

The ABCs of MHE

Family Handbook

2021-2022

AFTER SCHOOL PROGRAM- 21st Century

The 21st Century After School Program will again be offered to our students through CCSD's Office of Expanded Learning. Enrollment is based on availability. The schedule and registration packets are available in the Cafeteria or 21st Century office.. Daily hours are from 3:30 p.m. until 6:00 p.m. The program will begin the week after labor day.

Director: Ms. Sarah Ferron sarah_ferron@charleston.k12.sc.us

AMBASSADORS

4th & 5th grade students apply for this leadership program in the fall and if selected are responsible for activities such as morning/dismissal announcements, arrival and dismissal guards, lunch duty patrol, and flag duty.

Applications are given out the second week of school.

ARRIVAL & DISMISSAL - Parents due to Safety procedures, we will not be

7:30AM Early Morning Car rider drop-off begins. If your family signs-up for this option, you will drop off in the second entrance near the cafeteria doors. Ms. Holmes and Early Morning staff will be with your students until the main bell rings for arrival.

7:30AM Head start ONLY Head start students can be dropped off.

8:05AM Bus riders enter via second entrance near cafeteria doors

Car riders enter

Bus riders alleviate car rider traffic and arrive in time to get breakfast! Please consider this option for your family.

Only students may enter via these entrances. All adults must enter via the front office door.

8:30AM Tardy bell rings and all doors close. Any student arriving after the **bell rings must enter via the front office door with a parent to sign them in** and get a tardy pass.

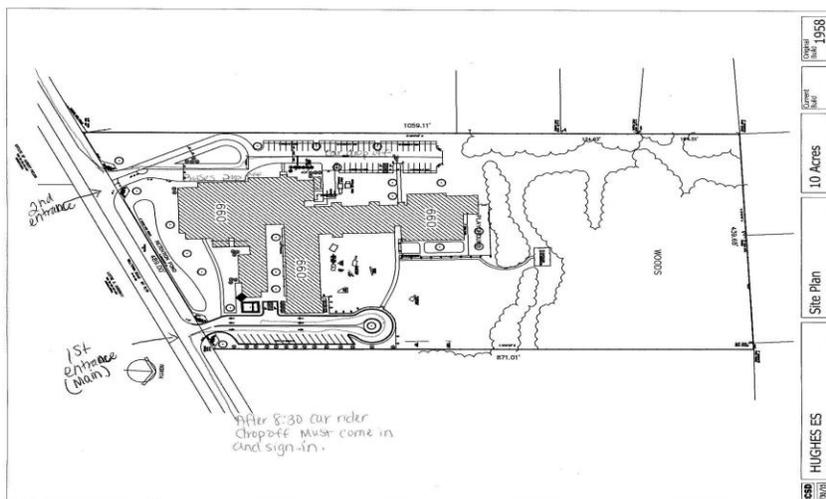
Please work to help your child have a stress free morning by arriving in plenty of time to be in their seat ready to learn by 8:30.

Arrival & Dismissal Traffic Flow

Do not pass stopped traffic and drive on the wrong side of the road.

All traffic for car riders should turn in the second entrance and head all the way to the back parking lot area.

All late car line traffic after the 8:30 bell rings must enter through the front loop of the school. You will not be able to knock on the door for arrival. This includes Head Start. Visitor parking spots are located in front of the school.



3:00 PM Head Start students dismissal time begins and runs to 3:25 PM

3:30PM Staggered dismissal begins: After School Program → Buses & Cars →

- CD-1st grade students will have a bus tag with their street address attached to their bookbag. ALL bus riders will receive an animal sticker, to match the animal tag on their bus. Red Tags will be used for students in CD and Kindergarten. Red tag students sit in the front of the bus and are only allowed to get off the bus with a sibling if there is no adult present and parents have signed the waiver, otherwise students are brought back to the school. If a red tag student has an older sibling they are allowed to sit together.

The buses are labeled:



- During car rider dismissal, students are at voice level 0 and actively listen to announcements and listen for their number/name and cone number.
 - Talking in the car dismissal area distracts students from their task, slows down the car rider line, and causes adults to have to raise their voices.
- If there will be a change in how your child is dismissed please complete a [transportation change form](#) this will serve as written communication to make changes. You may also send in a note, but **over the phone changes are not permitted.**
- During afternoon car rider pick-up, you must have an official MHE car tag. These will be available the first week of school, but could also be requested anytime later. The car tag will have a number for your family and family name. Each family will have one Car tag number for all siblings. If you do not have your car tag, you will be pulled out of line to check your identification against your child's emergency card.
- **Students are not allowed to be signed-out past 2:30 p.m.**

ATTENDANCE POLICY

In order for your child to reach their fullest potential, they need to be at school and in their room on time each day (**by 8:30 a.m.**) so that they do not miss crucial instruction.

