

The mission of Drayton Hall is to provide our students with a quality education in a safe environment. In cooperation with parents and the community, the staff will prepare each student for academic excellence, social responsibility, and personal success through the use of a challenging and relevant curriculum.



Drayton Hall Elementary Parent-Student Handbook

2023-2024

Updated August 2023 with current CCSD Policies and Procedures

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***** Indicates policy needs to be closely reviewed and a parent needs to initial it has been reviewed on the Parent/Student Handbook Verification Form located here: [Parent-Student Handbook Verification Form](#). The form has been/will be sent home in First Day Packets.

Dear Parents,

This handbook was developed to familiarize you with Drayton Hall Elementary School's procedures, policies, goals, and expectations. We appreciate you taking the time to review its contents and supporting the faculty at Drayton Hall while we strive to create the optimal learning environment for all of our students. This handbook is available through our website in an effort to make it more accessible and paperless.

Hopefully, the information in the handbook answers many of your questions. Should you need clarification on any school matter, please contact us at 843-852-0678.

You will receive a checklist from your child's teacher (a form titled [Parent/Student Handbook Verification Form](#)). As you read this handbook, you will see the statement **"Policy Requires Signature on Parent/Student Handbook Verification Form"**. Please read ALL policies carefully. By putting your initials next to the policy on the Parent/Student Handbook Verification Form, you are confirming that you have reviewed and agree to abide by each. Please be sure to initial the appropriate line for each policy and sign the bottom of this form prior to returning it to school. You do not need to print and return any of this referenced information from the website.

A close home/school relationship built on mutual trust and respect is necessary to promote the best interests of our children. At Drayton Hall, we take pride in the relationships that we form with students, parents, and the community at large. It is through these relationships that we are able to continue our success. In fostering relationships with each of you, we ask that you promote Drayton Hall in a positive manner in the community and at home. Together, we can continue the positive impact we have on our incredibly supportive community. We look forward to working with you this year and hope you will join us at our many school events throughout the year.

Sincerely,

Brian Agnew, Principal
Katherine Anderson, Assistant Principal

CCSD INFORMATION

Drayton Hall Elementary

3183 Ashley River Road
Charleston, SC 29414
843-852-0678
draytonhall.ccsdschools.com

CHARLESTON COUNTY DISTRICT OFFICES

75 Calhoun Street
Charleston, SC 29401
843-937-6300
Eric Gallien, Superintendent of Schools
Jennifer M. Swearingen, Associate Superintendent for the Elementary Learning Community
www.ccsdschools.com

Elementary Learning Community Office

75 Calhoun St.
Charleston, SC 29401
843-937-6401

AVENUES FOR SUPPORT

PROCEDURES FOR PARENTS WITH CONCERNS

FIRST – Child's Teacher (Please communicate first with your child's teacher.)
SECOND – Tammi Spivey, Guidance Counselor, tammi_spivey@charleston.k12.sc.us
FINAL – Brian Agnew, Principal, and/or Katherine Anderson, Assistant Principal
brian_agnew@charleston.k12.sc.us katherine_anderson@charleston.k12.sc.us
DISTRICT LEVEL – The Office of Family and Community Engagement,
<https://www.ccsdschools.com/Page/2289>

AVAILABLE RESOURCES

Whenever the Principal is not in the building, Katherine Anderson, Assistant Principal, will assume the Principal's responsibilities. In the rare occurrence both the Principal and Assistant Principal are out of the building, the Guidance Counselor will assume responsibility.

SCHOOL BUS CONCERNS

First Student Bus Co. Contact (843-388-6107)
First Student Supervisor, Lakisha Brown (843-745-7084)
Katherine Anderson (843-852-0678 or 843-852-2043)
Please complete the [Bus Transportation Complaint Form](#) to log issues unrelated to student discipline. For issues regarding student discipline or behavior, please contact Katherine Anderson, Assistant Principal at katherine_anderson@charleston.k12.sc.us. If available, utilize the First Student Remind App for bus notifications.

SCHOOL GROUNDS

DRAYTON HALL ELEMENTARY SCHOOL AND ITS GROUNDS ARE SMOKE-FREE/TOBACCO FREE ZONES. NO SMOKING OR USE OF TOBACCO PRODUCTS IS ALLOWED.

OFFICE TELEPHONES

The school requests that your child be given all necessary instructions and notes before leaving home in the morning. School phones are available for students only in the event of an emergency. Students will not be sent to the office to call home for items that they forgot to bring to school (ex. Lunch, homework, instruments, etc.). Please note, that personal student cell phones must be turned off and in their bookbags during the instructional day.

EMERGENCY CARDS (Policy Requires Signature on Parent/Student Handbook Verification Form)

An Emergency Card is required for each student. These are completed online each year during the registration process.

ABSENCES/TARDIES (Policy Requires Signature on Parent/Student Handbook Verification Form)

A high attendance rate is crucial and students are expected to attend school regularly. Because of this, student attendance is one of the criteria by which we are evaluated by the State each year. **Regular, prompt school attendance is essential for student success.** Parents/Guardians must ensure that all school-age children in their care are in school and on time every day. The complete Absence/Truancy policy for CCSD can be found in the Student Code of Conduct that you and your child have read and signed. We appreciate your support in emphasizing the importance of promptness and regular attendance.

