

Dear Dover Families, Guardians, and Students:

The faculty and staff of Dover Elementary School would like to welcome you to the 2018-2019 academic school year. Please join us as we work as a team to make our school go from good to great! We are very excited to have you as members of our team.

We feel blessed to serve the students and parents of this community. Providing our students with an excellent education is our purpose. Children are the reason we are here, and it is our passion to help develop our students into independent thinkers and learners. We believe that our students are capable of soaring high and obtaining academic success. We are committed to ensuring our students learn in a safe environment that is conducive to their academic success. Our Guidance Program has implemented an Advocacy/Character Education Curriculum to help our students build adequate social skills and strategies to become productive citizens.

Please keep this handbook throughout the school year as a reference source to any questions you may have. It provides accurate information about Dover's policies and procedures. If there are any district policy changes during the school year, students and parents will be notified of these changes. Also, use the student agenda to communicate with your child's teacher and check the assignments provided by the teacher on a daily basis. You may email, call, or make an appointment to visit. If I can be of assistance to you, please let me know.

Research indicates that children become more academically successful when they have parents who are actively engaged in the learning process. With this in mind, we encourage you to please come out and be an engaged member of our school family. If you would like to join PTSO, please let us know. We look forward to an amazing year!

Sincerely,

Sylvia Williams
Principal

OCSD #5 MISSION & VISION

Mission

OCSD5 exists to provide effective teaching and learning through equitable, high expectations and digital learning environments to ensure academic success for all students through collaborative partnerships.

Vision

OCSD5 will graduate all students with life characteristics, world-class knowledge and skills, college and career ready.

WE BELIEVE . . .

That all students should **S.O.A.R.**

Safety

Organization

Achievement

Respect &
responsibility

Recognition of and respect for cultural differences is necessary in a progressive society.

DAILY SCHEDULE

- 7:10 AM Doors are opened to receive students
- 7:10 AM Breakfast begins
- 7:40 AM Breakfast closes
- 7:45 AM Classes begin Attendance Taken
- 3:10 PM Students are dismissed

SCHOOL IS DISMISSED THE 4TH TUESDAY OF EVERY MONTH AT 11:30

VISITING DOVER ELEMENTARY

We encourage parents, legal guardians and other members of the community to visit our school regularly. The faculty and staff at Dover are very concerned about the safety and welfare of each child. Therefore, we ask all visitors to abide by the following procedures:

1. Report to the office to register and receive a visitor's name tag/pass as they enter the building.
2. When on campus, use conduct and language that is respectful at all times.
3. Refrain from participating in the class or instruction.
4. Do not bring small children to accompany you during your visit.
5. Children may not bring young visitors/guests to class.
6. Plan conferences with teachers in advance. Teachers are not allowed to conference with you during instructional time. Once on campus, turn off cell phones.

EXPECTATIONS

When we expect the best, we are likely to get it.

1. Attend school daily and arrive on time.
2. Bring all necessary books, supplies, and materials.
3. Complete all assignments on time.
4. Obey all school and classroom rules.
5. Be respectful to everyone.
6. Be positive and maintain a good attitude.
7. Strive for academic excellence.

**S
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A
R**

GRADING

Student grades are weighted based on the type of activity being assessed. This is calculated in the computer.

90 – 100	A -- Superior
80 – 89	B -- Above Average
70 – 79	C -- Average
60 – 69	D -- Below Average
59 – 0	F -- Failing

HONOR ROLL

HONOR ROLL is achieved by students earning an "A" and/or "B" in ALL subjects. PRINCIPALS' LIST is a distinguished honor achieved when students earn "A's" in ALL subjects. There are quarterly assemblies honoring students achieving these academic levels.

AWARDS DAY ASSEMBLIES

Students are recognized for academic efforts and attendance at the end of each nine week grading period. Choral and band students may perform. Announcements regarding the time / date are posted on the school marquis, website, and go home in the class and school newspapers.

Our end of the year Awards Day is one of the highlights of the school year. At this time, awards will be given to individual students who have excelled in scholarship, extra-curricular activities, citizenship, service, and many other areas.