Charleston County has Attendance and Truancy Policies which are clearly written. The district has a Truancy Officer who assesses schools to determine if all absences are documented. We are accountable for following up on student attendance and tardiness issues.

Important facts about **CCSD's** Attendance and Truancy Policy:

- All absences are classified as either lawful or unlawful and all absences, regardless of the classification, must be documented.
- Lawful excused absences include: student illness, serious illness of immediate family member, death of a family member, religious holidays, and suspension.
- Lawful unexcused absences include: absence as a result of an extracurricular activity that's not approved or requested by the administration, those suspended from the bus and do not report to school, those who go to appointments that could be made outside of school hours, and student illnesses in excess of ten days that is not substantiated by medical statement.
- **Unlawful absences** include: students who are absent from school without acceptable cause with the knowledge of the parents (example- vacations and accompanying parents on business trips) and those willfully absent without the knowledge of parents. Unlawful absences are ALWAYS unexcused.
- Teachers are not required to allow students to make up work missed during an unexcused absence.
- **A written and signed excuse (not email)** is required for all absences in all of the categories mentioned above. There are no exceptions. Failure to submit proper documentation will require the school to recommend the intervention of a truancy officer.
- If a truancy conference is scheduled, failure to meet and adhere to the attendance improvement plan will result in a referral to the Department of Alternative Program and Services social worker.
- Ten is the magic number! **After 10 absences a student may be retained in his/her current grade.**
- To receive the "Perfect Attendance" award, students must have 0 absences and no more than 3 tardies.
- Perfect Attendance Students will earn an invitation to the Perfect Attendance Ice Cream Sundae Party held after the first semester.
- The class that has the best attendance & fewest tardies will also earn a celebration/treat ie. popcorn, ice pops with an extra recess.

- Jovertte_Roberts@charleston.k12.sc.us is the contact people for MHE attendance.

Additional information concerning the Charleston County School District attendance policy is included in the CCSD Code of Conduct.

BEHAVIOR MANAGEMENT

Each morning begins with a Morning Meeting. A time for greetings and activities designed for every student to be seen and heard and feel welcome in their classroom community. It is also the structure in which “2nd Step” lessons are taught. “2nd Step” is the social & emotional curriculum in which every CD-5th grade student participates. Songs, videos, and guided discussions help students acquire skills for learning and getting along in a social setting. “2nd Step” ‘Parent Links’ will be sent home and we ask that you review them with your children.

Please visit www.secondstep.org to set up a family account for extra resources. The code is SSP3FAMILY73.

To build a positive classroom environment, students and teachers collaboratively create rules or agreements that fall into four categories: Be Positive, Be Safe, Be Respectful, and Be Responsible.

- MHE supports Charleston County School District use of Positive Behavior Intervention and Supports (PBIS).
- The expectations of behavior for different areas of the school are articulated in the **PBIS Matrix** and are posted, taught, and reinforced to students in each class and throughout the school.
- We encourage families to create their own rules or agreements based on being positive, being safe, being respectful and being responsible.
- We acknowledge our students through compliments and shoutouts for positive behaviors.

Consequences are meant to **teach** and shape behavior and are logical, restorative, and progressive.

For example:

- Reteach expected behavior from matrix
- Review agreements
- Play area limited at recess
- Take a break
- Classroom Reflection Sheet
- Visual or verbal cues
- Increased proximity
- Apology letter

If disruptive behavior (such as making noises that distract other learners, not finishing work, horseplay, inappropriate behavior, running, throwing objects, etc.) continues despite interventions, students will be referred to administration. Behavior that results in referral to administration is serious. Administration will conference with the student and contact parents. One or more of the following actions may occur:

- Phone call to parent
- Restitution
- Student sent home
- In-school suspension
- Parent conference
- Probation by administration
- Out-of-school suspension
- Referral to school psychologist

Be sure to read the [Code of Conduct](#) and if you have any questions or concerns, or you need a hard copy, please contact Mrs. Temoney.