Please note the following:

- All absences require a handwritten explanation (**emails will no longer be accepted**) from the parent/guardian **within three (3) school days** from the date of return of the absence. **Written explanations must include the student's name, parent's full name and phone number, date (s) of absence (s), and documentation or reason for the absence.** Absences are unexcused without this note to the teacher. There is no need to call the school to let us know your child is absent. Any absences over 3 consecutive days will only be excused with medical or legal documentation.
- Absences in excess of ten days per year will not be excused without official medical or legal documentation.
- **Family vacations are recorded as an unexcused absence.**
- Truancy occurs when a student has (a) five unexcused and/or unverified absences or (b) three consecutive unexcused or unverified absences. Truancy notifications will be provided to parents after the first offense and truancy intervention conferences will be held for each truancy that occurs after the first.
- If a student is late for school because of a medical appointment, a doctor's note is required in order for the tardy to be considered excused.
- Any excused or unexcused tardy will prevent a student from earning 100% attendance awards throughout, and at the end of, the year.
- Any student who reports to school after 8:30 am will be marked tardy. Beginning at 8:30am, the doors by the car rider line will be closed and all students will be directed to use the doors by the main office to enter the building. Students entering the building after 8:30 am will be marked tardy by their classroom teacher or the front office. Please note that staff may still be outside unloading cars after the 8:30 am bell to ensure the safety of our students. A staff member unloading your car does not mean the student isn't going to be marked tardy.
- Entering the room even a few minutes late is disruptive to the learning environment for all students and it delays the beginning of the school day.

What Happens if My Child has Unlawful Absences?

1. School personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will complete a truancy investigation.
 - a. A conference may be required with the student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
 - b. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student.
3. When a student accumulates seven (7) unlawful absences, the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
4. The student's absences will be monitored. If a student continues to be unlawfully absent, a truancy referral is made to the Office of Student Placement, and a district-level conference will be scheduled.
5. In the event that unlawful absences continue following the district-level conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.
6. For students attending Drayton Hall Elementary on a Voluntary Transfer, parents are responsible for daily transportation, ensuring regular attendance (including no tardiness or late pick up), and compliance with behavior expectations as noted in the CCSD Code of Conduct. Failure to meet any of these expectations will result in the transfer being revoked and the child returning to their home school.

MAKE-UP WORK DURING ABSENCES

- To ensure continued academic progress, students are expected to make up work missed due to an absence. Due to the nature of instructional planning and pacing, work cannot be provided prior to a student's absence.
- Make-up work will be provided for those students who have missed 3 or more consecutive days of school.
- Teachers will work with students who miss a day to complete assignments upon their return.

DAILY SCHEDULE

Students may not be left unattended before 8:05 AM. You may be in the loop prior to 8:05 AM; however, students may not be released from vehicles until 8:05 AM.

8:05 AM Students may enter the building. They may go to the cafeteria if they need breakfast.

8:30 AM Tardy Bell Rings

8:30 AM Morning Announcements and News Show

3:10 PM Afternoon Announcements

3:30 PM Dismissal

Any children waiting to be picked up by car after 4:00 PM will need to be signed out in the front office. Documentation of late pick-ups will be maintained in the front office and excessive lateness will result in a residency verification check.

EARLY CHECK-OUT

- Please make every effort to schedule appointments for your child outside of school hours. We cannot impress upon parents enough that calling into a classroom to request your child for dismissal interrupts not only your child's learning but also that of the entire class. Early check out, excused or unexcused, WILL be monitored by the office staff and administration.
- Upon arrival at the office, your driver's license (or the person with permission to pick up your student) may be required and only parents/guardians or someone approved by the parent in writing ahead of time will be allowed to pick up a child.
- If the early release is for a doctor's appointment, bring in a note from the doctor the next day.
- Parents will not be permitted to pick up students after 2:30 PM (12:30 PM on Early Release Days). At 2:30 PM (12:30 PM on Early Release Days), our faculty and staff begin our dismissal procedures, and interrupting those procedures to dismiss individual children becomes a significant safety issue.
- For the safety of our students, we are unable to take phone requests for student dismissal changes. A student must have all directions for any changes in his/her afternoon schedule before he/she leaves home and all changes must be made in writing to the teacher. Of course, emergencies happen and, naturally, we understand those circumstances. However, we will not be able to repeatedly contact the same students for changes of plans.
- If students are dismissed at recess, they will be delayed by having to first report to the classroom to collect their backpacks.

EMERGENCY EARLY-DISMISSAL (Policy Requires Signature on Parent/Student Handbook Verification Form)

When adverse weather conditions threaten, officials in the Charleston County School District monitor the situation closely. Students and parents are encouraged to watch Charleston area television news broadcasts, the Weather Channel, or listen to the Charleston area radio news reports for information on school closings. Announcements of school closings in Charleston County are released to the Charleston area media as soon as a decision on closing has been made. District officials also have the option of calling for a delayed opening. A delayed opening is when all schools, area offices, and district offices operate on a two-hour delay. The following will be the school schedule in the event of a delayed opening:

- Schools and offices will open two (2) hours later than usual. For DHES that would be 10:05 AM.
- Students should not be dropped off before school opens.
- Buses will run two (2) hours later than normal in the morning.
- The school day will end at the regular time.

TRAFFIC PROCEDURES

- If you prefer to walk your child up to the school door, please park in the main parking lot (not in front of the school's main entrance) and walk your child to the side entrance of the building. You are responsible for safely walking your child all the way up to the side entrance. **Under no circumstances should a child walk any portion of this route unescorted by an adult.**

BUS TRANSPORTATION (Policy Requires Signature on Parent/Student Handbook Verification Form)
DHES Important Bus Rider Information Document (please click on the link)

• Our children's lives are precious. We must do our best to ensure that all students arrive at school and at home safely. Riding the school bus is a privilege that can be revoked if rules are not followed. We expect all of our students to be considerate of their fellow students and driver while riding the bus. Please review the following safety policies with your child(ren):