REPORT CARDS AND INTERIM REPORTS

Report cards and interim reports are issued four times a year in accordance with the district calendar, every nine weeks. When you receive your child's report, SIGN THE ENVELOPE and RETURN it to school the next day. This assures us that you received this communication on your child's progress.

MAKE-UP WORK

Students who have excused absences have the privilege to make up missed work. However, it is the responsibility of the students to get the assignments from the teachers. Students will be allowed the number of days absent to complete the work without penalty or loss of privileges. Students absent for extended periods may be given special consideration.

"INCOMPLETES"

Students receiving an incomplete on their report card must make up the work within the allotted time to prevent failure.

PROMOTION AND RETENTION

Our goal is for all students to be successful in their academics and social development. Parents of all students who might not meet promotion requirements are notified in writing and asked to come to a conference.

DISCIPLINE AND DRESS CODE

All children are entitled to an education. Research shows that students who are dressed neatly (uniformed) and are well-disciplined perform better academically. Dover endorses positive recognition. Dover's P.B.I.S. program includes positive rewards for students through earning "P.B.I.S. Stickers". Teachers will operate positive, safe, and orderly classrooms, rewarding students who meet expectations, and disciplining children who interfere with their own learning and/or the learning of others. At the beginning of the school year, teachers notify parents of the rules, rewards, and consequences for their classrooms. Each teacher at Dover Elementary also has class rules and consequences posted in their classroom. If the rules are broken and the teacher and child are not successful in handling the problem, then:

1. Parents will be contacted. If poor behavior continues,
2. The child will be sent to the Center for Academic and Reflective Education (C.A.R.E.) and possibly referred for counseling services. The student may receive a discipline referral if the conduct warrants such action.
3. In chronic or violent cases, the principal, or the principal's designee, will become involved immediately.

Students will:

- observe the safety rules of the school for their own security and that of others.
- complete assigned class work and not disrupt the classroom learning environment.
- be respectful and obedient to teachers and staff members at all times.
- walk quietly and orderly in the building on the right hand side in the hall and on the sidewalks.
- refrain from chewing gum.
- leave toys, radios, electronic devices, tape players, mp3's, cell phones, etc. at home, unless teacher approved for instructional purposes.

DRESS CODE

All students are required to wear academic attire; Pants must be belted at the waist and shirts must always be tucked in. The school uniform consists of a white, light blue, or navy blue top or school T-shirt and navy pants, skirt, skorts, shorts, or jumpers (no jeans).

We ask parents to accept the responsibility of seeing that their children come to school dressed appropriately in academic attire. If administration determines that a child is not dressed in academic attire (uniform), the discipline code will be followed, up to, and including suspension for chronic offenders. Children will not be allowed to attend class inappropriately attired.

Please be aware of weather conditions. Neatness and personal pride are encouraged at all times. Academic attire does not include:

- clothing with any non-school related logos or words
- clothing advertising cigarettes, drugs, or alcohol
- clothing that disrupts the learning environment at school
- see-through clothes
- low-sagging pants – or unbelted pants that will not stay up
- dresses or shorts more than 2 inches above the knee
- T-shirts as dresses
- clothes unbuttoned to expose the chest
- latex, spandex clothes, nor leggings
- revealing tank tops on boys or girls
- sunglasses – inside the building
- flip-flops; bare feet; nor bare midriffs
- rag hats; "Do rags" nor hats – inside building

SCHOOL UNIFORMS ARE REQUIRED:

All students must be dressed appropriately when they attend school. All students must wear uniforms daily from the beginning to the end of the school year. The uniform requirements are: navy blue bottoms with white, navy, or light blue tops. Field day shirts will be worn during field day and PTO sponsored fundraiser days only. Uniform shirts must be worn on all other days. (Flip-flops, spaghetti straps, words on t-shirts, and jeans are not permitted).