To help eliminate loss of or damage to toys, iPods, iPads, or valuables, students are not to bring these items to school - even for show and tell. If a different expectation is needed for a particular situation, your child’s teacher will let you know.

Minnie Hughes' students are an exceptional group of young people and we recognize and encourage exemplary behavior and character through shout outs on the news show, and new this year being crowned (king or queen) of one of our four guiding principles PURR at Community Circle. However, our goal is to develop intrinsically motivated humans, therefore, extrinsic rewards such as food and trinkets are used sparingly.

BOOKS AND FEES

If a student transfers out of MHE, all state textbooks and library books must be returned.

All lost book fees must be paid. Separate checks must be written for each child in a family for fees and lost books. Please make checks payable to Minnie Hughes Elementary and return to your child's teacher. Every effort will be made to collect all fee money.

BREAKFAST & LUNCH & SNACKS

All All meals FREE for all students in all schools!

Including breakfast, lunch, and afterschool program meals!

Breakfast begins at 8:05 AM.

Each classroom has a daily snack time. Please send a small, healthy snack and water bottle with your child *every* day.

BUS RIDERS

Riding the school bus is a privilege that can be revoked if rules are not followed. Unfortunately, parents are often more inconvenienced than children when bus-riding privileges have been revoked. Please review the rules below with your child:

1. Be at the bus stop on time. *10 minutes before your assigned bus route.
2. Act appropriately on the bus and do not push, fight, or use unacceptable language.
3. Listen to and follow the bus driver's directions.

We will handle all reported bus incidents and contact parents with bus issues.

MHE Bus Rider Parents, Steps for First Student Bus Rider Success:

1. Have your current drop off address on student paperwork and entered into the Powerschool system.
2. Find the closest bus stop to your address. Bus routes and stops are located at <https://www.ccsdschools.com/transportation> Or: <https://firststudentinc.com/>
3. Sign up for the delayed bus notification sign up using the Firstview App. This is located at: https://docs.google.com/document/d/1jWGGNueGXl0D1Gf_QdTrRSrO-ooOKHvmVmFjNyA9C8k/edit The School Code is : **FPXP**
4. If the parent gives permission for a younger sibling (younger than 1st grade) to walk home with a 2nd grader or older child, you must print, complete, and turn in the "The Red Tag Sibling Permission Form." Located: <https://www.ccsdschools.com/cms/lib/SC50000504/Centricity/domain/118/transportation/Red%20Tag%20Sibling%20Permission%20Form.pdf>
5. Any bus complaints are entered by the parent at: <https://docs.google.com/forms/d/e/1FAIpQLSdBFA497ScWPMjIkVhZH5Siyjno6VrRaACSmL5OIMzttLj3bw/viewform>

SCHOOL BUS CONCERNS: First Student Bus Services

Phone: **Hollywood 843-577-6203**

CAFETERIA

The MHE cafeteria is to be regarded in the same manner as a restaurant. The cafeteria should at all times be a neat, clean, and pleasant place. Lunch is a time to develop friendships and refuel for the learning ahead. Students are expected to socialize with those near them at their table only.

CELL PHONES & Smart Watches & Gizmos & Gadgets for Communication

Cell phones, watches, etc. are not permitted to be used during school hours, and it is highly recommended that children not bring them to school. Student communication to parents should not happen during the day (**including email**) unless it is approved by teachers beforehand. Should a student need to contact a parent during school hours, the regular school phone lines should be used.

If a parent sends a child to school with a phone, it must be stored in the bookbag and in the "off mode" during school hours (this is also CCSD's policy). Teachers are instructed to collect cell phones that are seen or heard during school hours, and parents will be required to come to the

school and personally retrieve collected phones. The school staff and administration will not be responsible for the loss, damage, or theft of a student's cell phone.

CHAPERONES

We welcome parents as chaperones for field trips. In order to ensure a safe environment for MHE students, all individuals serving as a chaperone or volunteer must complete an online application process, which includes a criminal background check, every three years.

<https://apps.raptortech.com/Apply/Mzg2OmVuLVVT>

If you choose to attend a trip with your child's class, please do not bring other children with you. As a chaperone, you will serve in a supervision role for Minnie Hughes Elementary students and this will require your utmost attention to them; please stay off cell phones.

Chaperones must return to Minnie Hughes with the class. Children of chaperones may not be signed out from field trips, but must return to the school for the remainder of the day.