1. I will obey all school and county bus safety rules.
 2. I will never stick parts of my body out of the window.
 3. I will never throw anything in the bus or out of the bus (this is illegal).
 4. I will use the sidewalks when possible.
 5. I will be at the bus stop on time.
 6. I will not push, fight, or use unacceptable language.
 7. I will sit in my seat, use my inside voice, keep the aisles clear, and refrain from blocking the driver's vision.
 8. I will listen to and obey the driver at all times.
 9. I will not bring weapons or unsafe articles on the bus.
 10. I will obey all school and county bus safety rules.
 11. I will not deface or destroy the bus or its seats.
 12. I will be careful at the bus stop and will exit and board the bus in a safe manner.
 13. I will get permission to open windows.
- The administration will decide on appropriate consequences for misbehavior on buses with the guidance of the district's Progressive Discipline Plan. Serious misbehavior that endangers your child and other children on the bus will result in severe consequences regardless of the number of offenses. WE STRICTLY ENFORCE BUS SAFETY RULES. Consequences range from parent/student conferences to bus suspension for one day up to several weeks. Each time a student is suspended from riding the bus, parents must provide transportation for their children to and from school.
 - Students are not permitted to ride a bus other than the one assigned. Each bus has a full load of students. By adding an extra student to the bus, we create a possible overcrowded situation. If it becomes necessary for your child to ride another bus for reasons of childcare, etc., please write the note ahead of time so that a bus pass can be issued by the office.
 - If there is a change in the way a student normally goes home, we MUST have written permission from the parent. We must be able to reach the parent by phone for verification.
 - It is of the utmost importance that students, even though suspended from riding the bus, arrive at school on time. Students should not arrive before 8:05 AM. Tardies and absences due to bus suspension are unexcused. It is of equal importance for the safety of the student that parents pick up their children at dismissal time. Teachers are NOT on duty after 3:45 PM.

FIELD TRIPS

Field trips are a part of the curriculum and attendance is encouraged. Parents who do not wish their child to attend a field trip due to a lack of funds are encouraged to contact the office. Confidential assistance is available. Parents who prefer their child not to attend a field trip for another reason must state the reason in writing. The child must attend school on the field trip day even if they are not participating as other work related to the field trip objectives will be provided. Students may be denied participation in field trips due to continuing behavioral problems in the classroom or a parent may be required to attend the field trip to accompany their child. All students must ride the bus to and from field trips. All chaperones must be CCSD registered volunteers. In the event that a parent shows up to chaperone/volunteer, and they are not a registered CCSD volunteer, the parent will not be allowed to attend the field trip. To complete the CCSD volunteer form, please use this [link](#).

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)

Charges or fees for field trips may be necessary. No funds are budgeted for field trips.

Please be aware that all chaperones are responsible for Drayton Hall students. Do not bring other children on school field trips and refrain from using cell phones. Chaperones are not allowed to ride the school buses.

ARRIVAL PROCEDURES

- Car rider arrivals will unload on the side of the school closest to the gym and music room. Students should arrive at school between 8:05 am and 8:30 am. When children are dropped off at 8:25 am, it begins their day in a rushed, disorganized manner. Dropping off your child on time is one of the most important ways in which you can advocate for his or her education.
- Students may not be dropped off before 8:05 am because there is no adult supervision prior to that time.
- Students may enter the building at 8:05 am. They may go straight to the cafeteria to have breakfast or report to their assigned area for morning arrival. Each grade level will have a designated spot that is monitored by staff members. When they report to their area the students will sit and read a book until their teacher picks them up or they report to class at 8:30am. **Class begins promptly at 8:30 am.** Please note that staff or safety patrol may still be outside unloading cars after the 8:30 am bell to ensure the safety of our students. A staff or safety patrol member unloading your car does not mean the student is “on time” for school. If they are arriving TO CLASS after 8:30 they will be marked tardy by the classroom teacher or the front office. After 8:30 am, students must be signed into the front office by an adult.
- Bus riders will be dropped off at the bus loop located in front of the building.
- Car riders and walkers enter the building through the side entrance of the school.
- Children must remain in the car until they reach the sidewalk under the awning.
- Bike riders must dismount from their bicycles as soon as they reach the school sidewalks. From this point, bicycles are to be walked to the rack. They are to remain in the racks until students have been dismissed for the day. Students are not to mount bicycles until they are off the school grounds. This is to avoid any possible injury to the student and others. The school cannot be responsible for lost or stolen bicycles. Locks and other precautionary measures are the responsibility of the parents and the child.
- Faculty members, located on the sidewalk, the entry doors, and throughout the hallways will greet and guide your child through the hallways. Student Safety Patrol members will also be available to assist. Staff and Student Safety Patrol Members are strategically placed throughout the building to help assist students during our arrival time.

