

Student and Parent Handbook



School Year 2023–2024

NCCAES Faculty & Staff

Name	Department	Name	Department
LaToya Smith	Principal	Theresa Ruff	Assistant Principal
Ramona Moultrie	School Data Specialist	Cynthia Davis	Bookkeeper/Secretary
Leora "Niki" Smith	Parent Advocate	Delia Negron	Bilingual Parent Liaison
Tiffany Smalls	Parent Liaison	TBD	School Nurse
Meghan Krikorian	School Counselor	TBD	School Support Officer
Caroline Taylor	PreK	Jennifer Cutchins-Nimocks	Literacy Coach
Kevin Hawkins	PreK TA	Perry Troutman	Social/Emotional Learning Coach
Abbey Hynes	PreK	Paul Visser	Math Coach
April Yen	PreK TA	Patrick Hayes	Visual Arts
Kim Perry	Kindergarten	Curtis Tention	Drama
LaToya Kemp	Kindergarten TA	Jordan Thornburg	Music
Amber Myers	Kindergarten	Sophie Snell	Strings
Tywanda Reddic	Kindergarten TA	Anna Reid	Piano
Taylor Nastro	Kindergarten	Lacey Heffernan	Dance
Sadiyyah Law	Kindergarten TA	Sean Rosendahl	PE
Marisa Downing	1	Tyrique Lewis	PE
Kaycee Green	1	Megan Minchener	Teacher Librarian
Tori Anderson-Rolfes	1	Catherine Hakanson	Exceptional Children Resource (K-2)

Shaketa Walker	2	Virginia Bledsoe	Exceptional Children Resource (3-5) - ELA
Meghan Norvell	2	Karla Swain	Exceptional Children Resource (3-5) -Math
Aliyah McGee	2	Richard Turner	Student Concern Specialist
Jessica Phillips	3	Melissa Wiederhold	Master Reading Teacher
Shannon Haltiwanger	3	LaRon Perry	Reading Intervention Assistant
Morgan Pettit	3	Denise Glover	Math Intervention
Anna Noury	4		
Grace Rypkema	4	Kristin Ciocci	Speech Therapist
Alexis Obenchain	4	Kerry Hensley	Occupational Therapist
Kathryn LaPierre	5	Lindsay Hill	School Psychologist
Sonya Williams	5	Terry Denmark	Head Day Porter
Tracey Shelton	5	Mr. George	Day Porter
Kathryn Norsworthy	Kaleidoscope Coordinator	Karen Brown	Food Services Manager
Jennifer McDuffie	Gifted & Talented/SAIL	Jill Brennan	Multilingual Learner Program Specialist

Dear North Charleston Creative Arts Elementary School Families,

Welcome to a new school at NCCAES! This year is sure to bring new opportunities as we learn and grow together. We believe that close cooperation between our school and your home is essential for your child's optimal educational experience.

This student-parent handbook serves as a guide for your family to navigate through the year. The pages within this handbook are filled with important information regarding school policy and procedures. Parents and students should review and discuss the information together. We feel that open and clear communication between school and home is important to the success of our educational program and we are available to answer any additional questions you may have.

At NCCAES, we will strive to elevate and empower ALL as we equip our students to be successful in life.

With Leadership Pride,

LaToya Smith, Interim Principal

Theresa Ruff, Assistant Principal

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INTRODUCTION

CCSD Mission Statement

The mission of the Charleston County School District, a dynamic system of challenging educational choices, is to increase student achievement overall and close achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

NCCAE Mission Statement

The mission of North Charleston Creative Arts Elementary is to use arts integration to provide a nurturing environment that engages lifelong learners.

Beliefs

At North Charleston Creative Arts, We Believe:

- Student learning can be achieved for EVERY student regardless of race, socioeconomic status, academic level, or exceptionality.
- Social and emotional learning create a positive and safe environment for lifelong learning.
- Family engagement should bridge the gap between home and school by meeting the diverse needs of all demographics in our school community.
- Integrating the arts is our superpower. Our dynamic approach to learning sparks our students' creativity, celebrates their uniqueness, deepens their connection to the content, and strengthens their sense of belonging to our school

Vision

We envision a school that...

- Maintains a full-time arts faculty in these areas: music, art, dance, drama, strings, theater, creative writing and piano.
- Implements standards-based arts integrated instruction.
- Provides all students with the opportunity to participate and excel in the arts.
- Serves as a teaching model within the arts community for educators and supporters of the arts.

PARENT INFORMATION & RESOURCES

Parent Advocate Team

At North Charleston Creative Arts Elementary we have a team of personnel to support our parents and families. Mrs. Leora “Niki” Smith is our Parent Advocate and she is your main point of contact for any questions and concerns you may have. She can be reached at our main line (843)529-2831. Mrs. Smith also has two Parent Liaisons on her team, Ms. Tiffany Smalls and Mrs. Delia Negrón. They work alongside Mrs. Smith to support families with parent inquiries, family training, home visits, and school parent/community events.

We are fortunate to have Mrs. Delia Negrón as our bilingual parent liaison to support our multilingual families.

Bell Schedule

7:00 am: Building Opens

7:25 am: Tardy Bell

2:25 pm: Student Dismissal

*Early Release Dismissal: 12:25 pm

*Half-Day Dismissal: 10:25 am

Translation & Interpretation Services

We are committed to providing language support for our multi-language families. All forms of communication that are shared with our families must be translated in our learners’ home language.