TEXTBOOKS

Children will be issued textbooks. There is no charge for using textbooks. Students may not write in or on books. Also, students who lose books will be required to pay the fees to replace them. As soon as lost books fees are paid, the child will be given a new book. If the book is found later, the money paid will be refunded. Students are also required to pay for any unusual damage to books they have been issued. If fees are assessed, they will be paid before any earned awards are given and the final report card is issued. Books ALSO may not be issued the following school year until these fees have been paid. Students are responsible for their books, whether lost or stolen. Do not "park" your books anywhere, but instead keep them with you.

ABSENCES FROM SCHOOL

State law requires a written excuse for any absence. Upon accumulating three (3) unexcused absences, the county attendance clerk will be notified. If five (5) unexcused absences are accumulated, Family Court is notified.

Examples:

Excused absences (student illness, death in the immediate family, etc.)

Unexcused absences (rain, missed the bus, out of town, etc.) Out of town trips necessitating several days absence are strongly discouraged. It is impossible for a student to make up lost classroom time adequately. Likewise, it is impossible for a teacher to assign advanced work for which classroom instruction has not been given. Please consult the school calendar when making plans.

Remember that a child may miss only ten (10) school days per year. South Carolina State Law requires medical documentation for absences over 10 days. Please send a doctor's excuse any time a child is sick and has seen a doctor.

EARLY DISMISSAL FROM SCHOOL

Students dismissed during the school day must be signed out personally in the office. Only parents/guardians are permitted to sign out students. Please be aware that individuals listed as "emergency contacts" will need written permission from a parent/guardian every time they are needed to dismiss a child early from school. ID's (Driver License) will be required for student dismissal. **NO STUDENTS WILL BE DISMISSED AFTER 2:30. (Unless it is an emergency!)**

Where possible, doctor and dental appointments and all other non-school activities (music lessons, etc.), should be scheduled after school. Students are not allowed to leave and return to school in order to run errands, obtain forgotten items, or for any reason other than medical.

CHANGES IN TRANSPORTATION

All changes in transportation should be made prior to coming to school. If you know the arrangements are to be different at the beginning of the day, a note to the teacher will be sufficient. All changes in dismissal must be in writing (note, fax, e-mail).

SCHOOL BUS LOADING ZONES

The loop in front of the school building is a **designated BUS LOADING ONLY** at the following times: **7:00 – 7:30 AM**. S.C. State Law prohibits private vehicles from entering bus loading zones. Violations will be issued with consequences.

CHANGE OF ADDRESS OR PHONE NUMBER

If your address or telephone number changes during the summer or school year, please notify our school office at 247-2184. It is VERY IMPORTANT that we have your correct address and CURRENT phone number. It is also advisable to keep us up to date with your e-mail address.

CHILD ABUSE / NEGLECT LAW

Each nurse, teacher, counselor, or other school personnel, acting in an official capacity, who has reason to believe a child under the age of 18 has been subjected to, or adversely affected by, physical, emotional, or sexual abuse, **must BY LAW**, make a report to the County Department of Social Services or an appropriate law enforcement agency in accordance with the S.C. Child Protective Act of 1977.

EMERGENCY SCHOOL CLOSINGS

When inclement weather occurs, district administrators will decide early in the morning if school will open. Parents will be notified via broadcasts, phone calls, and/or OCS5 website.

EMERGENCY DRILLS

Fire, tornado, earthquake, intruder alert, and bomb threat drills are held at irregular intervals throughout the school year. Each classroom teacher will review the plans and post them so they are visible. To prevent a possible tragedy, we must all cooperate to insure that everyone knows proper procedure, in case of a fire, a tornado, an earthquake, an intruder, or a bomb threat.

MONEY AND VALUABLES

Students should not bring more money than is needed for trips, school activities, etc... Students should not bring toys, electronic devices, cell phones, I-Pods, cameras, CD players, etc. to school or trade valuables with other students. The school will not assume responsibility for their security. Contraband will be confiscated and placed in the school office.

PASSES

Students are to have a pass at all times when coming to the office, going to other classrooms or the media center, using the bathrooms, etc. Visitors to the school are also required to wear passes that are to be picked up and returned to the front office.

