary fees and for parents' written permission.

## **LOST AND FOUND**

Please be sure that your child's name is on all personal items. It is best to write names and place labels on the inside of clothing, book bags, lunch boxes, etc. Children are discouraged from bringing money, jewelry, toys, and other valuables to school. The school will not be responsible for replacing or returning items that have been lost or taken.

## **TRANSPORTATION**

The school **does not** accept **CAR** or **BUS** transportation changes over the phone. All transportation changes require a written request from the parent or a parent visit to the main office. This includes changing from bus-to-car and car-to-bus as well as changing the person who will pick up your student. Students cannot ride a different bus or get off at a different stop without permission in writing from the parent/guardian. **The principal or his designee must approve any exception in an emergency situation.**

The bus driver is responsible for the safety of the students on his/her bus. Bus drivers are not allowed to drop off a student unless an adult is visible at the stop. **Unsafe and disorderly conduct on or near the bus will not be tolerated. The driver is provided with a form for reporting offenses to the principal.** Parents are to stress the importance of good conduct on the bus. Please refer to your Georgetown County School District Parent Handbook for detailed school and bus disciplinary procedures.

### **PROMISE OF COMMITMENT**

In order to achieve the best results in educating our children, it is necessary that the parents, students, and schools work together as a team. The purpose of this Promise of Commitment is for the parents, students, and school to affirm their respective obligations, responsibilities, and goals for the students' education in the coming school year.

#### **The student agrees:**

1. To attend school regularly.
2. To comply with the code of behavior.
3. To respect the rights and property of others.
4. To apply himself/herself to his/her studies.

#### **The parent agrees:**

1. To support student in student's school work and activities.
2. To provide enough time and a place for study.
3. To be available for conferences with student's teachers.
4. To participate in student's educational process.

#### **The school agrees:**

1. To respect the person and property of student.
2. To promptly notify parents of any absences of student, behavior problems, or lack of academic achievement on student's part.
3. To provide the best education for student's benefit.

### **PROGRAM OF PARENT INVOLVEMENT**

The parent involvement program will include:

1. Parenting Classes for parents of at-risk students,
2. Parent Volunteer Program,
3. Community Calendar of Events,
4. Home visits, and
5. Parenting check-out center.

The parenting program will include home visits for all at-risk students. The homes of all child development students will be visited two times per year by the teacher and instructional assistant.

The goal of the parent involvement program is to help improve the home/school relationship for all students. There will be four parent training sessions per year. By providing parents with basic activities to work with their children, parents can learn study habits, literacy, self-esteem assisting strategies, and home strategies for building higher order thinking skills that will help their children at school. Involving parents in their child's education has a strong impact on the student's attitude and progress in all areas of schooling.

### **PARENT PORTAL**

Parent Portal allows parents access to grades and attendance. This web-based program is available to all GCSD parents. Enrollment forms are available in the front office.

### **NEWSLETTERS**

PHES will publish periodic newsletters to highlight school activities/events and provide information. Newsletters may be accessed on the school website.

## **PARENT TEACHER ORGANIZATION**

All teachers and parents are invited to join the P.T.O. and help in carrying out the following objectives:

1. To promote the welfare of our children in home, school, church, and community.
2. To bring into closer relationship the home and the school so that parents and teachers may cooperate intelligently in the training of our boys and girls.

## **ARRIVAL, TARDIES, DISMISSAL**

School hours for students at Pleasant Hill Elementary School are from 7:25 a.m. until 2:20 p.m. **Please do not bring students before or after the designated arrival and dismissal times. We encourage parents to wait until dismissal time to pick up their children.** Supervision will not be provided beyond these hours. These procedures are designed for the safety and well-being of your children. **Morning car riders are to be dropped off at the covered walkway on the kindergarten/first grade wing.** Parents will need to use the entrance to the recreational ball park complex. At 7:45 a.m., our side entrance gate will be closed and late students will need to be walked in by an adult using the front office entrance. Parents must sign tardy students in on the office computer.

Students are tardy after the bell rings at 7:40 a.m. Parents are welcome to walk students to class **before** the 7:40 a.m. tardy bell. Any student who arrives after 7:40 a.m. will have to be signed in on the computer system by an adult. Tardies are excused using the same criteria as an absence. Four or more tardies in any nine-week period will prevent a student from attaining a perfect attendance for the nine weeks.

At dismissal time, when picking up your child, parents are asked to wait at the designated pick-up area for car riders. A written permission from the parent/guardian is required when someone other than the parent/guardian will be picking up a student. If it becomes necessary to pick up your child before the normal dismissal time, please come to the office to sign your child out for the day. We appreciate your cooperation in these efforts.

## **STUDENT SIGN OUT**

At the beginning of the school year, parents must complete a **STUDENT SIGN OUT** card to identify individuals who may sign a student out or pick up a student from school. A picture ID may be required to ensure the safety of students.