Ms. Delia Negrón and Mr. Richard Turner are our certified interpreters at NCCAES.

All parents and guardians have a right to request interpretation and translation through the Charleston County School District at no cost to the parent/guardian.

Interpretation and translation services can be requested at the school level by emailing languagerequests@charleston.k12.sc.us, or by calling 843-937-6359.

For more information, visit the [Office of Translation & Interpretation](#)

Volunteering @ NCCAES

As part of the partnership with our families and the community, North Charleston Creative Arts is always looking for volunteers. Volunteer opportunities include, but are not limited to,

PTA events, prepping Wednesday folders, assisting in the office, and supporting our PBIS SOAR celebrations.

If you are interested in becoming a volunteer at NCCAES, please complete the form below.

[Volunteer Application](#)

[Voluntariado enlace en español](#)

For more information about being a volunteer at NCCAES, please reach out to our parent advocate, Mrs. Niki Smith at 843-529-2831.

Nurse's Clinic

Emergency cards must be completed fully, signed and returned to the school nurse as soon as possible. Please pay special attention to current contacts and contact numbers, so that the school can communicate when appropriate.

- Medication: CCSD schools are currently allowed to dispense a limited list of over-the-counter medications with parental consent. Please see the clinic emergency card for the list. Any medication to be administered at school requires a Doctor's Order form to be completed by the parent and doctor. Medication must be provided by the parent in the original, sealed, properly labeled container. Any medical procedure (such as blood sugar checks, tube feedings) to be performed at school requires a Doctor's Order form to be completed by the parent and the doctor. Doctor's Order forms are available from the nurse or online.

<https://www.ccsdschools.com/cms/lib/SC50000504/Centricity/domain/117/nursing-services/pdfs/ParentInformationMedicationsMedicalProcedures.pdf>

Under no circumstances is a child to transport any medication (over-the-counter, prescribed, etc) at any time. If there are any questions, please call the school nurse at (843)529-2231.

Meals @ NCCAE

The Community Eligibility Provision (CEP) has identified North Charleston Creative Arts as participating in FREE breakfast and lunch for ALL STUDENTS for the 2022-2023 school year. Our cafeteria serves breakfast and lunch each full day of school. Our manager, Ms. Karen Brown, serves healthy meals, and the menu is available on the school website. Please make sure that your student's food is ready to eat as there are no student microwaves. NO FAST FOOD, glass bottles, nor CARBONATED drinks are allowed, please. Extra milk may be purchased for \$0.50 per half pint container.

Parent Communication

NCCAE offers families many opportunities for communication through various mediums. Weekly Student Folders will come home on Wednesday afternoons and will require weekly parent viewing and signing. NCCAE also utilizes a parent email system through Blackboard, as well as social media platforms.

Parent Conferences

At NCCAEs, we believe that forming positive relationships and partnerships with our parents is extremely important towards the success of each learner.

Parent Conferences for all students will take place during the first quarter. We will make every effort to accommodate the schedules of our families and we ask you to prioritize this meeting with your child's teacher.

If you have other concerns throughout the school year, we recommend the following progressive steps:

1. Email or call your child's teacher
2. Reach out to Parent Advocate, Mrs. Niki Smith at 843-529-2831
3. Contact Principal LaToya Smith and/or Assistant Principal Theresa Ruff at 843-529-2831

Supplies

Supplies help the classroom run smoothly. Parents are asked to provide their child with the necessary supplies from the supply list and replenish them, as needed. Please see our website for up-to-date supply lists for 2023-2024. The supply lists are given according to the grade level.

Kaleidoscope

We are excited to have a well-designed access point for afternoon/evening Kaleidoscope pick-up. Parents may park in the bus loop and simply enter the entrance marked Kaleidoscope. If you have questions about Kaleidoscope, please call Kat Norsworthy (843)529-2842 or (843) 518-2773, or email kathryn_norsworthy@charleston.k12.sc.us.

Family Educational Rights And Privacy Act (Ferpa)

(Included in the Meet the Teacher Packet)

Business Partnerships

NCCAE is working to expand its partnerships with local businesses. If you are interested in

partnering with NCCAE or know of someone who is interested in partnering with NCCAE, please contact our parent advocate, Mrs. Niki Smith at (843) 529-2831.

Check Policy

Payment with a personal check is NOT permitted at NCCAES.

Denial of Media Release

(Included in the Meet the Teacher Packet)

Return this form ONLY if you do NOT wish for your student to appear in school representation or authorized media organizations using material featuring your child's image/likeness/voice and his/her art or other creative work.

Birthday Celebrations For Students

Student birthday celebrations are allowed to occur only during the scheduled class lunch time. These celebrations are limited to the prescribed lunchtime, which is approximately 20 minutes in length. Balloons and other large items are not permitted. Please keep the 20-minute time limit in mind when determining what will be brought in for the students. Lunch time cannot be extended due to a lunch time birthday celebration.

STUDENT INFORMATION

Student Behavior Expectations

At NCCAE, we believe that every student has the right to learn in a safe, clean, and pleasant environment. We will help students understand the reasons for and learn the skills of self-control while developing positive attitudes and behaviors toward self and others. In order to reach our academic and social goals, parents, teachers and staff will assume an active role in implementing our discipline system.