DISMISSAL PROCEDURES

- Dismissal begins each day at 3:25 pm.
 - Students will remain in their classrooms during dismissal. They will be called to the car rider line once their parent has checked in through the School Dismissal Manager app.
 - Parents will enter the car rider line and “scan” the QR code at the designated point. Once the QR code is scanned, the parent can begin the check-in process. THE CHECK-IN PROCESS can not begin until 3:10 PM each day. As parents scan the QR code, the students name will display in the classroom alerting the teacher to dismiss the student to the car rider line. A staff member will then “dismiss” the student through the School Dismissal Manager app to the parent that requested to pick them up. It is vitally important that all contacts are listed in School Dismissal Manager and that they have access to their Parent Pin Code. Please email Katherine Anderson if you have any questions (katherine_anderson@charleston.k12.sc.us)
 - If the adult picking up a student does not have a School Dismissal Manager account they will be directed to the front office. Once the adult is directed to the front office they must be listed on the student's emergency card and have a photo ID.
- Cars will create a double line at the beginning of dismissal and then merge into a single line after the 1st group of students is dismissed. Please pull as far forward as directed in order to allow for us to load as many cars as possible.
- Children who are considered “walkers” will only be dismissed at the playground gate. Parents will need to set this as the “default” transportation in the School Dismissal Manager app for each student that they wish to be a walker. Parents will also need to complete a walker permission slip form to indicate whether or not the student needs to wait for an adult, walk with a sibling, or walk home alone. Please contact Erika McAllister if you have questions regarding this process (erika_mcallister@charleston.k12.sc.us). Student safety is our top priority, and an orderly dismissal is necessary to ensure that each child is properly dismissed. Please present your school-issued placard in the walker area to assist us in knowing that each child is going home with the appropriate parent or guardian. Parents will not be permitted to park in the school parking lots in order to walk over to get their child as a “walker”. This slows down our dismissal procedures and is not permitted due to safety concerns.
- **Please stay off cell phones all the way through the pick-up line.**
- If you have a dog in the car, ensure that the dog is secured.
- **Changes in Dismissal Plans:** Changes must be made in the School Dismissal Manager app prior to 2:00 pm daily. Remain in your car during pick-up and pull to the left of the car rider line to fasten your child into their seat. A teacher will escort your child to the car when you are able to pull up to the canopy area. This applies to Kindergarten parents too. This is important.

CLINIC AND MEDICATION (Policy Requires Signature on Parent/Student Handbook Verification Form)

- Our school nurse is Alysia Upchurch. She can be reached at alysia_upchurch@charleston.k12.sc.us or 843-852-2045. Please communicate all medical needs with Nurse Upchurch.
- Please refer to CCSD [Policy JLCD](#) to answer questions regarding the school district's policy on dispensing medications. A Doctor's Order is attached to this policy and must be completed by the parent and doctor prior to the nurse dispensing prescribed medications. Any medical procedure (such as blood sugar checks, and tube feedings) to be performed at school also requires a Doctor's Order form to be completed.
- CCSD Schools are currently allowed to dispense a limited list of over-the-counter medications with parent permission. Please see the clinic emergency card for the list.
- All medicine should be sent in its original container and brought to the office upon arrival at school by the parent. Under no circumstances can a child transport any medication (over-the-counter, prescribed, etc) at any time.
- The clinic is limited to handling first aid cases that occur at school. A sick child should not come to school. If your child has a fever or is vomiting, he/she should be fever free and not vomiting without medication for 24 hours before returning to school. If a child becomes sick at school, he/she will be sent home as soon as his/her parents can be contacted. It is of utmost importance that phone numbers on emergency cards and information cards be kept current.
- Controlling head lice is the responsibility of the parent. It is important that you check your children's heads frequently, especially if they complain of itching. When washing bedding and other items that your child sleeps with, be sure to use very hot water followed by a very hot setting on your dryer. Other items can be placed in plastic bags and tied tightly for about 72 hours. Your child can return to school after he or she has been treated. Please bring your child to the clinic for a quick lice check prior to returning to class. If you choose to use lice shampoo, please bring proof that the shampoo treatment was administered such as the empty bottle. If you have any questions, please phone the school nurse or visit our website for helpful information. Our nurse provides prevention tips for teachers, students, and parents throughout the school year.
- Annual Vision and Hearing Screening: Children are routinely checked by the school for vision and hearing.

DRESS CODE (Policy Requires Signature on Parent/Student Handbook Verification Form)

The goal of our dress code is to provide parents and students with a wide variety of clothing options while ensuring that student attire does not interfere with instruction. All students are expected to wear appropriate clothing that complies with the CCSD Code of Conduct. Drayton Hall Elementary T-shirts are available for purchase and event shirts will be sold throughout the year. Thank you for ensuring that your child adheres to our dress code policy.

- Shoes with a closed toe are required (backless shoes and those with greater than a 1/2" heel are not permitted).
- Athletic shoes and socks should be worn on PE days.
- Shorts and skirts must be "fingertip" length.
- When leggings are worn, the accompanying top must be an appropriate length (must be fingertip length, long enough to cover front and back areas)
- Halter tops or spaghetti straps are not allowed. Shirt straps must be at least the width of two fingers. Please help us instill this early, as it is difficult to say that younger students can wear these items and older students cannot.
- Shirts must cover the midriff, back, and chest.
- Hats, bandanas, or headgear are not allowed (hats may be worn at recess on cold days).
- Hoods may not be worn indoors.
- Perfumes and colognes should not be worn as some students can be highly sensitive to them.
- Clothing must fit properly: not oversized or too tight, and pants must fit at the waist.
- Clothing and accessories may not display profanity, suggestive phrases, weapons, and/or offensive/inflammatory graphics or statements. Please keep in mind that some images (skeletons, skulls, etc) can be frightening to other children).
- Any attire (bracelets, necklaces, accessories, etc.) that is determined to be unsafe or a distraction to the learning environment is not allowed.
- Per CCSD policy cell phones capable of making phone calls must be turned off and kept in bookbags while students are in the building.

VOLUNTEERS

- Prior to working with students in the classroom, in small groups, or attending field trips, all volunteers must complete the “Volunteer Background Check” using this [link](#) and then click on “Volunteer Application”. Failure to have this completed could result in not being able to work with students or attend field trips.
- When volunteering, we ask that you are consistent and notify the teacher or staff member in advance if you cannot make your scheduled time.
- Please use the adult restrooms only.
- Avoid cell phone use whenever you are working with students and refrain from taking photos of students or their work.
- Volunteers will need to park in the front parking lot.

Effective July 1, 2023, individuals who wish to volunteer with CCSD will be required to pay \$5 to cover the cost of the criminal background check.

