



The vision of Laurel Hill Primary is to develop well-rounded learners in a child-centered, developmentally appropriate environment where each child is capable of fulfilling their potential.

Parent-Student Handbook

2021-2022

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Dear Parents,

This handbook was developed to familiarize you with Laurel Hill Primary School's procedures, policies, goals, and expectations. We appreciate you taking the time to review its contents and supporting the faculty at Laurel Hill 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 843-849-2200.

A close home/school relationship built on mutual trust and respect is necessary to promote the best interests of our children. At Laurel Hill, 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 as an excellent school. In fostering relationships with each of you, we ask that you promote Laurel Hill 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,

Ashley Dorsey, Principal
Jason Sims, Assistant Principal

CCSD INFORMATION

LAUREL HILL PRIMARY SCHOOL

3100 Thomas Cario Boulevard
Mount Pleasant, SC 29466
843-849-2200
laurelhill.ccsdschools.com

CHARLESTON COUNTY DISTRICT OFFICES

75 Calhoun Street
Charleston, SC 29401
843-937-6300
Dr. Gerrita Postlewait, Superintendent of Schools
John Cobb, Director for the Elementary Learning Community
www.ccsdschools.com

MOULTRIE CONSTITUENT DISTRICT 2 OFFICE

665 Coleman Blvd.
Mt. Pleasant, SC 29464
843-849-2878 or 843-937-6401

AVENUES FOR SUPPORT

PROCEDURES FOR PARENTS WITH CONCERNS

FIRST	Child's Teacher (Please communicate <u>first</u> with your child's teacher.)
SECOND	Gionna Semsar, Guidance Counselor gionna_semsar@charleston.k12.sc.us
FINAL	Ashley Dorsey, Principal, and/or Jason Sims, Assistant Principal ashley_dorsey@charleston.k12.sc.us jason_sims@charleston.k12.sc.us

AVAILABLE RESOURCES

Whenever the Principal is not in the building, Jason Sims, Assistant Principal, will assume the Principal's responsibilities. In the rare occurrence both the Principal and Assistant Principal are out of the building, the Instructional Coach will assume responsibility.

SCHOOL BUS CONCERNS

First Student [Contact Information](#)
[21-22 Bell Schedule](#)

Please complete the [Bus Transportation Complaint Form](#) to log issues unrelated to student discipline. For issues regarding student discipline or behavior, please contact Jason Sims, Assistant Principal at jason_sims@charleston.k12.sc.us. If available, utilize the Durham Remind App for bus notifications.

CCSD 2021-2022 Academic Calendar

August 11-13	Wednesday – Friday	Teacher Workday/Professional Development
August 16-17	Monday – Tuesday	Teacher Workday/Professional Development
August 18	Wednesday	First Day of School for Students
August 23	Monday	First Day for Early Learning (Early Head Start/Head Start/CD)
September 6	Monday	Holiday – Labor Day (Schools and Offices Closed)
September 20	Monday	Progress Reports Distributed This Week
September 24	Friday	Early Release (Teacher Workday)
October 22	Friday	End of First Quarter
October 22	Friday	eLearning Day (all students learning at home)
October 25	Monday	Report Cards Distributed This Week
November 2	Tuesday	Teacher Workday (No School for Students)
November 22-23	Monday – Tuesday	Fall Break (Schools Closed) <i>No School for Students unless used as eLearning weather make-up days</i>
November 24-26	Wednesday – Friday	Fall Break (Schools Closed)
November 29	Monday	Progress Reports Distributed This Week
December 17	Friday	Half Day for Students (Teacher Workday)
December 20-31	Monday – Friday	Winter Break (Schools Closed)
January 3	Monday	Teacher Workday (No School for Students)
January 14	Friday	End of Second Quarter/First Semester
January 17	Monday	Holiday – Martin Luther King, Jr. Day (Schools and Offices Closed)
January 18	Tuesday	Teacher Workday (No School for Students)
January 24	Monday	Report Cards Distributed This Week
February 18	Friday	Early Release Day (Teacher Workday)
February 21	Monday	eLearning Day (all students learning at home)
February 21	Monday	Progress Report Distributed This Week
March 22	Tuesday	End of Third Quarter
March 23	Wednesday	Teacher Workday (No School for Students)
March 28	Monday	Report Cards Distributed This Week
April 11-15	Monday – Friday	Spring Break (Schools and Offices Closed)
May 2	Monday	Progress Reports Distributed This Week
May 30	Monday	Holiday – Memorial Day (Schools Closed)
June 1	Wednesday	Half Day for Students (Last Day for Head Start and CD)
June 2	Thursday	Half Day and Last Day for Students (Includes Early Head Start)
June 3	Friday	eLearning Day No School for Students unless used a eLearning weather make-up day
June 6	Monday	Teacher Workday
June 6	Monday	Report Cards Distributed This Week

ACADEMIC CALENDAR NOTES:

Employees, refer to and follow your attendance calendar for actual workdays and non-workdays.

