



Gallman Elementary School

255 Hawkins Rd

Newberry SC 29108

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Nikki Hunter- Principal

Christopher Dukes- Assistant Principal

Susan Dawkins- Literacy Coach

Tracy Swygert- Guidance Counselor

Gallman Elementary Policies

School Hours

Students enter the classroom at 7:15 a.m.

Instruction begins at 7:50 a.m.

Tardy bell rings at 7:45 a.m.

Dismissal bell rings at 2:40 p.m.

Attendance

Students are required to attend 180 days.

A child is allowed a maximum of 10 absences per semester (20 per year).

We accept **6 parent excuses** after which a medical excuse will be necessary for the absence to be marked excused.

Any student with 5 or more tardies will not be eligible for perfect attendance.

Excessive absences will be turned over to our Truancy Court.

Early Dismissal

- Early dismissals are discouraged and should not occur on a regular basis.
- Students requiring early dismissal must be **signed out before 2:10 p.m.**
- It is important that your child complete a full day in school. At the end of the day, teachers review lessons or complete lessons and review any student assignments.
- **There will be no early dismissals during the last 30 minutes of the school day except in the case of extreme emergencies.**

Tardiness

- Students **not in the classroom** at 7:45 a.m. are tardy.
- **A parent MUST come in the office to sign in their child.**
- Letters will be sent to parents of students tardy 5 or more times.
- Excessive tardiness will be turned over to our Truancy Court.
- Any student with 5 or more tardies will not be eligible for perfect attendance.

Car Riders

- Student drop off and pick up **begins at the covered walkway.**
- **Beginning at 7:15**, car riders may be dropped off in the car rider line.
- Please do not drop students off before 7:15 a.m. Teachers are on duty beginning at 7:15 a.m.
- Teachers/staff members will monitor the arrival car line to ensure the safety of our students.
- If needed, assistance getting out of the car will be provided for K3-1st grade students and any student needing special assistance. All other students should exit the car unassisted.
- For the safety of everyone, students **are NOT to be dropped off** in the parking lot.
- **Parents needing to come into the school** should park in the available parking area and **sign in at the office.** All visitors must have an office pass.
- Please see Early Dismissal for information about picking your child up early.
- All students must be picked up no later than **3:05 p.m.**
- **Parents must come in the office to sign out their child after 3:05 p.m.**

Communication

Gallman Elementary School understands the importance of keeping our parents informed throughout the year. The following will be sent home:

- School papers will be sent weekly.
- School newsletter will be sent by the first of each month.
- School messenger
- Website
- Email
- Facebook
- School marquee

Notes Required from Parents

The school requires notes from parents for the following situations:

- Absences
- Requests for early dismissal
- Requests to miss recess/physical education
- Permission for field trips
- Permission to go home with another student
- Prolonged absences from school
- **Changes in usual method of transportation**

School Nurse

- A parent/guardian must bring in any medication, prescribed or over the counter, a child will need to take during the school.
- Forms to administer medicine must be completed by the parent. Forms are available from the nurse.

- Please notify our nurse of any special medical treatment or special health needs such as asthma, allergic reactions, etc.

Field Trips

- Educational field trips are planned to provide experiences that correlate with subjects studied in the classroom.
- Students must have a parent's **written permission slip** and medical form (out-of-district trips only) in order to go on the trip.
- All trips are chaperoned by school personnel and parent volunteers.
- Parent volunteers must complete a district volunteer form and pay fees for background check at least **2 weeks prior** to attending any trips.
- Fees for the trip must be paid in full 1 week prior to the trip so arrangements can be finalized.

School Messenger

We will use **School Messenger** to send announcements to your home phone concerning school events, lunch menu, report cards, etc. **Please listen to the entire message when you receive these calls.**

Telephone Messages

The telephone is used for school business. We value uninterrupted time for student learning. For this reason, students will not be called to the phone.

- **Emergency messages** will be delivered by the office staff to students at an appropriate time.
- Students will not be allowed to use the school telephone except for emergencies.
- **Changes in transportation are not considered an emergency.**
- **If you need to deliver something to your child or give him/her a message, please see the office personnel. The office staff will make sure the message is delivered at an appropriate time.**

Homework/Student Planner

***Parents please check your child's planner each day.**

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing school lessons. Homework also helps your child to develop work and study habits that will assist him/her throughout the school years. Help your child develop some routines that will be of assistance in successfully completing homework assignments.