Educators are responsible for teaching and learning. We are committed to a rigorous academic program for all students.

Parents are expected to work in partnership with their child and their child's teacher. They should communicate with their child's teacher for any academic and/or behavior concerns. Please visit our school's [website](#) for more information about North Charleston Creative Arts Elementary School.

Students are responsible for following our schoolwide SOAR Expectations and focusing on learning. We believe that students should be afforded multiple opportunities to learn from their choices and understand how their behavior choices impact their learning and the learning of others.

SCHOOL DRESS CODE INFORMATION

The dress code outlined in Table 1 is to be used as a suggested guideline when purchasing clothing for school. If a student does not have the clothing items listed in Table 1, Table 2 outlines the minimum requirements for daily student dress.

Table 1:

Shirts: <ul style="list-style-type: none">• White, orange or gray polo shirts (long or short sleeved)• NCCAE School T-Shirt
Pants/shorts/skirts/jumper: <ul style="list-style-type: none">• Khaki, black, or navy blue
Socks and Shoes: <ul style="list-style-type: none">• Closed toed• Closed heeled or backstraps

Table 2:

NCCAE Clothing Guidelines

Head coverings for outdoors only (unless for religious reasons, pending administration approval.)

Must have sleeves, Midriff must be covered.

Closed toe shoes must be worn at all times.

Be ready to learn! Clothing showing or advertising illegal or dangerous activities should not be worn to school.

NCCAE administration reserves the right to determine what constitutes appropriate attire.

Guidelines for Attire

Clothing is to be worn appropriately and in the manner for which it was designed.

- Pants shall be worn at the waist level.
- Undergarments shall not be exposed at any time.
- Clothing shall not reveal bare skin between upper chest and mid thigh.
- Shorts, skirts, and dresses shall be of adequate length to assure modesty.
- Hats shall not be worn in schools (unless approved for health or religious reasons).
- Closed toe shoes shall be worn at all times.
- Hoodi

CCSD CODE OF CONDUCT & PROGRESSIVE DISCIPLINE PLAN

All student behavioral incidents will be addressed using the [CCSD Progressive Discipline Plan](#).

Harassment, Intimidation, Bullying, & Cyberbullying

At NCCAES, we have a zero tolerance policy on bullying, intimidation, and harassment. Any behaviors associated with harassment, intimidation, or bullying will be handled by administration.

If your child has informed you that they are being harassed or bullied, please communicate this with their teacher to schedule a conference. If the matter is still unresolved, you may reach out to Niki Smith, Parent Advocate, and a school administrator.

PBIS

NCCAE is a PBIS (Positive Behavior Intervention and Supports) school, and we follow our S.O.A.R. expectations. Through PBIS, we utilize a common school-wide verbiage which allows for uniform communication across the campus. This verbiage is modified to areas, specifically in the classroom, the hallways, bathrooms and the cafeteria. At NCCAE, S.O.A.R. stands for the following:

- Safe-We will act in a safe manner everywhere we go.
- Organized Learner-We will do our best to stay organized and focused on learning.
- Always Respectful-We will show respect by sharing and listening to others.
- Responsible-We will be responsible for ourselves and our property