Absences and Tardies

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 (1) five unexcused and/or unverified absences or (2) 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 7:30am will be marked tardy in the front office. At 7:30am promptly, the second doors into the building will be closed and students will be assigned tardies by the front office. Please note that staff may still be outside unloading cars after the 7:30am 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 in the front office.
- Entering the room even a few minutes late is disruptive to the tardy student and to the other children in the classroom, and it delays the beginning of the school day. We will notify parents when their child has been tardy five times. After the fifth tardy, the parents will receive a letter from the administration and may be required to come in for a conference.

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's 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 Laurel Hill 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 Practice

- To ensure continual academic progress, students are expected to make up work missed due to absence. Due to the nature of instructional planning and pacing, work cannot be provided prior to a student's absence unless a minimum of 3 days notice is provided to the teacher.
- 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 7:05AM. You may be in the loop prior to 7:05AM; however, students may not be released from vehicles until 7:05AM.

7:05 AM Students may enter the building and report directly to their classroom. For breakfast, students will report to the cafeteria.

7:25 AM Tardy Warning Bell Rings
7:30 AM Tardy Bell Rings
7:35 AM Morning Announcements and News Show
2:20 PM Afternoon Announcements
2:30PM Dismissal

Any children waiting to be picked up by car after 2:45PM will need to be signed out with the front office.

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 prevent a student from receiving 100% attendance awards throughout the year.
- If a student must be picked up early for a doctor's appointment, etc., the parent must send a handwritten note stating the reason and time the child will need to leave school as well as indicate permission for anyone other than the parent or guardian to sign out the student. Listing someone as an emergency contact does not give them permission to sign the child out of school unless there is an emergency at the school where parents cannot be reached. Early check out, excused or unexcused WILL prevent a student from receiving 100% attendance for the year.
- Students signed out before 11am will be marked absent for the day. After 11am, students will be counted as present for a full day.
- Upon arrival at the office, your (or the person with permission to pick up your student) driver's license will 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 2:00PM (12PM on Early Release Days). At 2:00PM (12PM 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.
- If students are dismissed at recess, they will be delayed by having to first report to the classroom to collect their backpacks.
- For the safety of our students, we are unable to always 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.

Emergency Early Dismissal

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. That is 9:05AM.
- 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.

Emergency Cards

Emergency cards will be available at the Meet-the-Teacher event or sent home on the first day of school. Please complete both sides, sign and return to your child's teacher. Once the school year is in session, parents need to update their information with the front office as changes occur. An Emergency Card is required for each student. Anyone allowed to pick up your child MUST be listed on the emergency card. If the person is not listed on the emergency card, then you MUST send in a note with the person's name that will be picking up your child. This will avoid any delays with the dismissal process.

Bus Transportation -- [CCSD Bus Transportation Website](#)

- 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 never stick parts of my body out of the window.
 12. I will not deface or destroy the bus or its seats.
 13. I will be careful at the bus stop and will exit and board the bus in a safe manner.
 14. I will get permission to open windows.
- The administration will decide appropriate consequences for misbehavior on buses. 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 there is a change in the way a student normally goes home, we MUST have written permission from the parent.
 - 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 7:05AM. 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 2:45PM.

Traffic Procedures

- Please refer to the attached map for traffic information and car rider route.
- Golf carts must adhere to the same rules of the road as vehicles. Please follow the normal flow of traffic and do not cut the car rider line.

Arrival Procedures

- Students should arrive at school between 7:05am and 7:25am. When children are dropped off at 7:30am, 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 7:05am because there is no adult supervision prior to that time.
- Students may enter the building at 7:05am. They will proceed either to the cafeteria for breakfast or go directly to their classrooms. Class begins promptly at 7:30am. Any student arriving at or after 7:30am will be marked tardy. **Please note that staff may still be outside unloading cars after the 7:30am 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 in the front office.** If staff are no longer unloading cars, parents MUST park their car and sign their child into the front office. Do not have your child walk into the building alone.
- Bus riders will be dropped off at the bus loop located on the side of the building.
- Car riders enter the building through the main entrance of the school.
- Children must remain in the car until they reach the sidewalk.
- 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 the 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 will greet your child and guide them to their classroom. Staff are strategically placed throughout the building to help assist students during our arrival time.

