

Sanders Clyde Creative Arts Elementary School

2019-2020

Parent & Student Handbook

**“Practice makes
Permanent”**



Sanders Clyde Creative Arts Elementary School

MESSAGE FROM THE PRINCIPAL

Welcome to another exciting year at Sanders-Clyde Creative Arts Elementary where “Students are the Heart of our Work.” Things are picking up at our school and we are proud of the progress we have made in our organization, school wide initiatives, and discipline. As we move forward, we are very excited about the Arts becoming an important part of our everyday curriculum. Our scholars will experience various art forms such as Visual and Performing Arts. As parents, we invite you to become an active participant in all that our school has to offer.

While new components of our school day will be added, there are some things that will remain the same, the ABC’s for success. **Academics** is always the driving factor. **Behavior** is necessary for a safe environment. **Consistency** ensures systematic change. **Data** determines our direction. **Expectations of Excellence** is the key that makes everything else work for the sake of our children and school community. **We need YOU to join US in making Sanders-Clyde the kind of school it is meant to be for EVERYONE!**

Procedures and events outlined in this handbook are subject to change. Please keep this book in a safe place and refer to it throughout the school year.

Sanders Clyde Creative Arts Elementary School

Mission Statement

The mission of Sanders Clyde Elementary School is to provide meaningful opportunities for young scholars that are appropriate and literacy-based through differentiated learning experiences for which teachers, staff, parents, and community partners work together to set the foundation that will ultimately develop the skills that produce lifelong learners and productive citizens.

SANDERS CLYDE CREED

As a Sanders-Clyde Scholar

I'll work hard to succeed

I'll do my best to write, problem solve, and read.

My manners will reflect that I **do** show respect

For the rules, my teachers, and those around me

So that I can be the **best** that I can be!

To achieve my goals,

I **will** stay in control

So we all can succeed.

This is my promise and

This is my creed.

ACADEMIC SUCCESS

Every day is a day for learning and “Practice makes Permanent” at Sanders Clyde! You can help by making sure to:

1. Plan an early bedtime Mondays – Thursdays when school is in session.
2. Avoid tardiness, absences, and early-outs as much as possible.
3. Plan for nutritional meals and good personal hygiene
4. Attend school functions as much as possible
5. Plan for quiet homework time and sign papers
6. Monitor your child’s medication, schedule doctor appointments BEFORE your child needs them for the next month.
7. Volunteer when possible and keep the home/school communication ties open.
8. Make time for reading (before bed, during homework, etc.) and talk about the book, article, etc.
9. Schedule a conference anytime you have a concern and attend conferences scheduled by the school.
10. Participate on school committees such as PTA, Title 1 Planning Team, and/or Sanders Clyde Family Council/School Improvement Council.

AFTER SCHOOL PROGRAMMING

The Expanded Learning After School Program, also known as Kaleidoscope, provides a well-rounded after school program Monday through Friday from 2:30 p.m. to 5:15 p.m. for students in CD-5th grade. There is no cost. Admission will be based on need and commitment to high attendance. Students who need additional help in the areas of reading, writing, and math skills are encouraged to attend. Registration is on a first come/first serve basis until slots are full. Registration is completed by Expanded Learning staff. The Expanded Learning program has a strict attendance policy frequent early sign outs and low attendance will result in dismissal from the program.

ASSEMBLIES

Awards assemblies, MAP Olympics, and other programs are planned each nine week period. We encourage parents and family members to attend in support of the students. Students are NOT permitted to leave school after a performance as learning continues. We STRONGLY encourage you to respect the learning environment and do not disrupt the class due to you simply wanting to take them home.