TELEPHONE USE

- Parents are encouraged to call teachers when they have questions. Calls to teachers during instructional time will be forwarded to the teachers' voice mail. Teachers will return calls when they have planning time.
- The telephone is for school business or emergencies. Items left home by students may not be considered an emergency. Organize supplies the night before.
- Children will not be permitted to receive phone calls at school. An adult staff member will deliver any message that needs to be delivered to a student.
- Long distance calls are not permitted except by administration.

ARRIVALS and DEPARTURES

The school is not staffed to receive students prior to 7:00 AM. Any student 'dropped off' prior to this time will not be monitored and you do so at your own risk. The school receives children between 7:00 and 7:40 for breakfast. At 7:40 they are released from designated areas to their homeroom(s). School is dismissed at 3:10PM. Monthly, at 1:30 PM, students are dismissed on a Tuesday.

VEHICLES

Students who come to school in private vehicles must be dropped off and picked up in the area provided BEHIND THE GYM in the **morning** and in the loop in front of the school in the afternoons. Cars should pull up as far as possible by the covered walkway and drivers should stay in their vehicles. If you need to come inside, please park your car in the marked parking spaces only, or outside the fence in the front of the school building. **WARNING:** It is illegal and punishable by loss of license for you to drive your private vehicle in school bus loading zones. *Anyone* can report you to law enforcement for violations. **NOTE:** *Orangeburg Consolidated School District 5 is NOT responsible for vehicles parked or left unattended on school property. If you need to pick up a child, park in the front parking lot and come to the office unless during bus loading times. Then you must park outside the fence and walk into the office to sign your child out.*

PARENT CONFERENCES

Teachers are available for conferences by appointment. Please send a note by the student or call the school office to schedule a mutually convenient time. Parent-teacher conferences are welcomed and encouraged, but they need to be scheduled in advance. You and your child are important to us.

PTSO and SIC

School Improvement Council and PTSO meeting times and dates are determined by the serving members at the beginning of each school year and published in newsletters home, school marquis, school website calendar, and local newspapers.

Two evening parent conferences (fall and spring) are scheduled for the convenience of working parents. Dates are on the school/district calendar and on our website.

P.T.S.O.—The PTSO supports Dover Elementary in all of its academic and extra-curricular activities. It is one of our school's most effective means of establishing rapport with parents and the community. Please plan to attend all of the scheduled PTSO activities and meetings. They are usually scheduled in conjunction with our Parent Nights.

VOLUNTEERS MAKE A POSITIVE DIFFERENCE

We welcome the help of volunteers. If you can volunteer any time, talents or services, please return the volunteer forms as soon as possible. Even one hour a month can make a big difference. Volunteer your time and invite a neighbor or friend to join you. Dover also has an active volunteer grandparent program. Please contact the main office for details. In order to have a safe school, all volunteers must sign in at the front office and wear a volunteer badge.

DISTRIBUTION OF MATERIALS SOLICITATION OF FUNDS

No posters, handbills, pamphlets, or printed material of any kind may be displayed, sold, or distributed at anytime, anywhere on the Dover Elementary campus without the administrator's consent. No solicitation of funds or sale of any product for whatever purpose may be made at anytime, anywhere on the school's campus without the principal's consent.

GUIDANCE SERVICES

Guidance services are available for every student in school. If you feel the counselor can help your child, call or visit the counselor. Together, we can help our children feel good about themselves, and about school. The goals of the elementary school counselor include:

- ✓ Helping children understand themselves and others
- ✓ Preventing problems from developing
- ✓ Identifying children with special needs
- ✓ Providing crisis intervention
- ✓ Coordinating necessary referrals