NCCAE SOAR Matrix for Common Areas



School-Wide Expectations	All Settings	Cafeteria	Classrooms	Using Technology	Hallway	Playground	Performance	Restroom/ Water Fountain	Dismissal
Safe We will keep ourselves, others, and things away from harm and/or danger.	I can: <ul style="list-style-type: none"> Walk in a straight line using a voice level 0 Keep my hands and feet to myself 	I can: <ul style="list-style-type: none"> Use walking feet while traveling through the cafeteria Stay in my seat once I am seated 	I can: <ul style="list-style-type: none"> Keep my hands/feet/belongings in my personal space Follow directions the first time given *Use walking feet 	I can: <ul style="list-style-type: none"> Engage in safe and positive online interactions 	I can: <ul style="list-style-type: none"> Walk in a single file line at all times Keep my eyes and feet facing forward 	I can: <ul style="list-style-type: none"> Use the equipment properly Follow directions the first time given Go down the slide feet first Be mindful of others' hands, feet, and bodies when I am using the playground equipment 	I can: <ul style="list-style-type: none"> Enter/Exit in a line, using a voice level) Sit on my bottom in my assigned place 	I can: <ul style="list-style-type: none"> Walk at all times Wash my hands/use hand sanitizer 	I can: <ul style="list-style-type: none"> Walk to my designated area/transportation Remain in my designated area Use a voice level 0
Organized We will do our best to stay organized and focused on learning.	I can: <ul style="list-style-type: none"> Keep my space clean Follow directions the first time given 	I can: <ul style="list-style-type: none"> Gather all of the materials I need for lunch (napkins, fork, spoon, ketchup, mayonnaise, etc.) Be prepared to leave on time 	I can: <ul style="list-style-type: none"> Use materials properly and put them away neatly Keep my area clean Have all materials ready for learning Use appropriate voice level 	I can: <ul style="list-style-type: none"> Make sure to place my device in a designated location and charge it 	I can: <ul style="list-style-type: none"> Keep the line straight 	I can: <ul style="list-style-type: none"> Wait my turn 	I can: <ul style="list-style-type: none"> Ask and answer questions appropriately Stay seated on my bottom so others can see 	I can: <ul style="list-style-type: none"> Wait my turn Use voice level 0 Take of business quickly 	I can: <ul style="list-style-type: none"> Make sure I have all of my belongings I need to go home
Always Respectful We will show respect by sharing and listening to others.	I can: <ul style="list-style-type: none"> Share materials Listen to others Use only respectful and polite words such as "Excuse me" "No, thank you" "Please" "You're welcome" 	I can: <ul style="list-style-type: none"> Eat only my food Use a voice level 0 for the first 10 minutes of lunch time Use polite manners such as "Excuse me" "No, thank you" "Please" "You're welcome" 	I can: <ul style="list-style-type: none"> Raise my hand and wait quietly to get help Follow directions the first time given Use kind words Share materials 	I can: <ul style="list-style-type: none"> Turn off my personal device (laptop, tablet, cellphone, smart watch, etc.) and place it in my backpack Use technology only when I am directed to use it 	I can: <ul style="list-style-type: none"> Keep my hands and feet to myself Respect other's personal space Use voice level 0 	I can: <ul style="list-style-type: none"> Invite other to play Keep my hands and feet to myself 	I can: <ul style="list-style-type: none"> Listen attentively using a voice level 0 	I can: <ul style="list-style-type: none"> Give others privacy *Knock before entering 	I can: <ul style="list-style-type: none"> Keep my hands/feet/belongings to myself Use respectful and polite words
And Responsible We will be responsible for ourselves and our property	I can: <ul style="list-style-type: none"> Solve problems peacefully Focus on myself and my learning 	I can: <ul style="list-style-type: none"> Clean up my area around my table and the floor 	I can: <ul style="list-style-type: none"> Be a good listener *Focus on myself and my learning 	I can: <ul style="list-style-type: none"> Use my device only for educational purposes Hold/Carry my device properly Make sure that my device is always placed on a table or desk 	I can: <ul style="list-style-type: none"> Admire displays with my eyes only 	I can: <ul style="list-style-type: none"> Listen to my teacher's signal to line up Pick up all equipment and materials in a designated bag/box 	I can: <ul style="list-style-type: none"> Clap only at appropriate times 	I can: <ul style="list-style-type: none"> Flush Report spills or messes to my teacher 	I can: <ul style="list-style-type: none"> Listen attentively for my name to be called

Arrival & Dismissal Information

The building opens and student arrival begins at 7:00 am, and the tardy bell rings at 7:25 am. ALL students must be in their rooms by 7:25 am, or will be counted as tardy.

Breakfast will be served from 7:00am–7:25 am in the cafeteria. Whether arriving by bus or car, students will go directly to the cafeteria for breakfast. If students choose not to eat breakfast they will report directly to their classroom.

- Tardy Students: If a student arrives after 7:25 am, the student is considered tardy. Tardy students must be walked into the school building with a parent and signed-in appropriately.
- Early leave requests must be in writing and signed by the student's parent or guardian. Students will be called to the office when the parent comes in and signs them out. Please be prepared to show identification. Only adults on the emergency card have permission to sign students out of school. THIS IS FOR THE SAFETY OF THE STUDENT. No student will be dismissed between 1:45 pm and 2:25 pm. We need to restrict traffic in the parking lot and in the office during this time. The end of the day is a very important time for students to get organized and for teachers to connect the learning of the day. All doctor's appointments require a documentation/excuse from the doctor's office, upon returning to school.
- Dismissal is at 2:25 pm. All student car-riders need to be picked up by 2:45 pm. Please wait in the car rider line to assist us in completing the dismissal routine quickly. The first few weeks of school always pose a challenge, as parents and staff are learning the routine.
- Kaleidoscope students will go to the designated grade level locations and will be picked up from the cafeteria before 6:00 pm.
- Walkers: Students picked up as "Walkers" will be picked up from the designated "Walker Area" outside the 1st grade hallway. "Walkers" are defined as students whose parents pick them up on foot. Parking on the school grounds and walking up to retrieve students will not be permitted. If questions arise pertaining to students who are "Walkers", a lease or address verification can be used to determine this status.

Additional Arrival And Dismissal Information

Arrival

- **Bus riders:** Buses will arrive and depart from the bus loop. In the morning, buses will unload at 7:00 am and students will enter the building through the cafeteria entrance.
- **Car riders:** Our car rider loop is in the front of the building. Stay in the right line when entering the car rider loop. Other reminders to adhere to:
 - Pull all the way forward and make sure that your child is ready to exit in the mornings when you stop.
 - Students can exit the car when your car stops, students do not need to wait for a staff member to open the car door.
 - Do not block the raised crosswalk at our main entrance.
 - Parents should remain in vehicles at all times while in our car rider line.
 - Car rider drop-off will begin at 7:00 am and end at 7:25 am each morning at the school's main entrance.
 - Please do not release your children from your vehicle until the faculty members arrive at car duty at 7:00 am.
 - If you arrive after 7:25 am and the car rider line has been closed, please park your car and walk your student(s) inside in order to be signed in at the front office. Please do not allow your student to walk across the car loop without an adult.
 - To remain respectful of our neighbors, do not park in the surrounding neighborhood or on the frontage road and release your student in the morning. Remain in your vehicle and in the car rider line.