ATTENDANCE

Regular attendance is essential to a student's success in school and is required by South Carolina law. Ten or more unexcused absences may result in your child being retained in the same grade. A note from the parent concerning each absence is required within three days or it will result in an unexcused absence. When visiting a doctor, make sure you get a doctor's excuse. After five tardies and/or three absences without excuses, parents will be notified to attend a truancy conference at school to create a plan to improve tardiness and/or absences. If the problem continues, the parent will be requested to meet with CCSD's Truancy Officer. Students are recognized weekly, monthly, and quarterly for perfect attendance. Parents are recognized as "Perfect Parents" their child receives an award for coming to school each day for each semester. Parents will receive certificates and are invited to lunch with the principal and their child.

ATTENDANCE & TRUANCY POLICIES

If a student is absent for **3 consecutive days** without the submission of a parent note or medical excuse that students is truant.

When a student is absent their parent/ guardian must provide written documentation in the form of a parent note or written documentation from a doctor's office/ medical facility

Attendance Procedures & Expectations

- Attendance is to be entered in PowerSchool by 8:00am.
 - Teachers are expected to make attendance part of their morning rituals to ensure that it is completed accurately every day.
- Tardy Students:
 - Students are tardy if they arrive after 7:45am.
 - If students arrive late BEFORE 8AM - Teachers are responsible for entering any tardies.
 - If students arrive late AFTER 8AM - Data Clerk is to enter tardies.
- Teachers are expected to contact parents via phone, text, email, or dojo if a student is absent. If a student is absent for 3 consecutive days, the teacher should contact the Truancy coordinator via email.
- Teachers are to bring any notes/excuses to the front office (data clerk) the day they are received. Data clerk/front office staff are to have parents complete excuses when they bring students to school when appropriate.

BREAKFAST

Breakfast will begin promptly at 7:00am in the cafeteria. CD and K students will eat in their classrooms. Breakfast in the cafeteria will end at 7:25 a.m. Late students will receive a breakfast bag to take to classroom which must be eaten in 15 min.

BIRTHDAY PARTIES

Birthday parties are not permitted. Brief acknowledgements are permitted in the cafeteria ONLY during lunch time. It must be during the student's scheduled lunch. Items that will not require teachers to prepare, or cut such as cupcakes, ice cream cups, etc. are permitted. Balloons or decorations are not permitted. The lunch time is limited to 20 minutes. It is imperative that birthday treats arrive before, or on time. Students must return to class on time.

BRINGING ITEMS TO SCHOOL

Any item not related to, or contributing to, the instructional program of the classroom, or an item that is a distracting influence, is prohibited. The only time students should bring toys/games to school is when the teacher instructs them to do so for instructional purposes. Any items taken from a child must be picked up by a parent in the school's office. (Toys, cell phones, electronic games, etc are not allowed at school and will be confiscated by staff.)

CELL PHONE POLICY

Elementary school students are not permitted to have cell phones or other electronic devices here at school. If a student has a cell phone it will be confiscated by school staff and a parent will be called to pick up the device. If a cell phone is lost or stolen that issue becomes the parents' responsibility. The parent assumes all liability if their student brings an electronic device to school.

CHARLESTON COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES

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kate_darby@charleston.k12.sc.us

Term expires: 11/2018 - Elected: 11/2014

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Eric_Mack@charleston.k12.sc.us

Term expires: 11/2018 - Elected: 11/2014

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Term expires: 11/2018 - Elected: 11/2010

Rev. Chris Collins

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Term expires: 11/2020 - Elected: 11/2008

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Term expires: 11/2020 - Elected: 11/2012

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Term expires: 11/2022 - Elected: 11/2018

Mr. Chris Fraser

7chris_fraser@charleston.k12.sc.us

Term expires: 11/2020

Mr. Kevin Hollinshead

kevin_hollinshead@charleston.k12.sc.us

Term expires: 11/2020 - Elected: 11/2016

Ms. Priscilla Jeffery

priscilla_jeffery@charleston.k12.sc.us

Term expires: 11/2020 - Elected: 11/2016

CONSTITUENT DISTRICT 20 BOARD OF TRUSTEES MEMBERS

Chair, Mrs. Downing Child
Downing_Child@charleston.k12.sc.us
Term expires: 2020

Vice Chair, Mrs. Diana Yarborough
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Term expires: 2022