MISCELLANEOUS

- **LOST AND FOUND:** All articles found in and around the school should be turned into the custodial closet. Students missing items may be checked for in the custodial closet outside the cafeteria area. They are displayed periodically.
- **CLASS PARTIES:** Individual, prepackaged, purchased birthday or party treats are permitted at lunch with prior teacher approval. **WINTER HOLIDAY PARTIES** are allowed. Other parties require the principal's permission.
- **ACTIVITIES:** (Field trips, assemblies, etc.) Students should remember that all district and school rules apply when they are away on a field trip. Students wishing to participate must remember to be respectful and courteous. The school also offers **BAND** in conjunction with the Middle-High School.
- **ENROLLMENT:** New students may enroll when arriving in the district and our attendance zone. This is done in the school's office. Grades K4 - 5 are housed at Dover Elementary School. Be sure to bring the following information with you when you enroll your child.
 - A state certified birth certificate
 - Your child's South Carolina immunization record
 - An emergency telephone number
 - Social Security card
 - 4K students need a Medicaid card or proof of income
 - A document showing your 911 residential address
 - New students in grades 1 - 5 should bring their most recent report card**Registration** for pre-school and kindergarten is held annually. Specific dates will be published in local newspapers and in newsletters sent home with students.

- **RESTROOMS:** Restrooms are not for playing. Paper towels and tissues belong in receptacles. Students will keep their hands and feet to themselves. **REPORT ALL MALFUNCTIONS TO THE OFFICE OR YOUR TEACHER.** Students in grades 3-5 will be allowed to use bathrooms before homeroom and before the lunch period. Other grades have bathrooms in their classrooms.

CAFETERIA

The cafeteria staff prepares lunches that are appetizing and nourishing. You are expected to be on your best behavior in and to and from the lunchroom. Be sure to:

- ◆ Stand in straight, quiet lines.
- ◆ Sit on seats correctly.
- ◆ Talk quietly and only to those at your table.
- ◆ Leave your table and the floor around it cleaner than you found it.
- ◆ Wait your turn in line when returning your tray.

CARE OF THE SCHOOL BUILDING AND GROUNDS

Students are urged to use a "Common Sense" approach and be respectful of the school facilities:

- ✓ place trash in the containers,
 - ✓ eat food in the designated areas,
 - ✓ respect the floors, walls, buses, furniture, & equipment.
- Students who deface or destroy school property will be suspended and damage costs will be charged to the parent.

HEALTH ROOM

The health room is the area where first aid, care for sick children, and medication is administered. If students are too sick to remain in class, they will be sent home. The following rules have been set up for the efficient use of the Health Room:

1. No one is allowed in the Health Room without a pass, except in the case of an emergency.
2. If a student is too sick to return to class, his or her parents will be notified. For this reason, information on the emergency sheets should be kept current. If a parent/guardian is called and asked to pick up a sick child, the school would appreciate the parent responding to this request as soon as possible. The school must have the name and number of a trusted friend or relative to contact parents during the day.
3. Written instructions must accompany all medication. The instructions must include the following:
 - a. Student's name
 - b. Name of medication
 - c. Time to be administered
 - d. Dosage
 - e. Physician's name
 - f. Signed permission slip

Any medication you wish your child to take at school MUST be in the original packaging. Please send a spoon or measuring device with all medications. If your child has a contagious disease, he/she should remain out of school as long as the illness is communicable. Also, notify the school of your child's condition. A doctor's excuse is required for illnesses of three (3) or more days. Should your child have a chronic illness, a statement from the attending physician should be sent to the school. The statement should indicate any special needs the child has and any problems or limitations that should be anticipated by school personnel. Because health conditions change, as students grow older, we ask that these statements be updated on an annual basis. Parents must assume responsibility for informing the principal, principal's designee, or school nurse of any changes in the child's health/medication as it occurs.

LIBRARY (MEDIA) CENTER (LMC)

Hours: 7:30AM - 2:45 p.m.

Circulation Policies: Students in grades 3, 4, and 5 are allowed to have a maximum of two books checked out at any time. Students in grades K, 1, and 2 are allowed only one book at a time. Reference materials, magazines, newspapers, and videos are not available for student checkout. Any damage, loss, or theft of library resources that occurs while the items are checked out to a student is the financial responsibility of that student. Students are not to loan library materials to anyone while they are checked out in his/her name.