Dismissal

- In our ongoing efforts to enhance children safety, we will begin using the **PikMyKid Dismissal Application** in SY 2023-2024 to simplify dismissal, reduce traffic congestion, and most importantly, improve overall safety. To learn a little more, please check out the following link that will show you a few of the PikMyKid features: <https://www.pikmykid.com/features/for-parents/>.
 - Whether your child will be a walker, car rider, or bus rider, please follow the instructions for downloading and registering your child on the Pikmykid app.



- [Pikmykid Parent App Guide – English](#)
- [Pikmykid Parent App Guide – Spanish](#)
- **Bike Riders:** Safety is our top priority and we have prescribed sidewalks that lead our bikers and walkers safely to the bike rack/owl entrance. Students should dismount their bikes and walk them once on school grounds when they enter and exit the campus. By choosing this mode of dismissal for your child you are giving them permission to exit campus with or without an adult. Please note, supervision of students ends once children exit our campus.
- **Walkers:** Walkers being picked up by parents will be picked up at designated “Walker Area”, which is located directly to the right of the main office area (on the 1st grade wing). Walkers will be dismissed once their parents are on campus and within view of the staff member present at the walker’s holding area. “Walkers” are those students who live in the surrounding area and walk from their homes. Driving and parking and walking up in the afternoons for pick-up is NOT permitted. If you are a car rider, please stay in your vehicle, in the car rider line to pick up your student. This rule will be enforced.

BUS INFORMATION

- First Student Bus Service: (843) 823-3928
- [First Student Bus Complaint/Feedback Form](#)
- [2023-2024 Transportation Bell Schedule](#)
- [Red Tag Sibling Permission Form](#)
- [Red Tag Sibling Permission Form \(en espanol\)](#)

Parents and guardians can register for the [First View App](#) starting August 18, 2023. You may find the [First View Codes here](#). Bus stops may appear in the Bus Stop Lookup Tool prior to showing up in First View. First View stop information is updated on Tuesdays of each week. If you cannot locate your stop, please check back on the following Tuesday afternoon. Please refresh your browser before viewing The Bus Stop Lookup Tool to ensure you are viewing the current stops.

See district website for more information.

Student misbehavior will be addressed using the CCSD Bus Progressive Discipline Plan.

Please see Mrs. Ruff for any concerns.

ATTENDANCE & TRUANCY INFORMATION

Attendance is important and promotes greater student understanding of content.

The school office must receive a valid excuse, written by the parent or guardian, within three (3) days after the student returns to school. This excuse must contain: student's name, teacher's name, date(s) of absence, specific reason for absence and signature of parent or guardian. Excuses received via email will NOT be accepted, as they must be written and signed by the parent.

Truancy Conferences

- Truancy conferences will be held with parents of children who exceed the South Carolina Attendance Regulations Laws.
- NCCAE will schedule conferences with parents after 3 consecutive/unexcused absences or 5 cumulative/unexcused absences.
- Ten unlawful or unexcused absences creates learning gaps and places the student in danger of retention.
- Students who attend every day will be honored at the quarterly, and end of the year awards ceremonies. Please see the Student Code of Conduct regarding Attendance on the NCCAE and/or the CCSD website.

Emergency Drills & Safety

Safety is our first priority at NCCAE. Safety underlies everything we do. In the Fall and at the beginning of the 2nd semester, we perform safety drills every Friday for the first four weeks. The "Big 4" are practiced in the following order, sequentially: Fire Drill, Lockdown Drill, Tornado Drill, and Earthquake Drill. Each month, we practice a randomly scheduled Fire Drill.

CURRICULUM INFORMATION

To support all learners with achieving the [South Carolina College and Career Ready Standards](#), CCSD has adopted the following curricula for each grade level.

Grade	Math	Phonics & Language Arts	Social-Emotional Learning	Science & Social Studies
CD	Bridges Pre-K	Heggerty Phonemic Awareness		Creative Curriculum

K-2	Bridges Math	EL Education	Second Step	<u>Science</u> HMH Science Dimensions MyWorld Interactive (K, 2) <u>Social Studies</u> SC Right Under Our Feet (1)
3-5	Bridges Math	EL Education		<u>Science</u> HMH Science Dimensions <u>Social Studies</u> Social Studies Weekly (3) MyWorld Interactive (4-5)

Academic Arts

At North Charleston Creative Arts Elementary we use an arts integrated approach which combines the fine and performing arts with the core instructional program. We hold the distinction as an Arts in Basic Curriculum site, along with recognition from The Distinguished Arts Program.

We ensure our students have access to an array of fine arts programs, each one embedded into the fabric of our school.

- **Visual Arts:** Focuses on instilling creativity and confidence in all students through the development of motor skills, language skills, social skills, decision-making, and risk-taking.
- **Dance:** Exposes our students to a variety of styles like jazz, ballet, tap, & modern with an emphasis on embracing creative movement.
- **Theater:** Features a "black-box style" classroom with costumes, props, and lights. The program focuses on improving literacy skills through fun and engaging drama lessons and activities.
- **General Music:** Provides each student with a well-rounded music education which includes singing, hands-on instruments, theory, and performance opportunities to build student confidence and the love of music.
- **Strings and Piano:** Are additional elective classes families can sign up for which offer leveled instruction in PreK through the 5th grade.

Students in grades PreK–5 attend the core Academic Arts (Dance, Theater, Music, Visual Arts) daily on a quarter rotation. CD students are provided arts-based activities through Creative Curriculum.