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Ms. Stefanya D'Allesandro
Term expires: 2022

Ms. Regina Duggins
Term expires: 2022

Dr. Barbara G. Holmes
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Term expires: 2022

BUS RULES & CONSEQUENCES

Riding the bus is a privilege. In order to ensure the safety of all students, the following rules have been established:

1. Keep hands, feet, and objects to yourself. (SAFETY) (BEING RESPECTFUL)
2. Damaging seats, windows, or bus equipment is not permitted.(PROPERTY) (CARING)
3. Sit in assigned seat, remain seated. (ORDER)
4. Profane or obscene language, gestures, or loud noises are not permitted. (RESPECT)
5. Tobacco products or other illegal materials are not allowed on the bus. (SAFETY)
6. Follow the driver's directions. (SAFETY, ORDER, and RESPECT)

1st Referral – The student will be warned by the Principal or Designee and the parent will be contacted.

2nd Referral – The parent will be contacted and the student will be suspended from the bus for 1 day.

3rd Referral – The parent will be notified and the student will be suspended from the bus for 3 days.

4th Referral - The parent will be notified and the student will be suspended from the bus for 5 days.

5th Referral – The parent will be notified and the student will be suspended from the bus for 2 weeks.

BUS TRANSPORTATION

DURHAM OFFICE STAFF

Phone Number: (843) 745-7083

Mike Hamel-Manager/Director Michael Kilner-Site Manager/Director General Terry Sharp, Operations Supervisor/Supervisor

- Durham Services provides bus transportation to students living within the school attendance zone, outside the 1.5 mile walk zone, or in areas identified as hazardous for walking
- Parents are responsible for their child's safety to and from the bus stop. All students are asked to be at the bus stop **10 minutes before** the scheduled pick-up time

- Drivers are only allowed to make stops listed on the schedule. Parents or students should not request drivers to pick-up or drop-off at unauthorized stops.
 - When requesting a pick-up for a special needs student, parents/guardians must go to the students' school to complete required paperwork.
1. Whenever there is a change in transportation, **please send a written note to your child's teacher indicating that you are giving permission for the change.** Transportation will not change without written permission. In cases of emergency call the **office before 1:45 p.m.**

CAR RIDERS

All car riders will be given a number card to display in the windshield. If your cards are misplaced, the parent must notify the child's teacher, staff on duty, or the office immediately. **If your card is not displayed in the windshield, due to safety reasons, you will be asked to park and present identification in the front office. MUST be picked up by 2:30 pm.**

WALKERS

All walkers will be dismissed from the gym side entrance on the Jackson Street. Access will be denied to the front after at 2:00pm to prepare for dismissal. This is to ensure the safety of ALL children and maintain consistent procedures for everyone to follow. While waiting may impose a slight inconvenience, the safety of your child is MOST important to us.

Please be patient with us. **Students in grades CD and Kindergarten must be picked up by a parent-NO EXCEPTIONS!**

Please note: Access will be denied to the front office after at 2:00pm to prepare for dismissal.

No students will be called to come down to the office after 2:00p.m.

At dismissal time, parents need to wait at the pickup area to receive their students. **Parents are not permitted to go to classrooms to pick up children.** Students are dismissed at 2:30 p.m. daily. Bus riders are dismissed first, followed by car riders, walkers, and afterschool program if applicable. After School students must remain in designated areas in the hall.

Car riders and walkers must be picked up no later than 2:30 p.m. Car riders are dismissed first, followed by bus riders, walkers, and after school program.

Students are coming on school campus after hours and weekends. There are 'No Trespassing' signs posted around the school grounds. The school will not be held liable for injuries occurring after school hours, or weekends that are not supervised by school staff.

BUSINESS PARTNERS

Local businesses and organizations have a vested interest in the quality of education in their community. Therefore, partnerships with the school aid to improve the quality of life in the community. Our school family wishes to thank the following business partners for their interest and assistance to our school. They have been very supportive to our community and school goals.