VISITORS

- Parking for all faculty members as well as visitors will be in the front or side parking lot. Additional visitor spaces will be provided in front of the main entrance. These spaces are intended for short, 10-minute visits (picking up a sick child, dropping something off in the office, etc.) These spaces are not intended for morning drop-off, volunteering, or afternoon pick-up.
- Parents and other visitors are always welcome in the school, but please remember that student learning and safety are our top priorities.
- It is mandatory that all visitors, including ALL parents, volunteers, substitutes, and any adult, stop at the front office, present a valid driver's license (if you have not been entered into our system), and receive a “VISITOR” pass which will indicate your destination. Please make sure your visitor's pass is clearly visible and adhered to your shirt or lapel. It is unlawful to enter the school without signing in and receiving a pass.
- All school personnel and volunteers will wear identification badges to help students and parents identify them. Teachers will not permit parents or other visitors to enter their classrooms without required identification. All visitors must check-in with the office. Staff members are expected to ask any adult without identification to please check in with the office. This is for the safety of all our children when in our charge. For large activities/performances, a form will be sent to allow visitors the opportunity to RSVP and have a preprinted badge upon arrival. We would love to have you see what your children are learning!
- All visitors to Drayton Hall are asked to use the adult bathrooms. No adult should ever be in student restrooms.

PARENT/TEACHER CONFERENCES

Teacher/parent conferences are more effective and productive when teachers can prepare for the conferences and have all the necessary information for parents. Please schedule conferences in advance with your child's teacher. Conferences are not available while teachers are teaching or supervising children. Conferences are required by the district at the end of the first quarter for parents to receive report cards.

CLASS VISITATION AND OUTSIDE OBSERVATIONS

- Drayton Hall parents are welcome to observe in the classrooms with approval from the administration. Please contact the office to set up an observation and allow 48 hours for the team to schedule your observation. You will stop by the school office upon arrival, sign a confidentiality agreement, and receive an identification sticker to wear while you are in the building.
- Unannounced visits will not be allowed. Please do not visit your child's class without first establishing an appropriate visit time with your child's teacher and/or administration.
- For the safety of our children, teachers are required to enforce our visitation policy.
- During all visits (classroom, cafeteria, etc), we ask that your cell phones be turned off and out of sight. Taking photos of children other than your own is not permitted.
- On an individual case basis, and when deemed appropriate, outside therapists or special education providers may schedule an observation in the school setting. This observation should include a clear purpose, must be scheduled at least 24 hours in advance with an administrator, and must conclude within one hour. As we are working as a team to help each child, we ask that copies of notes/documentation be provided to the front office upon check-out. Outside observers will be escorted by the administration throughout the observation.

MEAL PROGRAMS

Drayton Hall Elementary is part of the Community Eligibility Provision (CEP) for the 2023–2024 school year. This program provides free breakfast and lunch meals to all enrolled students. For more information, please go to the following link: [CCSD Community Eligibility Provision \(CEP\) Schools](#)

- **The office will not accept DoorDash, Uber Eats or Food deliveries from restaurants for students.**

LUNCHROOM VISITS (Policy Requires Signature on Parent/Student Handbook Verification Form)

Many parents value the opportunity to have lunch with their children during the school day. A parent, guardian, or grandparent may visit their child in the cafeteria during his/her lunch period provided the following procedures are followed. These guidelines are intended to provide a safe and positive lunch experience for all children in the school. Visitors are required to report to the main office to sign in. State-issued photo identification is required.

Lunch Guest Procedures:

1. Adults visiting for lunch must be listed on the student emergency card and it must be indicated that contact is allowed at school. If parents choose to invite relatives or adults over the age of 18 to have lunch with their child and did not list them on the emergency card, parents must provide a signed and dated consent letter at each visit stating the full name of each visitor.
2. **Visitors may purchase a school lunch or bring one from home. Children may not share food or purchase food for another child. Parents/Guardians cannot provide food to any other children besides their own.**
3. The visitor's badge, given to you by the office staff when you check-in, must be worn on your shirt and must be easily visible by all staff.
4. The lunchroom visit must take place during the child's regularly scheduled lunch time. Parents should contact teachers in advance to ensure there are no schedule changes or conflicts.
5. The student is required to follow all cafeteria procedures including sitting in their own seat (not on a parent's lap) and remaining seated during the visit.
6. Visitors will not be allowed to remain in the cafeteria for an extended lunch time. Children being visited need to return to the classroom when the teacher lines up the class.
7. Visitors will not be allowed to walk students back to class after lunch.
8. The visitor is not allowed to take pictures, video, or make audio recordings during the visit. This protects the safety of all of our students.
9. The cafeteria is a cell-phone-free zone. Please make sure your devices are silenced and put away during your visit with your child.
10. Any questions or concerns must be directed to the principal or assistant principal. The visitor must not direct concerns to the staff or monitors, as these employees are focused on student safety and monitoring.
11. Lunchroom visitors may not visit other areas of the campus without prior approval from the main office. A new badge may need to be issued stating another location other than the cafeteria.
12. There will be no lunch visitors for the first two weeks of school. This will allow our faculty/staff to ensure lunchroom procedures are understood and consistently practiced by our students.
13. The building principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.
14. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations.
15. If you are joining your child for lunch, please be on time and notify the teacher when you can not make it.

BIRTHDAYS (Policy Requires Signature on Parent/Student Handbook Verification Form)

Birthdays are considered important days at Drayton Hall and will be announced each day on our morning news show. Students will also receive a special gift from the front office. As part of celebrating your child's birthday, you may bring in lunch for your child. Food and treats for the entire class are prohibited as we instead ask parents to keep birthday celebrations a "family affair" at home. Please do not send or bring balloons, food, treats, or flowers. Birthday party invitations may be passed out at school ONLY if every child in the class is invited.

