

Stono Park Elementary School

A Title I School & National Blue Ribbon School

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Principal: Ms. Kimberly Riggins
Assistant Principal: Mrs. Latrice Smalls

Message from the Faculty

Welcome to the 2019-2020 school year at Stono Park Elementary School. Thank you to all of our families for choosing and supporting education at Stono Park. We count it a great honor to be able to serve you and your children. We have made positive strides in the past years together and we remain committed to fostering a program of excellence. We have an open door policy and are always happy to speak with parents/guardians about the progress and needs of their children. We believe that it is important that we work together to ensure the success of our children, so we urge you to call or come by the school if we can assist you in any way.

Kimberly Riggins, Principal

Stono Park Elementary School's Mission Statement

The mission of Stono Park Elementary, working in partnership with students' families and the community, is to ensure that all students receive a high quality education, which prepares them to succeed in a complex and competitive world.

Visitor's Policy

Parents and other adults must enter the building through the front office to be scanned through our visitor management system and receive a visitor's badge. This is to ensure the safety of the students and staff. Thank you for helping us with this very important and necessary safety policy. Please turn off cell phones when you enter the building.

ACADEMIC SUCCESS:

“Achieving Academic Excellence for All” is important at Stono Park Elementary School. We want every student to be successful and that is possible if we work together. Some helpful hints to ensure that your children have positive experiences in school are:

1. Avoid absences, tardies and early outs
2. Arrange prompt passage home after school
3. Plan for quiet homework time as well as safe play time
4. Plan for good nutrition and good personal hygiene
5. Schedule a conference any time you have a concern and attend scheduled conferences
6. Attend as many school functions as possible
7. Plan an early bedtime Sunday-Thursday
8. Visit the school and volunteer when possible
9. If your child is on medication, do not let the medication lapse
10. Keep the home/school communication lines open and contact information up to date

At the school, we have the following in place to ensure success:

1. Highly qualified teachers, some with National Board Certification
2. Parental and community support
3. Positive recognition of student achievement
4. Small group instruction
5. Character Education Focus
6. Staff Development to stay current on “Best Teaching Practices”
7. Parent Teacher Association
8. Literacy Intervention Program
9. Open line of communication between parents, administrators and teachers

BUSES, BUS DISCIPLINE AND BUS RULES:

Safety on the buses is necessary to ensure each child's wellbeing. The order maintained on the bus is a huge responsibility for the driver and therefore the driver is required to report any disorderly bus conduct to the school administration. Very clear expectations allow the students to know the consequences for failing to follow school bus rules. The bus ride is an extension of the school day, in addition, the following rules and consequences are as follows:

BUS RULES

Keep hands, feet, and personal items to yourself.

Sit in assigned seat and remain seated.

Profane or obscene language, gestures, or loud noises are not permitted.

Damaging seats, windows, or bus equipment is not permitted.

Tobacco products, weapons or other illegal materials are not permitted on the bus.

Toys are not permitted on the bus.

Food and drink are not permitted to be consumed on the bus.

Follow the bus driver's directions.

CONSEQUENCES OF BROKEN BUS RULES

1st Referral The student will be warned by an administrator and the parent will be contacted.

2nd Referral The parent will be contacted and the student may be suspended from the bus up to 3 days.

3rd Referral The parent will be notified and the student may be suspended from the bus up to 5 days.

4th Referral The parent will be notified and the student may be suspended from the bus up to 1 month.

5th Referral The parent will be notified and the student may be suspended from the bus for the year.

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For an offense that an administrator considers major, such as any action that endangers the safety of passengers, the driver, or willful vandalism, more severe action will be taken and parents will be notified immediately. Every student must be ensured a safe ride to and from school each day. Have your child in the designated area and ready to board when the bus arrives. If there is a problem with the bus, please call Durham Bus Service at 745-7083 or 745-7084.

BUSINESS PARTNERS AND COMMUNITY AFFILIATIONS:

Local businesses and organizations have a vested interest in the quality of education in their community. Therefore, local businesses and community affiliates unite with the school to improve the quality of life in the community and give local citizens an opportunity to participate in the educational process. Stono Park works with the Charleston Rotary Club as well as Community Education Partners. We also collaborate with Sea Coast Church, Carolina One Realty, Chick-fil-A, Harris Teeter, Allstate, Costco and Bi-Lo. Whenever possible, please support these businesses and community affiliates as they are so generous with their ongoing support of Stono Park Elementary.