Partnerships and Community Initiatives

Charleston Promise Neighborhood
Johnathan Green
College of Charleston
Reading Partners
City of Charleston Police Department
St. Stephens Episcopal Church
The Citadel
Medical University of South Carolina
Mt. Pleasant Presbyterian Church
Ashley Hall
Communities in Schools
City of Charleston Housing Authority
Charleston Hope
Clemson University
St. Michael's Church
SC Port Authority
Greek Orthodox Church of the Holy Trinity
Cummings
Pure Insurance
Citadel Square
J&P Designs

CHANGE OF ADDRESS

The school's office must have a parent's/guardian's current address and telephone number at all times. This is very important in case of an emergency. Please notify the school immediately when moving, changing telephone numbers, or place of employment. If you have moved outside of the attendance zone for Dunston, it is the parent's responsibility to inform the school and seek permission from the principal to allow the student to stay at Dunston for the remainder of the school year. The school has the right to withdraw the student and have the student to attend the school zoned for his/her address.

CHARACTER EDUCATION

In order for every student to successfully tackle their education, we believe every student must have a strong foundation in mathematics, the sciences, and language arts. Every child also needs a level of competency to negotiate the demands and expectations of learning and developing positive relationships with classmates, teachers, friends, and family.

We have a very strong program that helps to instill values in our children. We concentrate on nine (9) life skills a year, such as: trust, honesty, perseverance, kindness, etc. We encourage our students to say "good morning", "thank you", "I apologize", etc. Please help us by reinforcing these values at home and praise your child often when he/she demonstrates these life skills.

CHARLESTON COUNTY SCHOOL DISTRICT STRATEGIC PLAN GOALS

- GOAL 1 Maximize academic achievement to ensure every student is career, college, and citizenship ready.
- GOAL 2 Provide learning opportunities that allow every student to develop and demonstrate talents, interests, and modern workplace skills.
- GOAL 3 Ensure a safe, supportive, and inclusive environment for every student and adult in system.
- GOAL 4 Implement a pipeline that recruits, supports, retains, and rewards talented teachers, principals, and staff of every school.
- GOAL 5 Align resources to address student needs.
- GOAL 6 Engage in continuous progress processes to create system effectiveness in meeting student needs.
- GOAL 7 Communicate student progress. Seek feedback and cultivate family and community partnerships to ensure success for every student.
- GOAL 8 Address local priorities to provide system wide equity.

CLINIC

A registered nurse or LPN is on duty Mondays thru Fridays. Every parent must complete one emergency cards with at least three valid telephone numbers and keep all numbers up to date. The direct number to the clinic is 843-973-3225. In case of an accident, the school's nurse or a member of the staff will render first aid and notify parents if necessary. All medications must be registered with the school's clinic or office for the current school year with a completed Charleston County School District Doctor's Order medication form. IT'S THE LAW! Students should not bring their personal non-prescribed medicine to school. Please note that we will not put sick children on the school bus. In the event that we are unable to contact the parent, the person listed on the child's emergency card will be notified. We will not release a child to anyone not listed on his/her emergency card, unless we are notified by the parent or guardian. **A valid state issued form of identification will be needed to pick up a child and all students must be signed out in the front office before leaving the building. Parents are required to make certain that information on the emergency card is completed and kept up to date.**

DAILY SCHEDULE

NOTE: Students should NOT ARRIVE before 7:00 a.m. There will be no supervision before 7:00 am. CCSD will not be held liable for injuries that might occur if students are left before 7:00 am unattended.

| | |
|------------------|--|
| <u>7:00 a.m.</u> | School opens, students and buses begin arriving, and breakfast begins. |
| <u>7:15 a.m.</u> | Students begin reporting to class. |
| <u>7:25 a.m.</u> | Breakfast ends. |
| <u>7:45 a.m.</u> | Morning news begins. |
| <u>7:46 a.m.</u> | Student is tardy. |
| <u>2:25 p.m.</u> | End of day Dismissal (car riders, bus riders, walkers, afterschool) |
| <u>2:30 p.m.</u> | After School Program begins. |
| <u>5:30 p.m.</u> | After School Program ends |

DISCIPLINE

AN ENVIRONMENT FREE OF DISRUPTION IS ESSENTIAL TO YOUR CHILD'S EDUCATION!