COMMUNICATION- Maroon Folder Tuesdays

We want all families to be engaged in what is happening in our school. To keep communication open and consistent you will receive a maroon folder that comes home with every child on Tuesdays. That's going to be key for Parents to remember to always check bookbags on Tuesdays afterschool. That is the day we will send home all flyers, graded papers, progress reports, report cards etc. Please return the folder to school the next day.

We will also be sending weekly classroom news via email. Parents it is important that we have your email address on file and that you check it daily for communication from your child's teacher.

COMMUNITY CIRCLE

A new important ritual at MHE is Community Circle. Once a month, students, staff, and invited parents come together to celebrate learning and develop a strong, positive, and caring school culture. Just like other cultures around the globe, our gathering helps us identify who we are as a school community.

Students enter with music playing, and student leaders emcee a variety of Spotlights:

- Crowning of (king and queen) for exemplifying the MHE PURR character traits
- Current learning happening in a grade level
- Global Leadership (global arts assemblies, black history, French integration, women's history, Hispanic heritage, etc.)
- Celebrating successes (goals met, etc.)!
- Announcements

CONCERNS & QUESTIONS

In order to ensure your child's academic and social growth, open parent-staff communication is essential.

If you have concerns about any aspect of your child's education or classroom environment, please communicate with the teacher.

To speak to a teacher in person between 8:00am -3:30pm you must schedule a meeting with the teacher.

For general JBE concerns, not pertaining to your child's classroom, please email Mrs. Temoney at Ashland_temoney@charleston.k12.sc.us

EARLY SIGN OUT

If your child must leave school early due to extenuating circumstances, please send a signed note to school that morning.

Students will be released only to parents, legal guardians, or contacts listed on the maroon emergency card. If someone other than those named on the emergency card, the parent must send a written statement giving permission for that person to pick up the child. Picture identification will be required. Please include a phone number where you can be reached for verification.

Parents are discouraged from making appointments for students during school hours.

Parents are not allowed to sign students out after 2:30 unless previously approved by an administrator.

EMERGENCY CARDS

Each student will receive two emergency cards (a Gold one for the front office and a white one for the nurse) to be completed by the parents and returned to school.

- **It is essential that we can reach you in an emergency.**

- Parents must fill these cards out COMPLETELY and notify the school anytime there is a change in information (i.e. new phone number).
- We must have the names and telephone numbers of multiple people we can contact in case of an emergency.
- If necessary in an emergency, EMS will be called when no one listed on the emergency card can be reached.

EMERGENCY DISMISSAL PROCEDURES

Should an emergency dismissal be necessary for any reason, your child will be dismissed following their normal routine (bus, car, etc.)

- CCSD or MHE will broadcast a phone and email message should an emergency early dismissal be required.

FLYERS & ADVERTISING

Charleston County policy prohibits soliciting on school grounds as well as using the school as a means for advertising for businesses. Therefore, we are unable to send home flyers/advertisements. An exception will continue to be the Parks and Recreation offerings and any CCSD or community sponsored (non-profit) activity that the administration feels would benefit our students.

GUIDANCE

The guidance counselor at Minnie Hughes supports the same goals of academic and personal social development that teachers and administrators advocate. Guidance is an integral part of the educational program and primarily consists of:

Classroom guidance (emphasis on social & emotional knowledge and skills- [Second Step](#))

Targeted small group intervention as needed. (Examples- dealing with anxiety, conflict resolution, coping with divorce)

Parent education

Crisis intervention

Assistance with implementing student behavioral management plans

HEALTH INFORMATION

A full time RN, Nurse Kizer, attends to the immediate needs of sick and injured children. Nurse Kizer 843-889-2976 ext. 8110847.

The staff at MHE work to maintain a healthy environment to decrease transmission of communicable disease by frequent, thorough hand-washing, by cleaning/sanitizing surfaces, and by assessing children who appear ill. We follow sickness guidelines recommended by the American Academy of Pediatrics, MUSC, and the Center for Disease Control (CDC).

Sickness Guidelines:

Please keep your child home if they exhibit the following symptoms:

- Fever of 100 o F or higher
- Diarrhea
- Vomiting
- Severe Coughing
- Eye discharge- mucus or pus draining from the eye or pink eye
- Change in behavior- lethargy, inability to focus

Health Card

Each student should have an accurate, up-to-date Health Information Card on file with the nurse in the clinic. In addition, the South Carolina Department of Health and Environmental Control requires specific vaccinations for students based on their age and grade. It is very important to check with your doctor and make an appointment for your child to receive any required vaccinations. **Proof of immunizations must be provided to the school**, and forgetting to schedule vaccinations may prevent your student from returning to school on time at the beginning of the year! If your child has any ongoing medical conditions (asthma, seizures, allergies, diabetes), please submit a Care Plan completed by his/her healthcare provider.