Dismissal Procedures:

- Dismissal begins each day at 2:30pm.
- Car riders will be dismissed in the front loop of the school. We have created unique, school-issued placards for you to use. You may pick up placards at our Meet the Teacher Day or you may request them through our main office. In an effort to create a safe environment for our students, placards from previous years may not be used. Please place the placard on the passenger's side sun visor. This will allow us to move the car rider line as quickly as possible. If you forget your placard when picking up your child, you will need to bring your driver's license to our main office in order for us to dismiss your child.
- Cars will remain in a single line. Please pull all the way forward as students will be called to specific stations to load their car in the afternoon.
- Children must remain in the atrium while being called to load cars.
- Children are expected to sit quietly during car rider pick up. Children who are unable to sit quietly may be asked to become bus

riders.

- Remain in your car during pick-up and pull all the way to the end of the sidewalk, near the stop sign, 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.
- Please try to stay off cell phones all the way through the pick-up line.
- No dogs are permitted out of cars while on campus. If you have a dog in the car, ensure that the dog is secured.
- **Changes in Dismissal Plans:** Changes in a student's dismissal plan can only be made in writing (sent in with the child) or in person by the child's parent or legal guardian before 1:30pm. Telephone calls, faxes, emails, or text messages to the child's teacher or principal will not be accepted. No exceptions will be made. This procedure is in place solely for the safety of all children attending LHPS.
- Students of Pinckney employees will be allowed to walk to Pinckney in the afternoons.

Meal Programs

Meal prices (subject to change)

Student breakfast-- FREE Student lunch--FREE Milk-- \$.50

Additional items sold include goldfish, yogurt, gummies, etc.

- Lunch may be purchased by the week, month, or year. Please send separate checks for each child and make all lunch checks payable to Laurel Hill Primary School. You may also pay your child's lunch account online.
- Application forms for reduced lunches will be provided at the beginning of the school year and are available at any time throughout the year. Please contact the lunchroom manager, Brian Wilson, for any further information.
- If your child forgets to bring lunch or lunch money, a meal may be "charged" and parents can pay later. If you wish to bring in forgotten lunches or lunch money, please leave it with the Front Office staff. They will ensure its delivery to your student. There will be no classroom interruptions to deliver lunches or snacks.

Clinic and Medicines

Our school nurse is Chanda Woodard. She can be reached at chanda_woodard@charleston.k12.sc.us. Please communicate all medical needs with Nurse Chanda.

- Please refer to CCSD [Policy ILCD](#) 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, 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 is a child to 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, he/she should be fever free 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. Be sure to wash bedding and other items that your child sleeps with in 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. If you do not wish for your child to receive any of these health services, please indicate so on the Student Information Update Card.

Dress Code (Policy Requires Signature on Student Information Update Card)

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. 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 ½" 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.
- Halter tops or spaghetti straps are not allowed.
- Shirts may not show the midriff or back.

- Hats, bandanas, or headgear are not allowed (hats may be worn at recess).
- Hoods may not be worn indoors.
- 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 are determined to be unsafe or a distraction to the learning environment are not allowed.
- Per CCSD policy, watches, such as gizmos, capable of making phone calls must be turned off and kept in bookbags while students are in the building.

Parent/Teacher Conferences

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

Visitors

- Parking for all faculty members as well as visitors will be in the main parking lot as shown on the map. 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. Under no circumstances should anyone park on the grass, the street, or any other area not designed for parking at any time.
- 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 classroom 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 Laurel Hill are asked to use the adult bathrooms. No adult should ever be in student restrooms.

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](#). 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 main lot between Pinckney and Laurel Hill.

Class Visitation and Outside Observations

- Laurel Hill parents are welcome to observe in the classrooms with approval from 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 are 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 administration

throughout the observation.

Technology Acceptable Use Policy

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 world wide 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 which 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 language.
 - 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.

Telephones

The school requests that your child be given all necessary instructions and notes before leaving home in the morning. Only for emergency situations will the office interrupt a class during instructional time.

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, basic troubleshooting and problem solving.

MEDIA CENTER:

The Laurel Hill 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 Laurel Hill 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 Laurel Hill 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. Piccolo Palooza is a week-long spring celebration of the arts that exposes students to local artists and performers. Additionally, all students will have artwork displayed in May at our Laurel Hill 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. Grade level and school-wide performances showcase our students learning and performance skills.

Standardized Tests

- The Measures of Academic Progress (MAP) is a series of computerized tests that measure student growth throughout the year in reading and math skills. Students take MAP in the fall, winter, and spring. MAP scores allow teachers to monitor student progress beyond grade level boundaries and set differentiated goals for each student throughout the year.
- 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.

