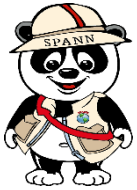


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SPANN ELEMENTARY SCHOOL

901 John McKissick Way ~ Summerville, South Carolina 29483
Phone (843) 873-3050 * Fax (843) 821-3987
<http://spann.ddtwo.org>

We are pleased to offer this book of information about our school and community. Our faculty and staff have established high standards of learning and are committed to the success of each child. You are an important member of our team. We encourage you to be involved in your child's educational experiences through school events, PTA, School Improvement Council and volunteering. Feel free to contact us with any questions, concerns, or suggestions.

ADMINISTRATIVE/OFFICE TEAM

Shane Sanford	Principal	Tammie Golden	Title I Curriculum Facilitator
Segina Canty	Assistant Principal	PD Coach	Shauna VonKeller
Melissa Odom	Assistant Principal Intern	Donna Skipper	Media Specialist
Melodee Tant	Receptionist	Deitra Gibbs	School Counselor
Rhonda Sadler	Systems Operator/Attendance	Kristin Tanner	School Counselor
Carolyn Eakins	Financial Secretary	Jon Baker	Cafeteria Manager
Charlene Cummings	Receptionist/BIR	Marilyn Robinson	Custodial Manager
Beth Trahan	School Nurse	Cornelia Smalls	Extended Day Coordinator
Amy Stokes	School Psychologist		

IMPORTANT TELEPHONE NUMBERS

LEAP/Extended Day	843-832-7042	Transportation	843-873-6196
Cafeteria	843-873-8744	District Office	843-873-2901

MISSION STATEMENT

Spann Elementary provides opportunities to meet the academic, social, and emotional needs of all students.

Panda Points of Pride

Best Elementary School- Mom's Choice Award -Low Country Parent Magazine 2016 & 2017 * Red Carpet Award ~ 2004-2011 * Palmetto's Finest ~ 1995-96
Palmetto Gold Award-2014 * State Department Reward for School Performance ~ 2013 * Report Card Absolute Rating ~ Excellent ~ 2013, 2022
4 National Board Certified Teachers * Arts Institute Grant Recipient 2015- Barbara Bassett and Kelli Brosnan* 2018 DD2 PTA Volunteer of the Year-
Aaron McGirt, Bosch Innovation Grant Recipient 2016- Lindsey Hallock * DD2 Innovation Grant Recipients 2017- Lindsey Hallock, Amy Bower
SC Dept. of Education Office of Personalized Learning Grant Recipient 2019 and 2020

School District Two Board of Trustees

Gail Hughes, Chair
ghughes@dorchester2.k12.sc.us

Ashley Wimberly, Vice Chair
awimberly@dorchester2.k12.sc.us

Justin Farnsworth
jufarnsworth@dorchester2.k12.sc.us

Evan Guthrie, Secretary
eguthrie@dorchester2.k12.sc.us

Barbara Crosby
bcrosby@dorchester2.k12.sc.us

Cynthia Powell
cpowell@dorchester2.k12.sc.us

Kellie Bates
kebates@dorchester2.k12.sc.us

Board members may also be reached by contacting school board secretary Lee Smith at 843-873-2901, lesmith@dorchester2.k12.sc.us or at 815 South Main Street, Summerville, SC 29483.

Board Meetings

The Board of Trustees for Dorchester School District Two meets regularly on the second and fourth Monday of each month in the board room of the DD2 District office located at 815 South Main Street, Summerville, SC 29483. All meetings are open to the public and begin at 6:00pm.

District Office Leaders- District Office: 843-873-2901

Dr. Shane Robbins, Superintendent

- Chad Daugherty, Deputy Superintendent
- Dr. Kenneth Wilson, Assistant Superintendent
- Lori Estep, Chief Academic Officer
- Katie Barker, Assistant Director of Elementary Schools
- Dr. Margaret "Peggy" Franklin, Assistant Director of Elementary Schools
- Tracy Tayloe, Director of Personnel-Elementary
- Dr. Wanda Gadsden, Director of Special Services
- Teresa Kelly, Chief of Federal Programs
- Preston Giet, Safety and Security

Public Information: Matthew Kenwright, mkenwright@dorchester2.k12.sc.us <http://do.ddtwo.org>

Dorchester District Two Mission Statement

Dorchester School District Two leading the way, every student, every day through relationships, rigor and relevance.