Medication

Medications (including over-the-counter) can be administered to students with parental permission. The permission form can be downloaded and printed from the Health section of our school website.

Prescription medications must be brought to school in the original container labeled with the student's name, date, name of medication, name of prescribing physician, dosage, time(s) the medication is to be given, and name of pharmacy filling the prescription. OTC medications shall be sent to school in the original manufacturer's container. The manufacturer's label must include the name of the medication (brand or generic), strength of medication and instructions for use.

Lice

Head lice is a nuisance, not a medical emergency and should not disrupt a student's educational process. Students diagnosed with head lice will not be sent home early from school, however a parent must accompany the child to school and provide proof of treatment. If live lice are still present, the parent must take the child home for further treatment/removal. The CCSD protocol follows the guidelines of the [National Association of School Nurses](#), the [American Academy of Pediatrics](#) and the [CDC](#). One thing to remember is that a louse is unable to live more than 48 hours without a host, so each Monday morning, our building is lice-free.

Allergy Policy

At MHE, our first priority is the safety of our children. Because we know that an undiagnosed allergy can present for the first time while a student is at school, and because we are unable to confidently assess the allergen content of lunches brought from home, MHE is an "Allergy Aware School." We expect all staff and all students to be alert and take care of each other.

- The school nurse trains all staff members in how to detect an allergic reaction and what to do in the event of one, including how to use an EpiPen.
- The school nurse visits all classrooms to teach students about what an allergy is, how to detect an allergic reaction, and how to keep friends safe (no food sharing is allowed).
- *Every* cafeteria table has a section where students with documented allergies can sit. Students buying lunch from the cafeteria can sit next to students with known allergies, but students with lunch from home fill up the opposite end of the table first.
- The allergy section of the table is cleaned between each class by a member of our custodial team.
- Students are instructed to wash their hands after lunch.
- Classrooms with documented cases of life-threatening food allergies are "No Peanut/Tree Nut Zones." We ask all families in these rooms to only send nut free snacks with their child, to reduce cross-contact in the classroom.
- We encourage students to be advocates for their health and to recognize and report any symptoms of an allergic reaction. Please contact Nurse Kizer if your child has a notable allergy. An Allergy Care Plan completed by your child's healthcare provider will be kept on file at school.

Health Screening

Our school nurse conducts routine health screenings, which include vision and hearing screenings.

HOMEWORK

One purpose of homework is for students to practice and use what they have learned. If your child is consistently not able to do the homework independently, please contact the teacher.

The other purpose of homework is to help students become disciplined, organized and able to set priorities.

Time guidelines:

Grade	Maximum Nightly Minutes	Maximum Weekly Minutes
Kindergarten	15	60
1st & 2nd grade	20	80
3rd grade	30	120
4th grade	40	160
5th grade	50	200

If your child is unable to complete the homework in the time outlined, please write the teacher a note.

We do not want children spending all evening on homework assignments.

Please help establish a consistent, organized place for homework to be done and a schedule for completing homework.

Encourage, motivate, and prompt your child, but do not do the homework for them (unless the teacher indicates that the assignment is a family activity).

IDENTIFICATION BADGES

All adults in the building (staff, visitors, volunteers, substitutes, etc.) must wear identification badges.

- All non-staff members must check in with the office and receive an identification badge.
- Teachers will not permit parents or other visitors to enter their classroom without required identification.
- Staff members are expected to ask any adult without identification to please check in with the office.

INTERRUPTIONS

Please give your child all necessary instructions and items at home. The office will only interrupt a class during instructional time for emergency situations.

Telephone messages other than those of an urgent or emergency nature, cannot be delivered to pupils. If forgotten water bottles, books, etc. are brought from home to be delivered to a student, they will be delivered by office staff during non-instructional time. Each time a class is interrupted to give one pupil a message or forgotten item, all pupils lose valuable instruction time.