Payment for Lost and Damaged Books: Replacement cost due to extensive damage, loss, or theft will be the cost of the item as it is listed in the bibliographic record plus a \$3.00 dollar shipping and processing charge. If the book is found and returned after payment has been made, the cost of the book is refundable if the replacement has not already been ordered; the \$3.00 shipping and processing cost is non-refundable. Students may have their library privileges restricted or revoked due to delinquent fees.

Printing: A teacher note explaining the nature of the student assignment is required before printing privileges are granted to a student.

Sending Students to the Library Media Center: Students must have a teacher pass explaining the purpose of the visit. A library book to be returned will suffice as a pass. No more than 3 students from any one class should be sent to the LMC at a time.

Internet Usage: The Acceptable Use Policy form signed by the student and his/her parents is required before access. The teacher maintains the form. Students using the Internet in the Media Center must have Internet Assignment Pass completed by their teacher.

BUS CONDUCT

Riding the school bus in South Carolina is considered a "privilege" not a "right." In 1979, South Carolina passed a law against misbehaving on school buses and disobeying school bus drivers. From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride that bus are, by law, under the direction of school officials. Students who ride the bus must obey the rules of bus conduct so that the bus driver can safely operate the bus. Video surveillance is utilized.

The school bus driver shall be responsible for the conduct of the students while riding in the bus. He/she shall report misconduct of a student in writing on the standard student conduct form to the principal of the school which the student attends, whether a daily or field trip route. Students who fail to abide by the rules will be referred to the principal or the principal's designee. Disciplinary offenses related to school bus transportation will be treated in accordance with the discipline policy as approved by the School District. The severity of the offense can influence the length of a bus suspension. When a student is suspended from the bus as a result of some misbehavior, parents will be notified in writing. Videotape documentation may be pulled.

Children who are suspended from riding the bus are required to attend school. Absences due to bus suspension are unexcused. Parents must provide transportation for children who are suspended from riding the bus. There is usually a twenty-four hour delay between parent notification and the actual bus suspension. This allows parents time to make transportation arrangements for children who will not be allowed to ride the bus. This is not applicable for violent offenses.

BUS RULES

THE STUDENT WILL:

- Respect the bus driver and be cooperative.
- Not eat, drink, or chew gum on the bus.
- Remain in seat while the bus is moving.
- Keep your body parts inside the bus and out of aisles.
- Use single file lines to enter and exit the bus.
- Not throw objects on the bus or out of the window.
- Keep their hands and feet to themselves.
- Speak respectfully to everyone and in a soft voice.
- Wait for the bus at least 5 feet from the roadway.
- Obey school rules about behavior while on the bus.
- Use emergency doors only in true emergencies.
- Ride only the bus to which you are assigned.
- Arrive at the bus stop five minutes early.
- Behave with SAFETY being the priority.

PARENTAL NOTICE:

- Damage costs on a bus will be the responsibility of the parents.
- A NOTE from parent is required for children who need to ride another bus for a limited period of time; it must be approved by the principal or designee and bus supervisor.

OFFICE BEHAVIOR REFERRALS

- Students waiting should always remain still and quiet.
- Be polite to anyone that comes into the office.
- Always wait your turn. Everyone in the office is very busy.

Possible results of a referral for behavior to the principal:

- A warning
- A telephone call to the parent and/or note home
- Denial of related privileges; counseling ordered
- Development of a behavior intervention plan
- C.A.R.E. placement
- A required parent/teacher/administrator conference
- Suspension from school or bus privileges
- District hearing for expulsion or alternative placement.