FOOD POLICY (Policy Requires Signature on Parent/Student Handbook Verification Form)

Drayton Hall is committed to providing a safe school setting for all of our students. We also believe that teaching children to eat in a healthy manner is an important life skill. The high number of life-threatening food allergies has caused us to make a few changes to our food practices as we are committed to providing a safe school setting for all of our students. Food is not to be used as a reward or consequence on a daily basis. If there are special circumstances, please see the principal. Working together, we can help our children learn to choose healthier lifestyles and ensure that all children are safe at school. Thank you in advance for your support of the following practices:

- We are greatly reducing the amount of food sent to school, referred to as “outside food”. Outside food will consist only of a daily lunch, daily snack, and food for scheduled classroom celebrations or special events (ex. Holiday Party, End-of-the-Year Party, etc.). Teachers will review food allergy needs within the class and make sure that celebration menus are balanced and inclusive. If your child has a life-threatening food allergy, please contact the school nurse at alysia_upchurch@charleston.k12.sc.us or 843-852-2045 for more information.
- **Outside food is not permitted to celebrate children's birthdays. Instead, children will be featured on DHES News and parents are welcome to eat lunch with their children. We suggest donating a book to the DHES library in honor of your child on their birthday. If you choose to do this we will showcase it on the morning news.**
- Water bottles are always welcome. We recommend that they are washed out regularly at home. We also recommend writing your child's name on their water bottles and other personal items so they can be returned if lost. CCSD is no longer providing water bottles to schools or students.
- Items to be eaten in the classroom during daily snacks shall be healthy.
- The availability of candy will be greatly reduced and only used for rare educational purposes.
- The use of food as rewards will be limited (ex. pizza parties).
- Suggested healthy snacks include apples, bananas, raisins, grapes, carrots, strawberries, cucumbers, oranges, melon, blueberries, green and red peppers, celery, dried fruit mix, fruit cups (in light syrup), cran raisins, mini V8® juice cans, popcorn (low in butter), pretzels, cheese, chips (baked), Gogurt®, low-fat yogurt, sugar-free Jello®, low-fat pudding cups, cereal bars, trail mix, cheerios, granola bars, saltines, goldfish, rice cakes, applesauce, mini whole-grain bagels, mini Muffins, Chex Mix®, and yogurt covered raisins.
- *****Important Note***** If your child is in a classroom with others who have life-threatening food allergies, we remind you that peanuts or any snacks containing peanuts are not allowed for a snack. (Some items listed above may fall into this category.) A note requiring your signature has already been sent home if this applies to you and your child.

REPORT CARD AND GRADING SCALE

Report Cards will be sent home at the end of each nine weeks. Interim reports will be sent home to parents at the middle of each nine weeks. An explanation of the grading system is given below:

Grades CD, K,1, and 2

4- Exceeding
3- Meeting
2- Approaching
1- Not yet met
NA- Not assessed this grading period

Grades 3rd-5th

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

STANDARDIZED TESTS Change to i-Ready

- Ti-Ready is an online program for reading and/or mathematics that will help your student's teacher(s) determine your student's needs, personalize their learning, and monitor progress throughout the school year. i-Ready allows your teacher(s) to meet your student exactly where they are and provides data to increase your student's learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction.
- The Formative Assessment System for Teachers (FAST), is given in kindergarten and first grade and is used as a progress monitoring tool in all grade levels. Students take FAST in the fall, winter, and spring with teachers using the information to differentiate instruction.

INSTRUCTIONAL FEES

The \$24 instructional fee helps to cover the cost of student agendas, supplemental assistance for field trips as needed, consumable workbooks, student incentives, and any miscellaneous costs that might arise throughout the school year. We encourage those to be paid by August 31st. Parents may make payments online with this [link](#).

TECHNOLOGY ACCEPTABLE USE POLICY (Policy Requires Signature on Parent/Student Handbook Verification Form)

CCSD provides internet access to students and teachers at each of its schools. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. We believe the internet offers vast, diverse and unique resources to both students and teachers. Students and staff will have access to:

- Electronic mail (e-mail) communication;
- Information and news, as well as a variety of research institutions;
- Public domain software and shareware of all types; and
- Access to many University Library Catalogs, the Library of Congress, and ERIC – a large collection of information relevant to educators and students.

With access to computers and people worldwide comes the availability of material that may not have educational value in the context of the school setting. On a global network, however, it is impossible to control all materials and limit all access to information that has no educational value. CCSD firmly believes that the valuable resources and interaction available on this network far outweigh the possibility that some users may procure material that is inconsistent with the educational goals of the district. The smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided as a part of this handbook so that users are aware of their responsibilities when accessing the internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the internet. Internet Terms and Conditions of Use:

1. Purpose for Internet Use: All use of the internet during school hours must be in support of education and research and consistent with the educational objectives of the school district. Users must have a well-defined documented reason for accessing the internet. No "surfing" is allowed. Surfing is the term for unstructured searches. Students must have a topic, or subject, to be researched; and it must be directly related to a given assignment from teachers. There should be adult supervision while any student is researching on the internet.

2. Maintain Network Etiquette:

- Be polite. Do not send abusive or threatening messages to others.
- Do not swear or use vulgarities or other inappropriate languages.
- Do not send credit card numbers, bank account numbers, social security numbers, personal addresses, or personal phone numbers across the internet.
- The internet is not a secure or private means of communication.
- Do not disrupt network communications. Disruptions would include downloading large files, sending mass email messages, transmitting virus routines, or annoying other users.