LIBRARY

The MHE library operates a fixed/flexible schedule. In line with the American Association of School Libraries principle "Access for All", students and staff may visit the library throughout the day to check out materials using self-service kiosks. MHE library currently offers 3,956 materials in circulation to students and staff. MHE library is open to families from 8:05 am to 8:25 am Monday through Friday. During this time, families may check out books and use the computers to access CCSD sponsored online learning programs. The teacher librarian's primary duties include:

- Designing standards-based lessons that develop students' reading, critical thinking, and information skills
- Collaborating with teachers and students to teach engaging, standards-based lessons
- Creating an open environment that promotes active learning and supports inquiry
- Maintaining a diverse and current library collection to meet students' academic and recreational reading needs

LOST & FOUND

Label all clothing and possessions. MHE has a Lost and Found area in the cafeteria; please encourage your child to check there if he/she has lost any item, or you may sign in at the office and visit the Lost and Found. Unclaimed items will be donated to charity monthly. Notices will come out through your classroom's weekly communication inviting you to come check out what's in lost and found.

MAP (Measures of Academic Progress) TESTING

Students in Grades 2-5 will take MAP in the fall, winter, and spring. The test is untimed and the results give teachers diagnostic and prescriptive data regarding students' instructional needs. MAP data is used to differentiate instruction and to group children for instruction based on their common strengths and weaknesses.

Regardless of a student's *achievement* level (whether they are at the 2nd percentile or 99th percentile), we want our MHE students to **grow** as much as possible. By the end of each year, the cumulative test data will measure the extent of growth in student achievement.

In what other ways are these MAP scores helpful? MAP data provides a reading Lexile Level for each child. To ensure that students are challenged, they should read books on, or around, their Lexile range.

What if the test is too difficult or too easy for my child? The test is **adaptive**, meaning that a child's response to one question will actually determine the difficulty of the question that follows. Throughout the test, the questions will become more or less difficult. Students should expect to see questions that seem easy and questions that they are unable to answer.

Who oversees the testing? Your child's teacher, along with a MAP testing proctor will oversee the testing. Typically the entire class will go to the lab at the same time to test.

Will I receive MAP Reports regarding my child's performance? Yes, your child's teacher will send you a report after each testing period. It does, however, take a few weeks after completion of the test to generate the reports to be sent home.

MEDIA RELEASE

If you grant permission for your child's picture to appear in the media (yearbook, MHE News Show, MHE website, newspaper, TV, videos, etc.) as part of positive media coverage for our school, please check yes on the back of the maroon emergency card.

If you need to deny media, please mark no and we will send an "Opt Out of Media" form home for you to sign.

MTSS

For ongoing academic and behavioral issues, we offer the assistance of an MTSS (MultiTiered System of Supports) Team.

- The team consists of an administrator, guidance counselor, school psychologist, student concern specialist, reading coach, and classroom teacher.
- The team reviews the child's situation, collects data and provides interventions, if deemed necessary.
- The MTSS Team process is used when typical classroom interventions have not been successful for a student.

PERMANENT RECORDS

Parents and legal guardians have the legal right to inspect their child's/children's permanent records. This inspection must occur in the presence of a school official and the records may not be removed from the school. Non-Custodial parents also have the legal right to access records unless a court order indicates the contrary.

REPORTING STUDENT ACHIEVEMENT & GROWTH

Report card grades communicate a student's achievement in relation to the SC State Curriculum standards.

- In grades 3 and 4, if a student's quarterly or yearly average is less than a 60, a 60 will be recorded on the report card with the following note: "Actual average is lower than 60" in the comments and a parent conference will be requested.
- However, in grade 5 the numerical average based on the teacher's grade book will be posted on the report card even if it is below a 60.

Progress Reports and Report Cards will be sent home quarterly.

Student-Led Conferences

All families will have a conference scheduled in the fall.

Additional conferences may be scheduled in advance with your child's teacher.

Please do not conference with teachers while they are teaching, supervising children, or on duty.

Report cards and spring MAP reports will be filed in each child's permanent record.

SAFETY DRILLS

Fire drills, severe weather drills, and lockdown drills are an important safety precaution. Students should remain on volume level 0. It is essential that when the signal is given, everyone is able to hear directions and obey promptly.

SCHOOL ACCIDENT INSURANCE

Optional student accident insurance is available. If you are interested in purchasing this, please request the forms from our front office.

This is only offered at the beginning of each school year.

SPEECH

The speech and language clinician provides services for students with disorders in articulation, voice, language and fluency. In addition to direct therapy to students, the clinician also screens speech and resource referrals and provides consultation for classroom teachers.