CAR RIDER SAFETY:

When bringing your child to school, please remain in your vehicle and drop the student(s) off with the designated adults on duty. We ask that you be timely in picking up at the end of the day as our school staff leaves for the day to meet their family obligations. Students will be sent to Kaleidoscope for a fee when parents are late picking up. Car line will end at 8:25 am. Students are tardy at 8:30 a.m. and should be picked up by 3:30 pm.

CLINIC:

Our school nurse is on duty daily (Monday- Friday)

Accidents The school makes every effort to provide a safe environment for all of the children. In the event of an accident the school nurse or a member of the staff will render first aid and notify parents as necessary. Parents must keep emergency cards updated in case the school needs to reach them.

Medications All medication must be registered with the school office. A Charleston County School District medication form must be completed by the physician and parent and be on file in the school clinic. Medication will be administered by our nurse. It must be in the original container labeled with the child's name and dosage. At the end of the year, parents must return to collect the medicine.

CODE OF CONDUCT:

Please review and discuss the CCSD Student Code of Conduct with your child. Should you have any questions when reviewing the Code of Student Conduct, please contact us. You may access an electronic copy of the CCSD Student Code of Conduct on the CCSD website: www.ccsdschools.com or call the office to request a copy.

COMMUNICATION:

PowerSchool Parent Portal gives parents access to real-time information including attendance and grades. Parents are able to participate in their student's progress, and teachers can share information with parents and students. To access the Parent Portal (<https://powerschool.charleston.k12.sc.us/public/>), parents/guardians and students sign in from Charleston County School District's PowerSchool Parent Portal login screen. No special software is needed. All you need is a computer with Internet access and your own user information (a username and password will be provided to you by the school district). You may use your home computer, a computer at a public library or anywhere that you have Internet access.

Graded papers will be sent home in a special folder each week on Wednesday. Please look over your child's papers and talk with your child about them. Interim Reports will be sent home every 4 1/2 weeks and Report Cards will be sent home every 9 weeks. Teachers will send home newsletters to keep you informed about the activities and topics your children are studying. Teachers and/or parents may request conferences as needed. Communication is very important to make sure everyone is working on the same goals. Please forward suggestions and feedback about our school program to the principal or guidance counselor. You can expect a timely response from an administrator.

Parents can also stay up to date by visiting our school's webpage (<https://stonopark.ccsdschools.com>), Facebook (<https://www.facebook.com/stonoparkelementary>) and Twitter account (@stonoparkelem). RemindApp is used schoolwide for communication. Parents can sign up to receive RemindApp text messages by downloading the app or sending a text to @stonoup and typing 81010.

DAILY SCHEDULE:

7:45 a.m.	Faculty/Staff Arrive
8:05 a.m.	Students Arrive (Breakfast) *There is no adult supervision before this time
8:30 a.m.	Tardy Bell
3:30 p.m.	Student Dismissal

Students will be recognized quarterly for perfect attendance. Attendance is a requirement for promotion. If your child has to be absent, please send a valid written excuse to the office within two days of the absence. It is very important for your child to **be on time each day** and **stay until school is dismissed**. Tardies and early outs should only be necessary for medical reasons/emergencies. Early outs after 2:45 pm are discouraged, so that we can

ensure a safe/orderly dismissal for everyone. To change your child's regular mode of transportation you must notify the school in writing. **PHONE CALLS WILL NOT BE ACCEPTED.**

DISCIPLINE:

It is very important to have a strong discipline policy to ensure safety and to provide an appropriate learning environment. Children feel secure and safe when they know what is expected. The classroom rules and school wide rules have been developed using the **Positive Behavior Intervention Support (PBIS) Model.**

The following expectations are a part of our school-wide discipline plan:

SURF

S Safe
U Unified
R Responsible
F Focused

We follow the CCSD Progressive Discipline Plan. Review 360 is the district's online referral management system. Parents can access referrals through MyPortal.

