



August 2023

Welcome to the 2023-2024 school year at Hilton Head Island Elementary, an authorized IB school! We look forward to seeing your child on August 21st. We have a team of enthusiastic and highly qualified teachers that are excited for the upcoming school year. Your child will be held to high expectations in a safe and inviting learning environment.

It is natural for your child (and maybe even you) to feel a bit nervous about the first day of school. Rest assured that we will do everything possible to help with the transition. On August 18th, we will have an informal *Meet and Greet Drop-in* for our HHIE families between 1:00-3:00 p.m. Here, you will meet your child's teacher, drop off supplies and declare your child's mode of transportation. This could also be a time for you to drop off medication to the nurse, pay your technology fee, pick up a car rider tag, or check bus routes. If you are unable to meet your child's teacher on August 18th, you may certainly walk your child into school on the first day of school.

We also will be hosting a *Back to School Parent Night* on August 31st. An overview of HHIE, our PYP programme and Title One will begin promptly at 5:30 p.m. in the Red Auditorium and then we will have two shifts to meet teachers. Shift A will run from 6:00-6:25 p.m. and Shift B will run from 6:30-6:55 p.m. This will allow you to visit two teachers if you have more than one child at our school. During this time, you will receive information about the structure of your child's day, content being covered, and basic routines. We also hope to have representatives from the community onsite to share their local offerings including afterschool options.

Annual PowerSchool registration is required per district and needs to be completed before the first day of school. You should have recently received an email from BCSD with your child's specific PowerSchool information (be sure to check your spam/junk folder). If you have not received this information, please contact Sherol Pheiffer, our data specialist at sherol.pheiffer@beaufort.k12.sc.us. If you have trouble attaching your proof of residency electronically, you may drop your documents off at our school. For those needing computer help/access, please stop by the school. Unfortunately, we will not have an interpreter in the building until August 14th.

Below is some general information that will be further discussed at our Back to School Parent Night and can be found in your child's agenda book:

<p>SCHOOL UNIFORMS ~ In a Nutshell</p>

TOPS	<p>Shirts, Sweaters and Sweatshirts</p> <ul style="list-style-type: none"> • Tops may be white, pale pink, pale yellow, light blue, or navy blue • Students must wear plain shirts with a collar. Mock turtlenecks and turtlenecks are acceptable. • Shirts must be tucked in. • White T-shirts (long or short sleeves) may be worn under uniform shirts. • Students may wear plain, sweatshirts or sweaters in school colors or with school logo over the uniform. Hoodies are no longer allowed. • Outerwear may not be worn inside the building during the school day. (Please label outerwear with your child's first and last name.)
BOTTOMS	<p>Pants, Skirts, Skorts, Jumpers, Capris and Shorts</p> <ul style="list-style-type: none"> • Bottoms may be solid khaki, navy or black. • Jeans and Cargo-style pants are not permitted. • Bottoms must be free of graphics and embroidery except for small labels. They may not have any insignias, words or pictures. • Shorts, skirts, skorts and jumper shall be modest and of sufficient length. They should be no shorter than 3 inches above the top of the knee when standing. • Clothing may not exceed one size larger than necessary as determined by a school administrator. Baggy or sagging pants or shorts are not permitted. They must be worn at the natural waistline. • Belts must be worn if the garment has belt loops. • Tights/under garment leggings may be solid uniform color.
SHOES	<ul style="list-style-type: none"> • Appropriate closed-toe footwear must be worn at all times, conforming to special programs (PE). • Flip flops, sandals, crocs and slippers are not permitted. • We prefer socks that are solid color. Save those colorful fun socks for CRAZY SOCK DAY!

On Fridays, and special occasions, students are allowed to wear Spirit Shirts. This includes shirts with HHIE school logos and special programs (Chinese/Spanish, Chorus, Sea Hawks, etc.). Parents will be notified about these special occasions ahead of time. Spirit Gear orders can be done through HHIE social media or at our Meet Greet and Back to School Parent Night. We encourage students to show their HHIE pride!

School supply lists are posted on our school website. At times, your child's teacher may request additional items for specific activities or events. **Note:** If you need any assistance with uniforms or school supplies, we are happy to help. Please contact school social worker, Denise Friday, at (843)342-4213 for support. We are extremely lucky to have many community organizations that donate supplies to our school.

ARRIVAL: Classes begin at 7:45 a.m. We ask that all students arrive to school no later than 7:40am to ensure they are ready to start the day on time. Please allow time for traffic, especially

the first two weeks of school. Students must remain in their car until 7:15 a.m. as there will no supervision available before then. We ask that all adults always remain in their car. **First, Second and Third graders (Dual Language classes) are asked to enter the building at the Yellow Entrance** located on Wilborn Road. **Third (non-Dual Language classes), Fourth and Fifth graders are asked to enter the building at the Red Entrance** located on School Road. All bus riders will come through the Bus Doors. Staff members will be outside each day to greet your child. We strongly recommend that if your child is a bus rider, he/she should begin on the first day of school so bus routes can be adjusted accordingly. Bus route information will be posted on the District/School webpages as well as printed and posted outside of our school entrances as soon as it becomes available.

CAR DISMISSAL: The school day ends at 2:45 p.m. All students will be dismissed from the same entrances they were dropped off at. A hang tag will be put in your child's bookbag on the first day of school if you were not able to pick one up during the Meet and Greet. If you wish for a second hang tag, please email susie.dolan@beaufort.k12.sc.us and she will handle your request. It is important that your child learn their car tag number. Please stay in the car line and your child will be brought to your car. If you have two or more children in our school, the older child(ren) will be asked to dismiss with your younger child. Keep in mind, the car lines will be slow moving for the first two weeks, so plan accordingly.