Homework Policy

Homework is practice of what you learned in class. Grade level expectations for homework will vary and naturally will be a bit more stringent with each sequential grade level. It is the student's responsibility to do the work and return it to school when assigned. Students in grades K–5 should have at least 20–30 minutes a night (average time). **The number of minutes should correlate to grade level as follows:** 50 minutes for 5th, 40 minutes for 4th, etc. This should always include 15–20 minutes of free reading. Make sure there is a special place and time to do homework. Parents are encouraged to check to see if it is done and correct. (Students, make sure you understand the assignment before leaving school.) Homework information will be included in folders and in the teacher weekly newsletters (via email).

Grading

Grading is an important part of evaluation. Teachers will communicate grading percentages and grade level expectations for assignment weights with families.

Report cards will go home at the end of each nine weeks, in student Wednesday folders. The dates are as follows:

- Week of October 30th
- Week of January 29th
- Week of April 9th
- Week of June 12th

Progress Reports will go home in student Wednesday folders.

The dates are as follows:

- Week of September 25th
- Week of December 4th
- Week of February 26th
- Week of May 6th

Report Cards and Progress Reports need to be signed and returned to school the following day. Teacher comments on report cards help you, as the parent/guardian, have a window into the classroom and will reflect students' strengths and weaknesses. Teachers

will hold conferences with parents in order for parents to receive their first report card. Conferences will be held near the end of the first marking period.

- PreK-2nd Grade reports will determine student levels based on a letter grade which denotes current development level, per standard.

The grades will be indicated, as follows:

- o C (Consistent)
 - o E (Emerging)
 - o N (Not Met)
 - o N/A (Not Assessed)
- Grades 3-5 Grade reports will determine grade averages based on percentages. The grading scale is a 10-point scale, and is as follows:
- o A: 90-100%
 - o B: 80-90%
 - o C: 70-80%
 - o D: 60-70%
 - o F: 50-60%

Field Trip Policy-CCSD

The Board supports the idea of extending the school program by providing learning experiences and other activities away from school which are of value in helping achieve educational objectives. These extensions of classroom instruction and the school program are referred to as field trips. For purposes of this policy, a field trip is defined as any school sponsored activity which takes one or more students away from the school setting.

There are two types of field trips:

1. Instructional Field Trips (extensions of classroom instruction)
2. Interscholastic/Extracurricular Field Trips (extensions of the school program)

Field trips are further classified by the length of time and the approving authority.

1. A field trip which will be completed and students returned to school at the close of the normal school day. Approving Authority -- Principal.
2. A field trip which will be completed and students returned to school after the close of the normal school day or a field trip which will not be completed in one day. Approving Authority – Superintendent.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his school program to enable him to participate and shall be counseled as to his

obligations in fulfilling them. The administration may place restrictions upon a student's participation, when in the staff's judgment, their welfare requires it. Charges or fees for field trips may be necessary.

Students who participate in field trip activities shall be limited to those who are participating in the particular subject or activity and will benefit by achievement of the specific educational objective.

The Superintendent shall develop administrative regulations pertaining to the implementation of this policy. Adopted: July 14, 1975 Revised: April 2012

*Please be aware that teachers and parents chaperoning field trips are responsible for NCCAE students. Therefore, please do not bring any other children on school field trips. All chaperones require clearance from the school district and are not allowed to ride the school buses.

Student Support

If you have any concerns, please reach out to your child's teacher. The partnership between home and school is critical for success for all children.

Textbooks & Library Books

Students are responsible for school-issued textbooks and/or library books. If books are lost or damaged, replacement costs will be the responsibility of the parent.

Assessments

- **ACCESS for ELLs:**
 - An assessment of English language proficiency for students in grades K–12, who are classified as Multilingual Learners (MLLs).
 - Students take ACCESS in early Spring
 - Alternate ACCESS assessment is administered to MLL students who meet the criteria for alternate assessment that prevents their meaningful participation in the ACCESS for ELLs® assessment
 - More information: **ACCESS for ELLs®**
- **CogAT (Cognitive Abilities Test) & IA (Iowa Assessments):**
 - Grade 2 only
 - CogAT and IA are used to identify students for Gifted and Talented programs.
 - The identification of gifted and talented students is a multi-step process which consists of screening and referral, assessment of eligibility, and placement.

- More information: [Cognitive Abilities Test \(CogAT\) and Iowa Assessments \(IA\) for Grade 2](#)
- **FastBridge:**
 - Students in Kindergarten and 1st grade will take the FastBridge Assessment. Kindergarten students take both early reading and early math. 1st grade students take early reading only.
 - Provides information on foundational skills, student growth, progress monitoring and proficiency.
 - The FastBridge earlyReading meets the state mandated requirements for primary grades
 - More information: [FastBridge Universal Screening](#)
- **iReady:**
 - Used by every school in CCSD to measure student growth
 - Students in grades K-5 will take diagnostic tests in both Reading and Mathematics in the Fall, Winter and Spring.
 - Assessments are administered on iPads in Kindergarten and first grade. They are administered on Chromebooks in grades 2-5.
 - These are untimed and are completed in small sections over several days. Student progress is measured and the individual student pathway is adapted to meet the needs of the student. Students use iReady throughout the year to both support and accelerate their learning.
- **myIGDIs (my Individual Growth and Development Indicators):**
 - Individually administered by the teacher to students in Pre-K
 - Administered three times during the school year
 - Supports the identification of preschool children requiring additional diagnostic assessment or levels of intervention in oral language, phonological awareness, alphabet knowledge, and comprehension
 - Can be used to measure developmental gains and inform instructional needs of individual children
 - More information: [Pre-K Readiness Assessments](#)
- **South Carolina Alternate Assessment (SC-ALT):**
 - For students in grades 3-11 with significant cognitive disabilities, who are assessed against alternate achievement standards as they are unable to participate in the general assessment program even with accommodations
 - More information: [South Carolina Alternate Assessment](#)
- **SCREADY:**
 - Statewide assessments in ELA, Math, and Science