STUDENT ACTIVITIES/ASSEMBLIES

A variety of activities are sponsored by the school and its staff. Assemblies are conducted for both educational and entertainment purposes and are considered part of the academic program. Students are taught expectations for assembly behavior (MHE matrix).

SUGGESTION BOX

Here at Minnie Hughes we value your opinion and want all parents, stakeholders, and community members to truly be a part of our team. You are free to give suggestions and your feedback on things we have done or ideas for the future. Simply do so using [this form](#) and we will make sure to discuss it at our leadership and SIC Team meetings.

TECHNOLOGY

Minnie Hughes Elementary School actively integrates technology into curriculum and instruction. Teachers at our school participate in ongoing professional development in technology. We are a one-to-one school, meaning there is a device for every student in the building with the exception of Head Start. Grades CD - 2 have iPads and grades 3 - 5 have Chromebooks. We also have one fully equipped computer lab. Our library has computers and is open each morning by 8:00. We also have a parent lab located in the library. Parents may use the computers in the library to check the parent portal, their student's Google classroom, or to give their student access to digital content such as Lexia and Dreambox.

TRANSFERS

If a student will be transferring to another school, the parent must notify the teacher and the office in writing. The new school is responsible for requesting permanent records.

UNIFORMS

The uniform policy was created by the MHE School Improvement Council and was intended to increase school pride and keep students' focus on learning and not on what others are wearing. The uniforms reflect the school colors of maroon and gold. Students may wear maroon or gold tops, with navy or khaki bottoms. Girls have the choice of navy or khaki dresses and maroon skirts. This year we have added an embroidery option for parents to purchase through French Toast. The uniforms can be purchased here

<https://www.frenchtoast.com/schoolbox/schools/minnie-hughes-elementary-QS61Q4N>

Embroidery is not required this year, but is optional. The uniform policy applies to all students in CD through 5th grade. Teachers are expected to enforce our policy. Parents will be called in to school if students do not come in proper uniform attire. We will provide uniforms if we have them on hand and the parent agrees or is unavailable. Some may be brand new and some gently used.

Field Trip Uniforms- Students are Scholars in the community and teachers may request specific attire for field trips.

Cold Weather Gear- Students may wear a MHE sweatshirt, MHE fleece, or a **solid** white or navy sweater, sweatshirt or fleece, or Jackets and coats are to be worn outdoors only and do not have to be uniform.

Dress Code

- Hats and hoods may not be worn in the building.
- Oversized shirts, jackets, and coats are not permitted.
- Spaghetti straps are not permitted.
- Oversized pants, jeans, sweat pants, or shorts are not permitted.
- Shorts and skirts must reach the end of the student's longest finger while hands are at his/her sides.
- Sneakers must be tied or secured with Velcro. All shoes must be secured with a back strap. Flip Flops are **not** permitted.
- Wearing any attire, including jewelry, which may cause a disruption in learning or which may become a safety threat is not appropriate.
- All clothing must be appropriate for school as deemed by the school administration.

Several "No Uniform" days and theme days will be announced throughout the year.

Thank you for supporting the uniform policy.

VISITING OR VOLUNTEERING

We love our MHE families! In order to ensure a safe environment for MHE students, all individuals serving as a chaperone or volunteer must complete an online application process, which includes a criminal background check, every three years.

<https://apps.raptortech.com/Apply/Mzq2OmVuLVVT>

If you want to volunteer in your child's class, please contact the teacher to inquire about possible opportunities.

Some volunteer opportunities beyond the classroom include: Media Center (reshelving books), PTO Board, Cafeteria Monitoring, Pull out Reading one-on one.

When visiting or volunteering, stop by the school office upon arrival.

You will receive an identification sticker/badge to wear while you are at school.

For the safety of our children, teachers are required to enforce our visitor badge policy.

If a classroom observation is desired, please coordinate with the Administration.

If you need to speak to a teacher, please email your teacher to schedule a conference in advance. Beginning at 8am, teachers are fully occupied in welcoming students, morning work, etc. and are not available to talk to parents during arrival.