Report Cards 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. Report cards and interim reports are to be signed by the parent/guardian and returned to school the next day. An explanation of the grading system is given below:

Grades CD, K, 1, and 2

C	Consistent
E	Emerging
N	Not Met
NA	Not Assessed

Instructional Fees

The \$25 instructional fee helps to cover the cost of student agendas, field trip t-shirts, supplemental assistance for field trips as needed, consumable workbooks, student incentives, RICOH copy machine support, 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](#).

Textbooks

All non-consumable textbooks are issued to students free of charge. However, each student is responsible for the care of his/her textbooks and will be charged for lost or damaged books. Children may not share textbooks. If a student transfers within CCSD, he/she will take those workbooks with him/her. When a student transfers out of the school, please see that all state textbooks and library books are returned. Any lost book fees must be paid. While we want our students to enjoy reading both textbooks and library books, we hold them accountable for their care and return.

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 making 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
Grades 1-2	20 minutes

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 to complete homework than listed above.

Transfers and Withdrawals

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

1. The parents must 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.

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 lack of funds are encouraged to contact the office. Confidential assistance is available. Parents who prefer their child not 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 a CCSD registered volunteer. In the event, 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 Laurel Hill students. Therefore, please do not bring any other children on school field trips and refrain from using cell phones. Chaperones are not allowed to ride the school buses.

Birthdays

Birthdays are considered important days at Laurel Hill and will be announced each day on our morning news show. 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 balloons, food, treats, or flowers. Birthday party invitations may be passed out at school ONLY if every child in the class is invited.

Guidance

Ms. Semsar is available during school hours at 849-3373 or gionna_semsar@charleston.k12.sc.us. If you have questions or concerns, please call or email her.

- The Guidance Program at Laurel Hill is designed to meet the needs, interests and concerns of our parents and students. Your child will receive lessons and guidance 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, 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 "Be Safe", "Be Respectful", and "Be Ready to Learn". Our entire faculty and staff work hard to explain school expectations and reward students for good manners, integrity, and helpfulness.
- We also have a PBIS matrix for families which serves as a quick guide to expectations that create success for all learners. A copy of this was sent home with each child on the first day of school.

Discipline & Behavioral Philosophy

- Please review the CCSD Student Code of Conduct. An updated version will be available at [this link](#).
- 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 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 child, such as how to blow their nose, wash their hands, and clean appropriately after using the restroom.
- Should a student not meet these expectations, the steps listed below will be used to redirect unwanted behaviors. Any teacher or office referral will follow the consequences outlined in the CCSD Progressive Discipline Plan. For severe or continuous inappropriate behaviors, steps listed above may be skipped.
- Conduct in any manner which disrupts classwork, involves substantial disorder, or is an invasion of the right to learn of other students will not be tolerated.
- 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 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.

Food Policy

Laurel Hill 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 coupled with the extreme increase in childhood obesity 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. Valentine's Day, Halloween, etc.). Room parents 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 843-849-2200 for more information.
- **Outside food is not permitted to celebrate children's birthdays. Instead, children will be featured on LHPS 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.
- Items to be eaten in the classroom during daily snack shall be healthy. A list of recommended items (as well as discouraged items) will be provided to parents.
- 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, cranraisins, mini V8® juice cans, popcorn (low in butter), pretzels, cheese, chips (baked), Gogurt®, low fat yogurt, sugarfree Jello®, low-fat pudding cups, cereal bars, trail mix, cheerios, granola bars, saltines, goldfish, rice cakes, applesauce, mini whole grain bagels, mini Muffins, Chexmix®, 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 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.

Recess

Recess is scheduled each and every day. Students must remain within the main playground area and visible to all teachers on duty. Teachers must notify the office of unauthorized adults who 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 concerning safety rules of the playground. Parents are not allowed to supervise students during recess and non-Laurel Hill students are not permitted on the playgrounds at any time. Teachers have access to walkies at recess so that they are in constant communication with the office.

Kaleidoscope

Laurel Hill 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, Freddie McClanahan. He can be reached at 849-3385 or frederick_mclanahan@charleston.k12.sc.us.

Sexual Harassment Prevention

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

Media Release of Student Information/Photographs

CCSD provides a form that is required of each student to return. Indicate on this form whether “yes” you give permission for your child to appear in publication 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”.

Lost and Found

Students are encouraged to be responsible. 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 in Lost and Found this year! Lost and found is located in the cafeteria.

Traffic Map