- These untimed, standardized tests are given in the Spring to all students in grades 3–5.
- All 3rd–5th grade students will take the SCREADY ELA and Math assessments.
- Only 4th grade students will take the SCREADY Science assessment.
- Test results are shared in the Fall and used to help highlight students' academic strengths and opportunities for growth.
- More information: [SCREADY Information For Parents](#)

TECHNOLOGY & INTERNET GUIDELINES

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent With Ccsd Board Policy: Jicj – Electronic And Wireless Device.

Cell Phone & Smartwatch Policy

- Cell phones & smartwatch use are prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher or school staff member.
- During the instructional day, cell phones & smartwatches must remain out of sight, in book bags, and in silent mode.
- Cell phones & smartwatches must be placed in lockers, backpacks, or another location away from students and their desks during tests and assessments.
- If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.
- Students may be subject to disciplinary action if their use of their cell phone or smartwatch disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone or smartwatch. Students must properly secure and take care of their own cell phones and smartwatches.
- Students and their parents must read the electronic and wireless device policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their cell phones & smartwatches at school until the signed policy is returned.

If students violate the school's cell phone and smartwatch policy, the following may occur:

1st Occurrence	2nd Occurrence	3rd Occurrence
<input type="checkbox"/> Student receives a warning. <input type="checkbox"/> Cell phone and smartwatch policy expectations reminded and retaught by staff members. <input type="checkbox"/> Parent note/email sent home by staff member	<input type="checkbox"/> Cell phones and/or smartwatches are confiscated by staff members and held in the main office until parent/guardian picks up the cell phone and/or smartwatch <input type="checkbox"/> Student must put the device in their bookbag <input type="checkbox"/> Parent phone call by end of day (3pm)	<input type="checkbox"/> Cell phones and/or smartwatches are taken by the teacher. <input type="checkbox"/> Admin will call parent to pick up the device

Student School Devices

- Students are responsible for maintaining their mobile devices and keeping them in good working order.
- Student devices must never be left in a locker, unlocked car, or any unsupervised area in school or outside of school; Cords must be inserted carefully into the device to prevent damage
- Devices must remain free of any writing, drawing, stickers, or labels that are not the issued property of CCSD

Devices Left in Unsupervised Areas

- Under no circumstances should devices be left unsupervised by the student. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms, hallways and any area without supervision. Any device left in these areas is in danger of being stolen.

Loss, Theft, and Vandalism

- In cases of theft, vandalism, and other criminal acts, a police report must be filed by the student and/or parent; a copy of the police/fire report must be provided to the main office
- Students/parents may be held responsible for full payment for the replacement of any assigned CCSD student mobile devices that are not returned to school and accounted for (stolen off campus or lost).
 - Device cost: \$407

- Charging cord cost \$30 (iPad) \$40 (Chromebook)

District-Installed Apps

- Apps installed by CCSD and/or the school must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add apps for use in a particular course. Periodic checks may be made by designated staff to ensure that students have not added inappropriate content.

Inspection

- Students may be selected at random to provide their CCSD-issued mobile devices for inspection by any designated staff members at school.

Responsible Use & Digital Citizenship

Statement of Responsibility

- The user is responsible for what he/she says and does on the district's network. It is important for the user to stop and think before communicating and to show respect for others. Student users must assume that none of their data is private or confidential. Any communication or data may be subject to review by district and/or school administration.

Parent/Guardian Responsibilities

- It is expected that parents/guardians talk with their children about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Common Sense Media is the district's digital citizenship curriculum.

School and District Responsibilities

- CCSD provides Internet content filtering in compliance with the Children's Internet Protection Act (CIPA) while using the CCSD network.
- CCSD reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources

Student Responsibilities

- Students will use CCSD technologies in a responsible and ethical manner
- Students will follow school rules concerning behavior and communication that apply to District network use, the CCSD Student Mobile Device Responsible Use Agreement and the CCSD Technology Acceptable Use Policy; This policy is available online and in the student handbook
- Students will help CCSD protect the District network and devices by contacting designated school personnel about any security problems they may encounter
- Students will monitor all activity on their accounts.

- If a student receives a message containing inappropriate or abusive language, he/she is asked to inform a teacher or other designated staff member
- Students will turn in their devices to their schools by a designated date; Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at a CCSD school for any reason must return the device on the date of termination

Student Discipline

- The violations and consequences outlined by this Student Mobile Device Responsible Use Handbook and Agreement are aligned with the CCSD Student Code of Conduct levels of infractions. The discipline procedures in the CCSD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all CCSD property, including school-assigned mobile devices. Depending on the seriousness of the offense, students may lose device usage rights and/or network privileges or may be suspended or in extreme cases expelled.