STUDENT CELL PHONE/ SMART WATCH USE (Policy Requires Signature on Parent/Student Handbook Verification Form)

Students are not permitted to use mobile phones to text or make calls between the time they arrive at school until 3:40 PM. Students are permitted to carry mobile phones in their backpacks as long as they are not visible to staff or other students. Students are required to keep their phones powered completely off during the entire school day. (Smart Watches, Mp3 players, gaming devices, iPods and other electronic devices will be handled the same as cell phones.)

Violations will result in the following disciplinary actions:

Teachers and staff are instructed to collect cell phones or Smart Watches that are seen or heard during school hours.

A first violation will result in confiscation of the item by any staff member. The item may be retrieved at the end of the school day from the principal's office.

A second violation will result in confiscation of the item and the parent must retrieve the item from an administrator at the end of the school day.

Any future violations will result in confiscation of the item and the parent may retrieve the item from an administrator at the end of the semester/year. All incidents will be documented.

The school staff and administration will not be responsible for the loss, damage, or theft of a student's cell phone, smart watch or other electronic device. A student who brings a cell phone, a smart watch or other electronic device to school does so at his/her own risk. For more information, please refer to [CCSD Policy JICJ](#).

PERSONAL ELECTRONIC/ TECHNOLOGY DEVICES (Including Kindles, iPads, iPods, Video Games, etc.): (Policy Requires Signature on Parent/Student Handbook Verification Form)

We do NOT permit students to bring toys, trading cards, (i.e. Pokemon Cards), Nintendo Switch, Apple AirPods, iPads, etc. or other personal items to school. It is difficult to monitor these items and often they are misplaced, lost, or stolen. The school is not responsible for any lost or stolen items. Please refer to Charleston County's *Code of Conduct* for more detailed information regarding prohibited electronic devices.

BUYING, SELLING, TRADING :

No students should bring items to school (such as candy, gum, trading cards, etc.) to sell or trade. They should also not bring extra money to school for any purpose other than to purchase items specifically designated for school (ex. Popcorn/Slushie Days, Field Trips, Field Day, etc.). It is against school policy for students to sell items to other students.

GUIDANCE (Policy Requires Signature on Parent/Student Handbook Verification Form)

Mrs. Spivey is available during school hours at 843-852-2054 or tammi_spivey@charleston.k12.sc.us. If you have questions or concerns, please call or email her.

- The Guidance Program at Drayton Hall is designed to meet the needs, interests, and concerns of our parents and students. Your child will receive lessons and guided instruction from our guidance counselor. Some of the many classroom topics include friendship, coping skills, safety, and kindness.
- Small group guidance sessions are offered during the school year on topics such as calming strategies, divorce, cooperation, grief, and self-control. Letters requesting parents' permission for children's participation are sent before they are allowed to be involved in small group sessions.
- PBIS (Positive Behavioral and Intervention Supports) is a comprehensive program that we have developed targeting positive, high expectations.
- Our school-wide PBIS expectations are "PAWS": "Practice Kindness", "Act Responsibly", "Work Hard", and "Stay Safe". Our entire faculty and staff work hard to teach school expectations and reward students for following our PAWS expectations in all areas of the building.

SEXUAL HARASSMENT PREVENTION

The CCSD policy on sexual harassment prevention will be sent home with each student on the first day of school.

Discipline & Behavioral Philosophy (Policy Requires Signature or Parent/Student Handbook Verification Form)

• Please review the [CCSD Student Code of Conduct](#).

- We believe every student has the right to learn in a safe, clean, and pleasant environment and will help students understand the importance 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 behavioral system.
- Educators are responsible for teaching and learning. We are committed to a rigorous academic program for all students.
- We emphasize cooperation, respect, and responsibility and recognize appropriate and exemplary behavior. In addition to each teacher's plan for positive reinforcement, our school-wide discipline plan includes an appearance on our News Show, Invitations to Read to the Principal/Assistant Principal, Positive Calls Home, Positive Notes, Positive Postcards, Specific Verbal Praise, Celebrations, etc.
- Parents are responsible for setting limits, tutoring their children in ethical standards, expecting children to be responsible for their actions, communicating high expectations to their children and expecting them to be careful listeners and to actively participate in learning in order to achieve.
- Parents are also partners in teaching our students how to appropriately resolve conflicts.
- Parents are also responsible for teaching appropriate personal hygiene skills to their children, such as how to blow their noses, wash their hands, and clean appropriately after using the restroom.
- Conduct in any manner which disrupts classwork, involves a substantial disorder, or is an invasion of the right to learn from other students will not be tolerated.
- A student who is not following classroom or school-wide expectations may receive a teacher managed or office managed referral. The Charleston County School District Progressive Discipline Plan will guide all decisions regarding discipline referrals. Click here to find more information regarding the [CCSD Progressive Discipline Plan](#).
- We regard disruptive behavior that results in a referral to the Principal/Assistant Principal as very serious and should only occur after the teacher has tried several classroom management interventions. In all cases, the Principal/Assistant Principal will conference with the student and contact the parents.
- Each discipline referral must be signed by a parent and returned to school the following day.
- To help eliminate the loss of or damage to toys, electronics, and/or valuables, students are not to bring these items to school. Your child's teacher will let you know if an exception to this rule needs to be made.
- If ever you feel that there is a problem, we request that you first talk with the teacher, then the school guidance counselor with administration assistance once all other avenues have been utilized.

HOMEWORK

We believe that spending time with family each day is critical to the welfare and happiness of children. Rather than spend the evenings completing worksheets, workbook pages, and projects, we believe it is important for families to interact with each other through activities such as reading, writing, and talking about their day. Playing games together is an excellent activity to promote cooperation and good sportsmanship, as well as make learning fun. We believe parents who encourage an active lifestyle by discouraging idleness and by helping guide their children's time into wholesome activities provide their children with the tools and experiences for healthy bodies and minds. We believe that playing on digital devices and viewing television for excessive periods of time negatively affects school performance and health. Please encourage your child to play outdoors, join sports teams, etc. in an effort to stay healthy and active.