- Students are responsible for bringing assignments and materials home and to return completed assignments on time.
- Teachers are responsible for providing appropriate and meaningful assignments and ensuring that students understand the assignments, for explaining homework policy and procedures to students and parents at the beginning of the school year.

- Parents are responsible for setting aside a regular time and place for completing homework assignments without distractions and providing necessary materials for completing homework assignments.

Dress Code

Students are required to dress in a manner not to disrupt instruction or the educational process and/or place themselves at risk as related to health and safety regulations. We want to assist our students in developing pride in their appearance. **Failure to follow the dress code may result in a referral to administration. Guidelines:**

No bare midriffs, halter tops, tank tops, racer back, spaghetti or "T" straps see-through shirts or blouses. Sleeveless blouses should be at least three (3) inches across the shoulders.

- No skin should be showing between a student's shirt and his/her shorts, pants, or skirt. This includes when students are sitting, standing or walking.
- Pants worn below the waist or any other comparable disruptive trend will not be tolerated. (NO SAGGING PANTS!) Tie clips or belts will be given to students. If sagging pants becomes a habit for a student, parents will be contacted for a conference and disciplinary action may be taken.
- Shorts and skirts should be no higher than three (3) inches from the top of the knee. Please consider the length of these items when sitting and walking.
- Shorts and skirts must still meet the 3" from the top of the knee requirement **even if leggings or tights** are worn under them.
- Leggings or jeggings must have a top covering your child's rear end and no higher than 5" above the knee.
- Undergarments should not be visible at any time.
- Flip flops, bedroom slippers, or Chinese slippers are not to be worn at school.
- Pajama tops or bottoms are not allowed to be worn at school.
- High heels are a safety issue for our female students and should not be worn at school.
- Headwear (hats, bandanas,) will not be worn in the building between the hours of 7:15 a.m. – 3:15 p.m. The purpose of this policy is to promote courtesy and respect and to increase safety on our school campus.
- **The administration reserves the right to require a student to change clothes if what he or she is wearing is deemed to be inappropriate for school.**

Dress Code Violations:

- 1st offense – Parents called. Proper clothing will need to be brought to the school. School will provide alternate clothing if available.
- 2nd offense – Parent conference –held within in 3 days. Possible referral to school Case Manager.
- 3rd offense – Discipline Referral – discretion of Principal or designee. Disciplinary actions may include but not limited to: loss of recess, In School Suspension, referral to Case Manager, etc.
- 4th offense – Discipline Referral – suspension with referral to Case Manager.

Gallman's School Wide Rules

- Follow teacher directions immediately.
- Keep hands, feet and objects to yourself.
- Come to class prepared.
- Walk quietly on the right side of the hall.
- Respect the learning of others.

Any student disrupting the learning process will be:

- Removed from the class for a period of time through our intervention procedures.
- Parents will be notified if the student is removed for an extended period of time.
- Other methods of correction may include loss of recess, parent conferences, and/or counseling referrals.
- Behaviors not corrected by school and parent intervention may result in suspension from school.
- A Student Discipline Report will be sent home with any student assigned to Intervention or Suspension.
- **Every effort will be made to notify parents by phone or mail.**

WARNING: STUDENTS ARE NOT TO BRING KNIVES, LOOK ALIKE WEAPONS, OR ANY ITEM THAT COULD BE USED TO HARM SOMEONE. THIS IS AN EXPULSION OFFENSE (See District Policy)

Inappropriate Items

Radios, headphones, **cell phones**, pagers, hand-held games, toys, items that could cause harm and/or items that look like weapons, etc. should not be brought to school. These items will be taken from the student and **a parent must come to school to claim these items.**

Textbooks

Students are issued textbooks at no charge. Any student losing a book is required to pay for a replacement. Students must pay for any unusual or intentional damage to textbooks. Students **may not write in or on books.** Any textbook fees must be paid before receiving a final report card.