Dorchester District Two Vision Statement- *Dorchester School District Two desires to be recognized as a "World Class" school district, expecting each student to achieve at his/her optimum level in all areas, and providing all members of our district family with an environment that permits them to do their personal best.*

Spann at a Glance- "The Panda Experience"

Academic Support

- Literacy Programs: PALS, System 44 & READ 180
- 4K (4year old Kindergarten)
- Personalized Learning
- Math/Reading MAP
- AIMS Web Assessments
- ELA/Math Common Assessments
- ELL/ML support
- SST (Student Support Team)
- Gifted and Talented (GATE) Classes
- Reading Counts
- Spann Café
- 100 Book Club Program
- Author Visits
- Fine Arts and Health and Wellness

PTA and Community Involvement

- Special Olympics
- Swamp Fest
- PTA/Title I Family Nights
- Day of Caring
- St. Paul's Reading Mentors
- Career Day & Career Club Awareness Day

- Cultural Arts Fair
- Men on the MOVE

Service Learning Initiatives

- Low Country Food Drive
- Relay for Life
- Jump Rope for Heart
- Red Cross Blood Drive
- SPCA Pet Supplies Drive
- Katie's Krops
- Change for a Change

Technology

- Interactive Flat Panels
- Wireless headsets
- Document cameras
- IPADS/Dell computers
- Waterford
- Schoology
- Edmentum
- Brain Pop

Leadership Development

- Student Council/ Student Liaison
- Princi-Pals
- Second Grade Market Day
- Safety Patrol
- New Kids on the Block
- Booster-thon

School Club Enrichment Examples

- Spanndroids Robotics team
- Spann Singers
- Young Astronauts
- Gardening
- Early Release Day Student Club choices
- Coding

Character Development

- Microburst
- Growth Mindset
- Men on the MOVE
- Kiwanis Terrific Kids
- PBIS (Student Behavior Recognitions)
- Veterans Day
- Student Award Programs
- Panda of the Day

Enrichment Activities

- STEAM Night
- Literacy Night
- PTA Reflections
- Storybook Character Day
- Cultural Arts Fair
- Spelling Bee
- Red Ribbon Week
- Extended Day Program/LEAP

Spann Families,

Welcome back to an exciting new year at Spann Elementary, home of Spanndy the traveling Panda!

"On our way, on the **MOVE** every day, to be **WORLD** class!" continues to be our school-wide theme. The letters of the word WORLD are acronyms for the beliefs that we value. These values include Wisdom, Organization, Responsibility, Leadership, and Discovery. Our students and staff embody these beliefs daily in everything we do.

Our yearly focus for 2023-24 will be "**Game On – Level Up Learning**". Everyone loves games, and we all have our favorites. Games run the gamut from video games, sports, card games, board games, active games, and learning games. Think Super Mario Brothers, Pokemon, Go Fish, chess, Monopoly, football, baseball, tag, hide and go seek, spelling bees – the list is infinite! Games teach us new skills and help us practice skills. They help us learn to work collaboratively too. Best of all, we play games to have fun and spend time with others. Today's generation of children also are motivated to play games that allow them to "level up" and move forward in the game after accomplishing goals or specific tasks. We hope to engage our students in the classroom academically with lessons and activities that encourage them to level up and meet new goals. And of course, we want to have some fun along the way too!

With personalized learning continuing at Spann, many of our students will utilize learning pathways in math and reading where they will be challenged to accomplish tasks to show growth and mastery on learning standards. They will level up on learning progressions to reach new heights and learn new content/skills. As they "move around the board", we want them to pass GO and keep going with new academic skills. All of our students will continue working together to create classroom standard operating procedures, set individual quarterly academic goals, work with their teachers on personalized learner profiles, and work in flexible learning environments.

Parents and community members – we don't want to leave you out of the fun! Students will have more success with you playing along with us by helping them with their homework, reading to them at home, participating in school events, volunteering, making sure students attend school every day, and communicating with teachers and staff. Join our PTA to find out how you can help our school. Research shows that parents who are active with their child's school lead to increased student achievement. Join your child's class and school DOJO, follow us on Facebook, and stay in contact with teachers via phone, conferences, and e-mail.