BUS DISMISSAL: If your child is a bus rider, it is typical for busses to run a little late the first couple of weeks as our students are getting accustomed to the dismissal system and our bus drivers are getting accustomed to the routes. **If you have any questions regarding bus transportation, please call the transportation office at 843-342-4378 as we do not have the ability to speak to the drivers during their routes.** Normally, buses will leave the parking lot around 3:00 p.m. We have staff in the building to answer the main phone line until "all buses are clear" to ensure the safety of all students.

EARLY DISMISSAL: Thank you for scheduling any appointments outside of the school day. No one other than a parent or guardian may sign out a student for early dismissal unless they are listed under emergency contacts in PowerSchool. Identification will be requested upon sign out, so please bring this into the office. **Please note, early dismissals may not take place between 2:00 p.m. and 2:45 p.m. unless it is an emergency and approved by administration.**

TRANSPORTATION CHANGES: **If a transportation change is necessary, it must be made in writing and sent to your child's teacher in the morning.** Should a true emergency arise which would require a transportation change during the school day, fax the change with your signature before 1:30 p.m. to 843-342-4299. **E-mailing your child's teacher with a transportation change is not a safe option as teachers may not check emails until after the school day.** Again, we ask that you limit any deviations from your typical schedule as much as possible.

BREAKFAST/LUNCH: You may send your child to school with a packed lunch, or a school lunch can be ordered when your child arrives to school. In fact, I am happy to share breakfast and lunch will be free to all students this year as we qualify as a CEP school. The Community Eligibility Provision (CEP) is a powerful federal option that enables high-needs schools to offer breakfast and lunch to students at no charge. Students will need to have money on a PayPAMS account if they want to purchase an additional meal or a la carte items. If you have questions regarding <http://PayPAMS.com>, please call Denise Friday, Social Worker, for assistance. We invite parents to occasionally eat lunch with their child in our Secret

Garden (outside area). Please remember to sign in at the front office, and know that sodas and fast food are not allowed.

RECESS: Your child will enjoy recess each day, weather permitting. In addition, your child's teacher will ensure that all children get "brain breaks" and have the opportunity for some light movement opportunities throughout the day. HHIE is dedicated to healthy bodies and healthy minds!

SAFETY: Safety is our number one priority. All students and staff members wear an ID badge which will be provided to them. Drills are conducted on a regular basis including fire, tornado, earthquake, active shooter and lock down. School doors always remain locked and video cameras are monitored by office personnel and administration. We educate students in a developmentally appropriate way on what to do if they notice something that may be dangerous. We communicate with district and town personnel to ensure that practices are current and appropriate. Please note, we ask that parents refrain from using their cell phone during car line for the safety of everyone. Seat belts for all students is a **MUST**.

COMMUNICATION: It is essential to keep good communication. The school sends home quarterly newsletters and posts are made often on social media. Email and phone messenger blasts are also sent home with very important information. The school web page will have updated information regarding school happenings and events. Your child will receive an agenda book on the first day of school and **we ask that you sign it each day**. The student agenda book includes many of our school rules and policies, gives a spot for your child to record homework, and provides a way for you and your child's teacher to communicate with one another. A take-home yellow folder will also be provided to bring back and forth flyers and work.

If at any time, you have questions or concerns, please do not hesitate to e-mail your child's teacher or call the school. Teachers may return phone calls during their planning period or afterschool. Please know all classroom phones go directly to voice mail during the instructional day. Thank you in advance for arranging and scheduling conferences directly with your child's teacher.

In closing, it is my pleasure and privilege to serve as Hilton Head Island Elementary School's principal. I am thrilled I get to continue working with the students, parents and staff of this learning community. I am beyond grateful to have a dedicated and talented staff that has been trained to foster academic success using an inquiry-based, concept driven IB framework. We are honored you have chosen Hilton Head Island Elementary School and look forward to seeing you soon!

Sincerely,

Michelle M. Brockway

Michelle M. Brockway
Principal

STAY CONNECTED!!!!
(keep this page as a reference)

Hilton Head Island Elementary
30 School Road
Hilton Head Island, SC 29926

Michelle Brockway-Principal
Sean O'Hara-Assistant Principal
Cassandra Ryman-Assistant Principal

Important Phone Numbers (843):

School Main Number	342-4100
School FAX	342-4299
Registration/Attendance, Ms. Pheiffer	342-4207
Bilingual Liaison (Spanish), Ms. Sheeran	342-4220
Social Worker, Ms. Friday	342-4213
School Nurse, Ms. Hollins	342-4215
Counselor (Grades 1-3), Ms. Barnes	342-4279
Counselor (Grades 3-5), Ms. Hady	342-4353

Beaufort County School District Webpage: <https://www.beaufortschools.net>

Hilton Head Island Elementary Webpage: <http://hhie.beaufortschools.net>

Hilton Head Island Elementary Facebook: <https://www.facebook.com/hhiesotters/>

HHIE Instagram:hilton head island elementary school

In order to continue to foster communication from school to home, please remember to keep all phone numbers, email addresses and emergency contacts up to date. Any changes can be made in writing to your child's teacher or could be sent directly to Ms. Sherol Pheiffer, Data Specialist via email at: sherol.pheiffer@beaufort.k12.sc.us