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 and school wide rules have been developed using the **SPORT Model (S-SAFETY P-PROPERTY O-ORDER R-RESPECT T-TIME ON TASK)**. **SPORT** is easy for the students to understand and everyone throughout the school will be enforcing basic rules for the same reasons. Students and parents should plan to attend an orientation session planned to explain the details.

SCHOOL IMPROVEMENT COUNCIL (SIC)

This community organization's purpose is to address the needs of the community as it relates to our school. This is a decision-making group that participates in setting goals, identifying needs, and addressing the concerns of the community. The SIC meets quarterly. All parents, guardians, and community partners are encouraged to attend and participate. Please support your children and join the SIC.

EMERGENCY CLOSINGS AND DELAYS

If it is necessary to close the school because of adverse weather or other emergency conditions, the information will be broadcast by local radio and television stations. The school is informed by a phone tree network established for emergencies by the Charleston County School District. The decision to dismiss students will be made by the Superintendent. If you wish to come for your child under these circumstances, he/she will be excused. On these occasions, we urge you to use extreme caution, as traffic conditions can be hazardous in the vicinity of the school. If an occasion arises for school to dismiss early, be sure your child is properly instructed in advance, as to where to go in the event that you are unable to be at home. **Parents are requested not to call the school under these conditions to ask questions, as telephone lines must be kept open to receive instructions. A delayed opening** is when all schools, area offices, and district offices will operate on a two-hour delay.

The following will be implemented:

1. Schools and offices will open two hours later than normal.
2. Students should not be dropped off before school opens.
3. Buses will run two hours later than normal.
4. Breakfast will not be served.
5. School day ends at the regular time.

Extended classroom experiences (field trips) are a vital part of our curriculum. They enhance instruction and should not be considered optional. Students are expected to participate. Plan to volunteer as a chaperone for your child's class. **A chaperone must go through the background check process done by CCSD in order to be selected as a chaperone. Allow 7 days for processing.**

FIGHTING

Fighting is strictly forbidden at Sanders Clyde. Breaking this rule (**SAFETY**) may result in an immediate and automatic suspension and/or parental shared supervision for a specified period of time. Appropriate **CONSEQUENCES** will be given.

GUIDANCE

At Sanders Clyde, we take very seriously the opportunity to encourage learning and to nurture a healthy self-concept in each and every child. It is our intent to partner with every parent in a joint effort to help every child grow mentally, physically, socially, and emotionally. Our guidance program is a fundamental part of this effort. Along with classroom guidance lessons, individual and group counseling, special programs are available to all our students.

HOME VISITS

Home visits are conducted as deemed necessary by the Attendance Clerk, Parent Advocate, Guidance Counselor, Teacher, and/or Principal. It becomes necessary when a student has missed three consecutive days of school without notifying the school, attendance is an ongoing problem, proof of residence is needed, inappropriate behavior, and/or a parent or guardian cannot be contacted in emergency cases.

HOMEWORK

Homework assignments are important and should reinforce skills studied during the day. Primary teachers (K-2) will assign approximately 30 minutes of homework and 3rd grade teachers will assign no more than 45 minutes of homework Monday thru Thursday. It is helpful if the student has a set time and place to study. Please encourage your child to read every day. **The most important thing a student can do to improve academically is to read.**

IMMUNIZATIONS AND VACCINATIONS

State law requires that every child who is admitted to public school must have a complete South Carolina immunization certificate on file. Failure to do so will result in exclusion from school.