DOVER EAGLES:

ALWAYS COME TO SCHOOL PREPARED TO LEARN
ALWAYS TAKE CARE OF EVERYONE'S PROPERTY
ALWAYS KEEP THEIR HANDS TO THEMSELVES
ALWAYS STAND, SIT, WALK, AND WAIT QUIETLY
ALWAYS LEAVE TOYS, GUM AND CANDY AT HOME

**You are a Dover Eagle *wherever* you go, so
remember you are representing your school,
church, community, and family with your
behavior, your words, and your attitude.
Always be your very best!**

My Homeroom Teacher's Name: _____
My Art Teacher's Name: _____
My PE Teacher's Name: _____
My Music Teacher's Name: _____
My Computer Lab Assistant: _____
Other Teachers: _____
My Lunch Time is: _____ My Recess Time is: _____

QUESTIONS? GIVE US A CALL!
WE ARE HERE TO SERVE YOUR FAMILY.

(803) 247-2184

Fax: 247-5010

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served from 7:10 - 7:40 each morning to students in grades K-5.

A copy of the breakfast and lunch menu will be sent home each month. (They are subject to change.) Good nutrition is a vital part of your child's day. Breakfast and lunch are served daily. Research proves that a hungry child cannot learn. A nutritious breakfast will start the day right.

All students will eat free breakfast and lunch for the 2017-2018 school year.

SUSPENSIONS

If students are suspended for fighting, BOTH students may be suspended and the number of days will depend in part on his/her previous disciplinary record. Hitting someone back will not be tolerated. If a student is hit or pushed by another student, that student should report the action to an adult and **NOT** hit back. Students who are suspended forfeit all privileges of participating in school activities while suspended.

PLAYGROUND / RECESS

- Play only games that do not require pushing, tackling or fighting.
- Stay away from the fence and the woods.
- Balls and Frisbees are made for throwing; sticks and stones are not.
- Wait your turn in line for the equipment.

Students choosing not to follow directions may lose recess.

HOMEWORK

Homework is designed to reinforce skills and concepts that have been taught, or to develop an interest/readiness needed to begin a new skill. Homework is not used to teach new information. The teacher will:

- Collect/review all homework on the day it is due.
- Review it, if collected, within a reasonable period of time.

Each teacher or grade level leader will send home a procedure statement about **homework** within the first two weeks of school. This statement will include (a minimum) of the following:

- how much homework is to be assigned,
- how often it may be expected,
- how it is to be counted for evaluation purposes
- any special instructions
- any routine or regular assignments.

SPEECH, VISION AND HEARING SCREENINGS

Speech/Language: All 4 year olds, kindergarten, and any 1st grader who did not attend kindergarten, new students, referrals and students for whom re-screening was recommended the previous year will be screened by the Speech Pathologist.

Hearing: All 4 year olds, kindergarteners, 1st, 2nd, and 3rd grade students, all repeaters, any student absent on previous screenings, new students, referrals and high risk students who have a medical problem associated with hearing impairment or who failed the re-screening the previous year will receive a hearing screening by the school nurse. **Vision:** All 4 year olds, kindergarteners, 1st, 3rd, and 5th grade students, new students, high risk students, and referrals will be screened by the school nurse. **Parents will receive a letter if a student is recommended for further evaluation in speech/language or fails the hearing or vision screenings.**

NOTES REQUIRED FROM PARENTS:

The school requires notes from parents for the following:

1. Absences
2. Tardiness
3. Request for early dismissal
4. Request to miss recess or physical education
5. Permission for field trips
6. Permission to go home with another student
7. Change in the usual method of transportation
8. Allergic reaction (Be sure a health form has been completed)
9. Specific health needs request
10. Authorization to administer medicine (prescription or non-prescription)



Student and Family Handbook 2018-2019

This Handbook Belongs To:

Dover Elementary School

Principal: Mrs. Sylvia Williams

Assistant Principal: Ms. Mandy Edwards

Dover Elementary School

*1411 Bedford Avenue
Post Office Box 219
North, South Carolina 29112*

(803) 247-2184

Fax (803) 247-5010

<http://des.ocsd5.net>

Cell Phones

- Parents and Guardians: Please turn off cell phones upon entering the building
- Birthday Parties/Celebrations

- If you want to celebrate your child's birthday at school, please notify your child's teachers in advance before bringing items to school
- If you would like to bring treats for your child and his/her class, please notify the child's teacher in before bringing items to school and to get clearance