DEVICES ON CAMPUS:

No student may use a cell phone or portable communication device (smart watches, etc.) on school property during the school day. During school hours cell phones and/or communication devices must be turned off (not on vibrate mode) and stored out of sight. Devices that disturb the learning environment will be confiscated. The device will be returned to the student on the first offense. A parent or guardian must come to the school to retrieve the device on the second offense. Multiple offenses will result in the device(s) being held until the end

of the year. Using a cell phone or communication device may include but not be limited to text messaging, taking pictures or videos, playing games, receiving and/or sending calls. Students may not activate video cameras at any time unless they are directed to be a teacher or administrator. Please reference the CCSD Student Code of Conduct for the specific policy.

EMERGENCY CARDS:

Parents/Guardians must complete an emergency card for their children at the beginning of the school year. The school office must have a current address and telephone number at all times in case of an emergency. Please notify the school as soon as possible when moving, changing telephone numbers or place of employment, etc. This is to ensure the safety for every child by providing a means of communication if needed. In the event of an emergency dismissal, students who normally walk to school, ride a bike, or ride in a car will be held until a parent arrives. Please note that we are not permitted to relay identifying information regarding students via telephone.

GRADES:

K-2 grades are reported using the State Rating Scale of C= Consistently Demonstrates; E=Emerging; N=Not Met; NA= Not Assessed. The grading scale for 3rd -5th is: A=100-90, B=89-80, C=79-70, D=69-60, F=59 or below. A report card will be issued to each student after each nine week period. Interim reports are issued midway through the grading period. If your child is having difficulty, please monitor your child's work and keep in close contact with the teacher. Parent conferences are generally scheduled for after school as not to disrupt the teaching and learning process.

GUIDANCE:

Guidance in the elementary school is concerned with the mental, emotional, social, physical and educational developmental needs of the students. Students will participate in classroom guidance on a weekly basis along with individual and group counseling as needed. Small groups will meet periodically throughout the year to target specific concerns such as anger control, study skills, etc. Parents/Guardians

will be notified about small group participation so they can decide if their child should participate. The guidance counselor, Crystal Rivers is available to meet with parents to discuss any educational or social/emotional concerns in regards to their children.

HOMEWORK:

Homework assignments are meaningful and reinforce skills studied during the day. Each teacher will communicate a homework policy for extra practice to occur in the evenings Monday through Thursday. It is helpful if the student has a set time and place to study. Please encourage your child to read daily. **The most important thing a student can do to improve academically is to read and practice math facts.**

MEAL PROGRAM:

The school meal prices are noted below. Prices are subject to change. Breakfast and lunch are universal and free for all students at SPES.

Elementary Lunch **Adult** \$3.75

Elementary Breakfast **Adult** \$2.25

Extra milk may be purchased for **\$.50** per half-pint container.

PARENT PROGRAMS:

Stono Park will have parenting programs offered during the 2019-2020 school year. Programs may include literacy tips, health & wellness, homework tips and other interesting topics.

PARTIES/CELEBRATIONS

You may contact your child's teacher to schedule a time for special celebrations. Treats being brought into the school should be healthy and nutritious as we aim to align with the district's emphasis on wellness. Examples of these items are fresh fruit or fruit cups and yogurt. Sugary food items (cupcakes, cookies), sugary drinks and candy are not permitted.

SPECIAL EDUCATION & CORE PROCESS:

If a student is having academic, behavior or emotional problems, the teacher or parent/guardian may request an individual problem solving meeting by the school psychologist. If the results of the meeting indicate the need for testing, the parent/guardian will be invited to a meeting with the psychologist, teacher and principal to discuss. Following the testing, if applicable, an appropriate educational plan for the student will be developed. The available programs are: Learning Disabled, Emotionally Disabled, Autistic, Educable Mentally Disabled and Trainable Mentally Disabled. In addition to these programs, students may qualify for special assistance in Speech or Occupational Therapy. 504 Plans are available for students with any diagnosed condition that interferes with learning, such as attention deficit disorder or asthma. Please contact our counselor for more information.