LOST AND FOUND

The school has a lost and found section located in the cafeteria. Items found will remain in the office until claimed by their owners. After 90 days clothing items will be donated to a local charity. Items of value such as watches, rings, house keys, and eyeglasses are to be turned in to the office staff and will be secured in the office. Please put your child's name on all clothing, lunch boxes, book bags, and eyeglass cases! Items with names can be returned immediately. Valuable jewelry, watches and other objects should not be worn to school. **THIS SCHOOL IS NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS.**

MEAL PROGRAM

Breakfast and lunch are served daily at Sanders Clyde. During **the 2019-2020 school year ALL of our students will receive FREE breakfast and lunch.**

Parents are always invited to eat lunch with their child, please call our cafeteria for price information. **No fast food is permitted in the cafeteria during lunch time without prior administrative approval.** After breakfast, students will go directly to the classroom to begin morning work. Morning work is very important; therefore please make sure your child arrives no later than 7:15 a.m.

MEDICATION

Parents must bring a signed order from the doctor in order for the nurse to give prescription medication at school. Medication must be in its original bottle. The nurse must document its exact content before it can be kept at school.

PARENT CONFERENCES

We encourage you to get to know your child's teacher. Parent conferences are encouraged and can be arranged through the teacher or by calling the office. **Conferences with your child's teacher should be held before school, pre-arranged during planning period, or after school.** Teachers are **NOT permitted** to hold parent conferences **during instruction**. Please do not interrupt the teacher during class time.

PARENT OBSERVATIONS

Observations must be arranged with the teacher, principal, or office staff. Parent/Guardian must give approximate week, day, or time of request. When arriving for a scheduled observation, check in at the school office, obtain a Visitor's Pass before proceeding to your child's classroom, **turn off cell phone**, and quietly enter without disturbing instruction. **ONLY ONE** visitor permitted at one time; please do not bring younger children into the classroom. Parent/Guardian will be seated away from their child, with no interaction unless requested by the teacher. **Classroom observations are scheduled by appointment ONLY. Conferences may be arranged at another time to talk with the teacher about the observation and/or child's progress.**



PARENT & TEACHER COMMUNICATION

Our teachers send home papers for your review on a weekly basis. **Every Wednesday of each week, parents are asked to read all school communications, sign and return if requested.** As a school, we will make every effort to remain consistent with Wednesday's folders. There may be exceptions as the need arise. Grade level folders are color coded for easy tracking.

PARKING

No cars should be left unattended or parked in the main traffic area. Delivery trucks, CCSD maintenance, or emergency vehicles need to be able to drive through without any blockage. **Park in designated areas only.**

PARTIES

Class parties are permitted only two (2) times per year. The two district designated parties occur during the Winter holiday break and at the end of the school year. These parties are restricted to the last hour of the day. Birthday parties are not permissible at school. Parents may send a birthday treat to be shared with the class at the specified lunch time.

PTA

All parents and teachers are urged to join the PTA. One of the objectives of the National Congress of Parents and Teachers is “to bring into closer relations the home and school, that parents and teachers may cooperate intelligently in the training of the child.” The faculty of Sanders-Clyde Elementary seeks to further this objective and encourage all parents to join and support our local PTA. Dues are \$5 per person per year. WE need as many people as possible from your family, friends, and neighbors to join in order to reach 100% membership. See the calendar for dates of our PTA meetings. Cash or money order is preferred payment.



PROMOTION STANDARDS: K-2nd GRADE

To be promoted, the student must:

1. Demonstrate satisfactory on the SC Curriculum Standards as measured by formal and informal assessments;
2. Earn a minimum passing grade for the year in Reading/Language Arts and Mathematics; and
3. Meet SC attendance requirements:

CCSD Grading System:

C = CONSISTENT 90-100

E = EMERGING 70-89

N = NOT MET 69-0

C = the student has mastered the grade level expectations

E = The student is making progress, but continues to need support with grade level expectations

N = The student has not met grade level expectations

N/A = The student has not been assessed on the standards this period.