VIRTUAL LEARNING

Virtual Learning Roles and Responsibilities



	Teachers	Students	Parents
Dress Code	<p>During video conferences ensure that attire follows the CCSD professional dress policy GBEB-R</p>	<p>ALL students at school physically or virtually are expected to wear the MHE uniform. This will help set the tone for learning to begin.</p>	<p>Please help support your student by ensuring they wear their uniform, even though they are not leaving the house. This helps the student have a mindset of working.</p>
Attendance (Time)	<p>Be respectful of the students' families time as many of them assist students in logging on and getting set-up. Start your zoom or other video conferences on time.</p> <p>Teachers should be logged in at least 5min prior to scheduled start time. Take attendance at the beginning of class.</p> <p>Take attendance again at the end of class. (This helps determine tardies and early dismissals)</p> <p>If a student misses 1 session, email the family to remind them of the attendance policy and to email an excuse.</p> <p>If a student misses 2 sessions, notify Admin so that a truancy warning notice can be sent to prevent the 3rd absence.</p>	<p>Students are expected to attend each online class or conference. Students are expected to arrive on time.</p> <p>Attendance will be marked at the beginning and end of the call. If students come on late it will be considered as a tardy.</p> 	<p>Absences and tardies still play a role in virtual learning. Please make sure your child has their device ready to go before class starts. Students who log in after attendance has been taken will be considered tardy. If your child misses their session please email the homeroom teacher with the excuse: illness, doctor's note, appointment, etc.</p> <p>If your child is going to be absent and you know in advance please email your child's teacher to make plans so they do not fall behind.</p> <p>If your child misses 2 sessions, without an emailed excuse, you will receive a truancy warning and a notice to meet and discuss a plan of action.</p>
Learning Environment	<p>Do not have background noise or side conversation when hosting your classroom conferences.</p> <p>Make sure your screen is clear of non-confidential items as you use the</p>	<p>Focus your attention on the screen. Actively listen.</p> <p>To talk in the classroom, click on "reaction" and give a "thumbs up" and your teacher will unmute you when</p>	<p>Please designate an area in the home dedicated to virtual learning.</p> <p>Keep pets and other distractions off screen.</p>

	<p><i>"share my screen" tool.</i></p> <p><i>Teach students how the virtual classroom looks.</i></p> <p><i>Explain breakout groups etc, when pairing them to work with others and in small groups.</i></p>	<p><i>it's time for you to talk.</i></p> <p><i>Use only Kind words.</i></p> <p><i>Keep pets and other distractions off screen.</i></p> <p><i>Refrain from using distracting backgrounds</i></p>	<p><i>Allow students to work independently after getting them logged on.</i></p> <p><i>Teachers need to be able to tell if a student is truly learning and able to answer questions and complete assignments independently.</i></p> <p><i>Treat this setting as if they were really in school physically.</i></p>
Schedule	<p>Possible learning structures in the virtual setting:change</p> <p><i>Morning Meeting: 2nd Step, MHE news show</i></p> <p><i>Whole Group Instruction led by the teacher</i></p> <p><i>Pre-recorded videos (As needed)</i></p> <p><i>Small Break out Groups (As needed)</i></p> <p><i>Small Group Instruction</i></p> <p><i>Progress Monitoring (As needed to collect data on the progress of students. Examples of what could be tested include, but are not limited to: Literacy fluency, Comprehension, Math Fact fluency, etc. Teacher will notify families of this in advance if it prompts a change in the schedule)</i></p> <p><i>Independent Work</i></p> <p><i>Teachers should create a copy of their schedules and have them posted via hyperlink in the bottom of the email. Links to the zoom sessions should be included on the schedule.</i></p>		
Behavior Expectation	<p><i>Teachers will continue to build positive relationships with students while in the virtual setting.</i></p> <p><i>Morning meeting & 2nd Step lessons will continue in order to strengthen social, emotional, and behavioral skills.</i></p> <p><i>Students will be taught and reminded of rules and expectations for virtual learning.</i></p> <p><i>Classroom incentives and positive reinforcement will be used.</i></p> <p><i>Consequences will be logical, restorative, and progressive, as well as reasonable for virtual settings and teachers will continue to follow the progressive disciplinary plan (PDP) and document in Review 360.</i></p>		
Leadership	<p>Each class should have leadership opportunities for students.</p> <p>All classes should have: Time Keeper- provides the class with a warning that they have 5 minutes left.</p>		
Communication Maroon Folder Tuesday	<p><i>Communication is vital to a successful experience.</i></p> <p><i>Classroom News will be sent out weekly and include any changes to the regular schedule.</i></p> <p><i>Teachers will send home digital Maroon folders of work to parents on Tuesday.</i></p> <p><i>Teachers will communicate and hold daily office hours to check email and answer questions about assignments.</i></p>		