Parent Teacher Conferences

Every effort is made to provide parents with access to teachers.

- Unannounced visits are not permitted.
- Conferences may be requested by calling 321-2655.
- **Teachers are available during planning and after school.**
- District Parent/Teacher Conference Days are **Oct 26 & 27, 2017 and Jan 18 & 19, 2018.**

Parent Teacher Organization

The Gallman's Parent Teacher Organization (PTO) is a vital part of the school. All parents are encouraged to actively participate in the activities of the PTO.

Parent Involvement/Volunteers

All parents, grandparents, and guardians are encouraged to become involved with school programs. We welcome all persons interested in the progress of our school and students to spend time assisting in the educational process. If interested:

- Contact the Principal or Assistant Principal at 321-2655.
- Background checks must be applied for and approved prior to volunteering.
- Volunteers must sign in at the office and wear a visitor badge at all times.

Breakfast in the Classroom

- Students arriving by 7:35 am will receive breakfast in the classroom.

School Improvement Council

The School Improvement Council is composed of at least two parents elected by the parents of the children in the school, at least two teachers elected by the faculty, other representatives of the community, and persons elected by the principal. The term of office for all elected members is two years. The Council makes recommendations to the principal on school and community matters and reviews the Annual School Report. The School Improvement Report will be made available to parents.

Visitors

****Must have photo id. ****

Parents and family members are welcome to visit Gallman Elementary School at any time. All visitors must report to the office and sign in before visiting the school. This helps us monitor who is on the campus and/or make sure the persons you wish to visit are available.

Classroom Observations

Parents may come and observe classes anytime as long as their presence in the classroom is not a distraction.

- To protect the learning environment of all our students, we ask that you limit your observation to **30 minutes** unless prior arrangements have been made with administration.
- Observations must be arranged ahead of time.
- Infants and small children are not allowed during observations. We also ask that no more than 2 people observe a child at one time. This prevents other students from being distracted.

Pictures

Individual student pictures are made twice during the year. A convenient package is provided for the student to purchase. Class pictures are taken in the spring. The school receives a percentage of all sales and the money is used to support school programs.

Media Center

Students may use the Media Center at his/her regularly scheduled time, during recess, in the mornings, and any time during the day with a pass from the classroom teacher. **Any lost or damaged books are the responsibility of the student and must be paid for.**

Technology

Our school is equipped with the latest technology. We expect our students to become responsible users of technology.

- Students must have a Technology Use Agreement **signed by the parent** (and on file in the office) before they will be allowed Internet access.
- Violations to this agreement are serious and have consequences.

Money at School

- Payments for school lunch, pictures, yearbooks etc. should be made by check.
- When sending cash, the money should be in an envelope with the following information:
 - Student's name
 - Teacher's name
 - Amount
 - Reason – lunch, pictures, etc.
- Neither the teacher nor the school can be responsible for lost or misplaced money.

Lost and Found

- All clothing found on campus, is placed in the lost and found in the computer lab.
- Money, jewelry, or other articles of value are turned into the office.
- Students may claim them after proper identification.
- Items not claimed at the end of the school year will be donated to charity.
- The student's name should be in caps, coats, etc. so that misplaced items can be promptly returned to the student.

2017-18

Title I Parent Involvement Policy

Under *No Child Left Behind*, each Title I school jointly develops with parents a written parental involvement policy that describes the means for carrying out the requirements of the legislation. Please assist the school by providing suggestions on its parent involvement policy.

As a school, we will

- Provide high-quality instruction in a supportive and effective learning environment that enables the students to meet the state's academic achievement standards
- Provide ongoing communication between teachers and parents through parent teacher conferences and frequent reports to parents.
- Provide reasonable access to staff through an "open door" policy.
- Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities.
- Provide fair treatment to all children individually.

As a parent, I will

- Support my child's learning
- Monitor my child's attendance, homework completion and television viewing.
- Volunteer in my child's classroom
- Participate in decision relating to the education on my child
- Make positive use of my child's extra-curricular time.

As a student, I will

- Do my best on all assignments.
- Come to school prepared.
- Ask for help when I don't understand.
- Respect my teacher, classmates and myself.