PROMOTION STANDARDS: 3rd GRADE – 5TH GRADE

To be promoted, the student must:

1. Demonstrate satisfactory performance on the SC Curriculum Standards as measured by formal and informal assessments;
2. Earn a minimum passing grade of 70 for the year in Reading, Language Arts, Math, Science, Social Studies;
3. Meet SC attendance requirements:

CCSD Grading System:

A= 100-90

B= 89-90

C= 79-70

D= 60-69

F= 60 and Below

READING CELEBRATION

All students in grades 1-5 are **REQUIRED** to read **at least** thirty (30) books on their independent reading level and pass an AR, or another suitable program test for each book with a passing grade of 70 or above in order for it to count for each book. **ONLY** those students that meet their goal of 30 books will receive invitations to the celebration in May. Requirements are adjusted for those students entering school later in the school year.

REPORT CARDS

Interim reports will be sent home with the student at the half-way point of each nine week grading period. Report cards will be sent home at the completion of each nine week (45 days) grading period. See calendar for dates report cards and interim reports are scheduled to be sent home.

SCHOOL ARRIVAL

Students may begin arriving at **7:00 a.m.** to school. There is **NO SUPERVISION** for children on school grounds **prior to 7:00 a.m.** ***The school district will not be held responsible for any injuries that may occur before 7:00 a.m.*** Car riders should be dropped off in front of the school on the same side of the building. Students should not exit cars on the other side of the pavement. Bus riders are required to exit the bus in a single file line and enter cafeteria door quietly. Students should remain in the car until a CCSD Staff escort the student across the drive way to the building.



SIGN-OUT PROCEDURES

All parents or authorized adults (18 or older) must report to the office upon entering the building. If a student is late or needs to leave early, an adult must be present to sign the necessary documentation. **Students are not allowed to sign themselves in or out! It is very important for your child to be on time each day and stay until school is dismissed. Early sign outs after 2:00 p.m. are not permitted without prior written notice or phone call to the office. This causes major disruptions during instructional time.**

SPECIAL EDUCATION

If a student is having academic or emotional problems, the teacher or parent/guardian may request individual testing by the school psychologist. If the MTSS (Multi-Tiered System of Support) process results indicate the need for specific accommodations, the parent/guardian will be invited to a meeting with the school psychologist, teacher, teacher specialists, and principal to discuss an appropriate educational plan for the student.

TARDIES

Prompt arrival at school is expected of all students. It is the responsibility of the parents to see that children get to school on time.

Please be aware that ‘oversleeping’ and ‘missing the bus’ are considered unexcused tardies. **Parents must come in the office and sign in late students after 7:41a.m.** Each student has a tardy sheet that will be kept throughout the year to track the number of tardiness. Failure to sign in may require parent conference for re-admittance. **Students who are tardy should eat breakfast before coming to school, breakfast ends at 7:20 a.m.**

TAXI CABS

Students are NOT ever permitted to take a taxi cab home from school. This is a liability for the school and district to permit a minor to leave the premises in a cab, Uber, or LYFT. Parents must make arrangements for the student to be picked up by a reliable adult, preferably a relative/guardian on the emergency card. If arrangements are not made ahead of time to change mode of transportation, a signed note should be sent with your child, or a phone call to the office no later than 1:45 p.m.

TELEPHONE CALLS

The school requests that if you need to inform your child about any necessary instructions, the best thing to do is explain this to your child while at home. This will help reduce the number of phone calls to the school. In urgent matters, however, the office will accept and relay messages to your child. Please do not ask your child to use the school phone for personal business. Teachers will not be interrupted during class to receive phone calls. There will be no phone calls made for forgotten materials. Students will not be called out of class for a phone call, nor should students have cell phones at school.

TEXTBOOKS

Textbooks are furnished by the state and are subject to state regulations (by authority of Section 59-31-290 Code of Laws of South Carolina) regarding their care. Books are to be kept clean and free from writing, with the exception of the student's name and homeroom number, which will be written in the front of the book by the teacher. Students are required to pay fines for damaged books set by the State Department of Education. Lost books are to be paid for by the parent(s). In the event "lost" book is found after a replacement book has been paid for, the parent may come to the school for a refund.