Electronic and Wireless Device Policy

Electronic and Wireless Device Policy

Policy IICJ: To set the parameters for student possession and use of mobile communication, computer and other wireless devices.

The Board recognizes that, depending on how they are used, mobile communication, computer and other wireless devices can be either valuable learning tools or a source of disruption in the learning environment. In order to maintain a secure and orderly learning environment, student use and possession of mobile communication, computer and other wireless devices, shall be subject to the limitations as set forth in this policy.

- "Wireless electronic device" means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages without a cable connection, such may include, but is not limited to, mobile telephones, smart phones, smart watches, tablets and computer and communications devices currently in existence. This also includes any current or emerging wireless technologies or portable information technology systems developed for similar purposes.
- This policy applies to all CCSD property, school grounds, school buildings, personal vehicles on school property, buses, CCSD vehicles at any time (during or outside of school hours), or at any school or district sponsored events.
- The "Instructional school day" is from the arrival bell until the final dismissal bell. The "instructional school day" includes, but is not limited to, study halls, lunch break, class changes and any other structured or unstructured activities.
- Students may possess mobile telephones, smart phones or other such devices as described above as long as the students adhere to the restrictions provided herein. Any unauthorized use of mobile telephones, smart phones or other such wireless devices during the instructional school day is prohibited as it can disrupt the instructional program and/or distracts from the educational environment.
- Earbuds and/or headphones may be worn in the classroom for instructional purposes and while in the cafeteria. Earbuds / Headphones may not be worn at any other time during the instructional school day.

Elementary School Students (PK - 5th grade) may possess cellular phones and other wireless communication devices provided such devices are not visible, used, or activated, and are kept in the "off" position throughout the instructional school day. Students must keep their cellular phones and other wireless communication devices stored in a purse, locker, backpack, or other non-visible secure location during the instructional school day.

Times of Authorized Use for Elementary School

- Before the beginning of the instructional school day
- After the dismissal bell at the end of the instructional school day
- During classroom instruction when directed by the teacher

Middle School Students (6th - 8th grade) may possess mobile telephones, smart phones or other such devices as described above on school property and school-sponsored transportation, provided they are not visible, used or activated, and are kept in a silent or "airplane" mode, blocking all alerts throughout the instructional school day and while on school-sponsored transportation. Middle school students must keep their mobile telephones, smart phones or other such devices as described above stored in a vehicle, locker, pocket, purse, backpack, or other non-visible secure location.

Times of Authorized Use for Middle School

- Before the beginning of the instructional school day
- After the dismissal bell at the end of the instructional school day
- During classroom instruction when directed by the teacher
- During lunch while in the cafeteria

High School Students (9th - 12th grades) may possess mobile telephones, smart phones or other such devices as described above on school property and school-sponsored transportation, provided such devices are not visible, used or activated, and are kept in a silent or "airplane" mode, blocking all alerts, throughout the instructional school day and while on school-sponsored transportation. High school students must keep their mobile telephones, smart phones or other such devices as described above stored in a vehicle, locker, pocket, purse, backpack, or other non-visible secure location. High school principals may modify the instructional school day to establish other authorized times of use.

Times of Authorized Use for High School

- Before the beginning of the instructional school day
- After the dismissal bell at the end of the instructional school day
- During classroom instruction when directed by the teacher

My child and I have read and discussed the CCSD's Electronic and Wireless Device Policy. Our signatures indicate that we acknowledge and accept the expectations regarding electronic and wireless devices.

Student Name: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

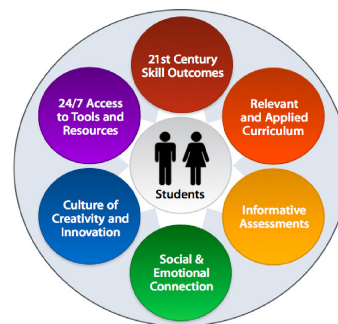
Date: _____

STUDENT MOBILE DEVICE RESPONSIBLE USE AGREEMENT

Any acts seen as not meeting this pledge are considered infractions resulting in consequences of limited or no mobile device use.

STUDENTS

- I will take care of my assigned device.
- I will never leave my device unattended.
- I will not loan out my device to other individuals.
- I will know where my device is at all times.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by keeping it in the assigned protective case at all times (iPads).
- I will use my device in ways that are appropriate and that conform to CCSD expectations.
- I will not place non-approved decorations (such as stickers, markers, etc.) on the device.
- I will not deface the serial number device sticker on any mobile device.
- I understand that my device is subject to inspection at any time without notice and remains the property of CCSD.
- I will follow the expectations outlined in the CCSD Student Mobile Device Responsible Use Handbook at all times.
- I will notify the teacher and school administrator as soon as possible in the event of damage, theft, or loss.
- I agree to return my assigned device, case, and charging cord/brick (TAKE-HOME) to school in good working condition.



PARENTS

- I am responsible for the cost of devices and charging cords that are not returned by the specified date (established by the school) [Mobile device - \$407, charging cord - \$30].
- I understand and agree to the stipulations set forth in this Student Mobile Device Responsible Usage Agreement and the CCSD Technology Acceptable Use Policy.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Date: _____