Kindergarten: 10 minutes daily/ 40 minutes weekly

Grades 1–2: 20 minutes daily/ 80 minutes weekly

Grade 3: 30 minutes daily/ 120 minutes weekly

Grade 4: 40 minutes daily/ 160 minutes weekly

Grade 5: 50 minutes daily/ 200 minutes weekly

Homework Requirements:

- Please provide your child with a quiet place to complete homework.
- Check your child's folder daily to ensure homework is complete.
- Sign and return important papers or documents.
- Daily Reading: Have your child read aloud to you. You may also use part of the time to read aloud to your child. Silent reading together is, of course, encouraged. Be a model for your child by letting him/her see you enjoy reading. Recreational reading is encouraged nightly.
- Teachers may assign specific topics or subjects for reading.
- **Major projects are to be completed at school.**

Please make your child's teacher aware if you and your child are spending more time completing homework than listed above.

RECESS

Recess is scheduled each and every day, weather permitting. Teachers and the administration will determine which activities constitute safe play. Sports or other activities may be suspended for individual students, groups of students, or for the entire grade level if students are playing in an unsafe manner. This will be determined on a case by case basis. Students must remain within the main playground area and visible to all teachers on duty. Teachers must notify the office if unauthorized adults are on the school grounds. Teachers, students, and parents are requested to immediately report any safety hazards concerning the playground equipment, broken glass, or other dangerous objects. Teachers will instruct children on the safety rules of the playground. Non-Drayton Hall students are not permitted on the playgrounds at any time during school hours. Teachers have access to walkies at recess so that they are in constant communication with the office.

MEDIA RELEASE OF STUDENT INFORMATION/ PHOTOGRAPHS

CCSD provides a form that each student is required to return. Indicate on this form whether "yes" you give permission for your child to appear in publications and social media posts or "no" which indicates you do not give permission. On the Student Information Form, please check "yes" if you grant permission for "Press Release Coverage".

TRANSFERS/ WITHDRAWS

The following procedure will be used when transferring or withdrawing students:

1. Please notify the school office at least five (5) days in advance of transferring or withdrawing a student. Parents must come to the main office or send a written request stating the withdrawal date, a new address, and the name of the new school.
2. Parents must complete a transfer card with the school attendance clerk.
3. The student must return all textbooks, library books, and other school property.
4. Lunchroom fees, library fees, and other school fees must be paid.

KALEIDOSCOPE

Drayton Hall has an extended day program sponsored by the Community Education Department. Childcare is provided after school for those who are enrolled. Information can also be obtained from our Director, Laura Strickland. She can be reached at 843-852-2053 or laura_strickland@charleston.k12.sc.us.

LOST AND FOUND

Lost and found items can be located in the cafeteria. Small items, such as glasses, earrings, etc., will be turned into the front office. Unclaimed items are donated to charity at winter break, spring break, and again at the end of the school year. The labeling of clothing and material is strongly recommended to ensure the return of lost items. Let's work together to reduce the number of items lost and found this year!

Link to Academic Calendar for the Charleston County School District:

[Most Updated CCSD 2023-2024 Academic Calendar](#)

SPECIAL AREA INFORMATION

PHYSICAL EDUCATION: Our Physical Education (PE) program stresses fitness and health, self-concept and focuses on skill development. Our goal is to motivate students to begin the pursuit of lifelong physical activity. Recognizing that children (especially young children) need additional time for activity each day, we have been proactive in providing students with the state-mandated requirements of physical education each week. Please make sure your child has appropriate shoes on their PE day.

TECHNOLOGY: Our technology assistant implements ISTE's Educational Technology Standards that focus on communication, collaboration, creative thinking, and creativity. Our goal is for students to gain the knowledge they need to learn effectively and live productively in an increasingly global and digital world and have fun while learning! Your child will learn basic keyboarding skills, computer coding, create pictures and movies using digital tools, use virtual reality and augmented reality learning environments, and basic troubleshooting and problem-solving.

MEDIA CENTER: The Drayton Hall Media Center is a hub for learning, collaboration, and fun! Our goal is to cultivate a love of reading for all who pass through our doors. Classes at Drayton Hall are scheduled to visit the library weekly. Our librarian strives to meet the standards of an exemplary library by maintaining a rich collection of children's literature, teaching library and research skills, and collaborating with classroom teachers to construct meaningful learning experiences for all students. A continued focus on technology integration guides our library instruction. Lastly, in order to further enrich our students' experiences, we coordinate author/illustrator visits as well as a number of reading initiatives and book fairs.

ART: The visual arts program at Drayton Hall will provide each student with the opportunity to grow as young artists and creatively express themselves through a wide range of artistic media including painting, drawing, printmaking, and ceramics. Both two-dimensional and three-dimensional works will be developed. Students at each grade level are instructed through connections to art history and varied artistic processes, which follow both the National Art Curriculum and the South Carolina Art Curriculum. We are excited to share our enjoyment and appreciation of the arts with our families and the community. Two great art events are planned each year to raise funds to support our art program. In November, all students participate in Art to Remember. In the Spring, all students will have artwork displayed during our Drayton Hall Family Art Night.

MUSIC: The music program is designed to provide a variety of musical experiences that lead to musical readiness for all children. Research findings report a connection between musical concepts and success in math and reading skill development. Students are able to experience music through singing, listening, moving, playing instruments, reading, writing, and creating. Students at each grade level are instructed in music history and music of different cultures which follow both the National Music Curriculum and the South Carolina Music Curriculum.