TARDY POLICY

School starts at 8:05 a.m. and students are expected to be on time. We begin marking tardies at 8:30 a.m. In order to support academic success, Stono Park has implemented a Tardy Policy. It is outlined below:

Tardy 1-3 times: Phone call/letter sent home from teacher, attendance clerk or guidance counselor

Tardy 4-7 times: Meeting scheduled with Guidance Counselor

Tardy 8-10 times: Meeting scheduled with School Administrator
*****Proof of address will be required**

Tardy over 10 times: Meeting scheduled with Associate Superintendent and referral Truancy Office

If your child's tardies continue, you will be contacted to come in for an attendance meeting. If you do not reside in Stono Park's attendance zone, you may be required to register your child at the neighborhood school which would be the home school.

TESTING PROGRAM:

Each year the State Department of Education and the Charleston County School District administer specific tests. The Pre-K classes will take the SC Readiness Assessment and the DIAL 4 Readiness Assessment at the beginning of the year and periodically throughout the year. Students in K-1 will be assessed with FastBridge and AIMS Web occurring throughout the year and parents will be informed of their children's progress during individual conferences. Students in grades 3 through 5 will take a standardized test in the spring which is SCREADY. We are expecting students in 2nd -5th to test on the computerized Measures of Academic Progress (MAP) which will be administered at three intervals during the school year. Parents/Guardians will be kept informed of their child's progress. Please feel free to schedule a conference with your child's teacher or the principal to discuss the results of your child's test scores. A parent/guardian, the teacher and student will develop an appropriate plan to support students not performing on grade level.

TITLE ONE SCHOOL:

Stono Park Elementary meets the criteria to be a Title I School. We receive federal funding that is used for teacher salaries to reduce class size, purchase materials, and provide other resources that the Title I Team determines to be a need. An annual Parent Meeting is convened during the first scheduled PTA meeting and you are invited to attend. There is also a Title I Plan housed in the media center and every one is invited to stop by and read it in its entirety.

TRANSFERS AND WITHDRAWALS:

The following procedures should be followed if withdrawing or transferring a student:

1. The student will return all library books and any other school property.
2. The student will pay for any debts such as a lost textbook, pictures, etc.
3. The parent/guardian must come to the office or send a written request stating the withdrawal date, new address and name of new school (if known). **Records will be sent directly to the new school at their request.**

UNIFORMS:

All students are expected to wear uniforms. Jeans are not a part of our uniforms. Proper wear of uniforms will be strictly enforced. **The uniform shirt colors are navy, white, light blue, hunter green and red. The uniform bottom colors are tan, navy or khaki.** Please help your child to have a successful day and get off to a good start by making sure he/she is dressed appropriately. The following articles of clothing make up Stono Park's uniform:

SHIRTS OR BLOUSES WITH A COLLAR

Oxford or polo style, short or long sleeve (any solid color noted above)

Shirts are to be tucked into pants/skirt/shorts

PANTS, LONG SHORTS (knee length), JUMPERS OR SKIRTS

If there are belt loops, a belt must be worn (any solid color noted above)

Leggings or tights may be worn only under skirts or dresses

SHOES

Closed toe shoes

Stono Park T-shirts may be worn only on Fridays, with uniform bottoms. Other t-shirts are not permitted unless a dress down day is specified.

Hoodies are not permitted

VISITS AND CONFERENCES:

All visitors must report to the office to receive a visitor's pass before going to the classrooms. All CCSD schools utilize a visitor management system that screens guests against a national sex offender registry. If a parent/guardian is on campus to observe or help in a classroom, a visitor's pass is still necessary. **Additional children should not accompany the parent/guardian on these visits.** Please schedule a conference with your child's teacher so that a convenient time can be arranged for both parties. Dropping in at the beginning of the day is not a good time for the teacher because all of the students are getting ready for the day and they all need their teacher's attention.

Please call the school office or send a note by your child so that a time that is good for both the parent and the teacher can be determined. The teacher can give you his/her undivided attention during a scheduled conference.

STONO PARK BELIEF STATEMENT



We the scholars of Stono Park Elementary believe that we should always be responsible for our own actions, treat others with respect and dignity, and strive daily to be the best we can be.

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2019

2020

SURFing to Success