TITLE I SCHOOL

Sanders Clyde Elementary meets the criteria to be a Title I School. We receive federal funding that is used for teacher salaries to reduce class sizes, purchase materials, and provide other resources that the Title I Team determines to be a need. There is a Title I plan housed in the media center and the front office. Everyone is invited to stop by and read the plan in its entirety.

TRANSPORTATION CHANGES

The school must receive a written note from a parent or a phone call before 2:00pm to change a students' mode of transportation. Otherwise, the student will travel home using their normal mode of transportation.

TRANSFERS AND RECORDS/WITHDRAWALS

When a student must transfer from Sanders Clyde, it is necessary for the office to have at least 24 hours notice so that the proper forms can be ready for the student on his/her last day at this school. A minimum of one day notice; however, one week's notice in writing is preferred. The following procedures should be followed:

1. The student must return all library books and any other school property.
2. Pay all monies, lost books, damaged books, pictures, etc. owed to the school.
3. Parent/guardian must withdraw student and provide address and name of the new school. Records will be sent to the new school at their request. Parents cannot hand deliver records.



UNIFORMS

All students are expected to wear the required school uniform. Uniforms MUST be worn every day, except Tag Day or special events. Please help your child get off to a good start by making sure he/she is dressed for success. Students must wear uniforms during the last week of school to avoid problems and disruptions. The following articles of clothing are considered as Sanders Clyde uniform:

Pants/Jumpers/Skirts/Shorts- navy blue or khaki in color. If there are belt loops, a belt must be worn. If shorts, jumpers, or shirts are worn it must be knee length.

Shirts/Blouses- white, green, navy blue, light blue, red, pink, yellow; Shirts must have a collar.

Sweaters- white or navy blue. Overcoats will not be allowed to be worn in the classroom.

Socks/Shoes-white, blue, black, or brown. (No flip flops, clogs, or slip-ons permitted)

Hair- If a student chooses to wear braids it must be neat and completely braided.

Jewelry- Necklaces with medallions and/or excessive jewelry are not permitted.

VIOLATION OF DRESS CODE – SCHOOL UNIFORMS

It is our school policy that students wear uniforms to school unless permission has been approved by the principal. Permission to wear “Cool Clothes” will be granted in the form of a ticket to inform the parent if the student has permission to wear “cool clothes” or not. If the parent fails to have the student in uniform, one or more of the offenses will be implemented:

| | |
|-------------------------------|---|
| 1st Offense | Warning to the student (notification sent in folder) |
| 2nd Offense | Your child will have silent lunch and will not go to recess |
| 3rd Offense | A parental conference will be required to return child to school |

VISITORS

All visitors MUST check in with valid identification, driver’s license, passport, or State issued ID. While we welcome and encourage people to visit our school, we must insist that all visitors check in and get a Visitor’s Pass at the office. **Passes must be visible on the chest area at all times.** Please report to the front office when leaving the school grounds and return pass. The safety of

our students is our number one concern! They enable us to show off the good things going on at Sanders Clyde. Conferences are held without students present in the classroom during the teachers' planning period or after school. Observations -No teacher conference. Must sit quietly without cell phone, other adults, small children, or siblings (Only 1 person at a time).

VOLUNTEERS

Volunteers are always needed to make sure procedures run smoothly; students' and teachers' needs are met, and provide a valuable presence during the day. Volunteers are welcomed and appreciated. Anyone wishing to volunteer at the school should call the office at 843-724-7783 for more information. **All volunteers must be cleared through CCSD background check process (this takes at least 5 days).**

WEEKLY WEDNESDAY PROGRESS REPORTS

Important papers will be sent home on Wednesdays to keep you informed of your child's progress, upcoming events, or requested information and/or signature. It is VERY important that you are kept informed and would prefer you check your child's folders and/or bookbag each night. If you are unable to do this on a daily basis, please make sure you review the Wednesday Folder.