High student achievement, positive school climate, and student safety will be the focus. You are entrusting us with your most prized possession (your children), and we don't take that responsibility lightly. Trust us as well and assist us in keeping a safe school environment by following school and district policies and procedures. All parents will be provided a link for the Dorchester District Two Parent Handbook and the Spann Elementary Parent Handbook, and if you want a paper copy just let us know. These documents contain important need to know information. We look forward to winning the game of student academic success and school safety this school year!

In Spann Spirit,
Shane Sanford, Principal



PBIS – Positive Behavior Intervention System

“On the MOVE!” is the tag-line for our PBIS program. Positive Behavioral Interventions and Support (PBIS) is a proactive approach to school-wide discipline. At Spann, teachers, administrators, counselors, and support staff will work together to develop and teach consistent expectations for all students to reach their full potential. This is a proactive systematic approach to school-wide discipline designed to be responsive to current social and educational challenges. Students at Spann receive MOVE tickets (**M**utual respect, **O**n task, **V**alue safety, **E**xpect excellence) and DOJO points for demonstrating appropriate behaviors. They can then use these points for individual and class incentives. PBIS has an instructional focus where emphasis is placed on:

- Teaching behavioral expectations directly and explicitly
- Teaching social behaviors with equal emphasis as academic skills, and
- Maximizing academic engagement and success

School Song:

On the **M.O.V.E.** with a purpose at Spann each day,
To gather wisdom and lead the way.
We show **MUTUAL RESPECT** in all we do,
Respect people, opinions, and all at school.
We stay **ON TASK**, focus through the day,
Doing our best leaves time for play!
We **VALUE SAFETY** as we **M.O.V.E.** around,
In the classrooms, the hallways, and on the playground!
We **EXPECT EXCELLENCE** of ourselves each day,
In everything we think, and do, and say!
On the **M.O.V.E.** with a purpose at Spann each day,
To gather wisdom and lead the way.
On our way...On the **M.O.V.E.** every day, to be **W.O.R.L.D.** CLASS!



Mascot: Panda Bear “Spanndy”
School Colors: Red and Black



FRONT OFFICE HOURS

6:45 a.m. – 3:15 p.m.

Bell Schedule

Elementary Schools	7:15 a.m.-2:15 p.m.
Middle Schools	8:05 a.m.-3:05 p.m.
Rollings Middle School of the Arts	9:00 a.m.-4:00 p.m.
High Schools	9:00 am- 4:00 p.m.

School Arrival & Dismissal Procedures:

- All students (walkers, bus riders, and car riders) will begin unloading at 6:50 a.m. and report to homeroom class.
- If students are eating breakfast, they should report to the cafeteria first and then to their homeroom class.
- All students should be in their classroom ready to learn by 7:15 a.m.
- **Parents must bring their child to the front office and sign them in after the 7:15 a.m. tardy bell.**
- **Students may not arrive alone at school or remain after school unless registered in the Extended Day Program, or an authorized before/after school activity**

Parents who arrive to pick children up during the dismissal process must report to the main office to sign them out. No unauthorized person will be permitted to remove a child from the dismissal line or car-rider waiting area without notice from the main office staff.



For the safety of all children and to eliminate confusion and congestion in the front office area at the end of the day, we ask that you please **not check students out of school after 1:45 p.m. unless there is an emergency.** Please schedule medical appointments after school hours or as late as possible.

Early Dismissal Dates: School will be dismissed at **11:00** a.m. on these days.

September 13
October 4
November 1
December 6
December 15
January 31

February 28
March 13
April 10
May 1

ATTENDANCE

Dorchester School District Two has a strict attendance policy based on state law. A copy of the full policy is printed in the Dorchester District Two handbook distributed to all students upon registration. Regular attendance and punctuality are critical to a child's success in school and in the future. The earlier children learn that school is their job, the more satisfactory their growth will be. Coming to school late and leaving early interrupts the learning process for your children and their classmates. Parents of students with excessive absences, tardiness, or early check-outs will be required to meet with an administrator and/or attendance supervisor and may be placed on an attendance contract. ****The District Office may be notified of cases requiring further actions, including DSS and/or Family Court referral.***

Excessive absences consist of:

- 3 consecutive or 5 total unlawful/unexcused absences
- 10 or more lawful/excused absences (doctor's note required)

Written Excuses

When returning to school following an absence, a student must present a note from his/her parent, legal guardian or physician containing the date returning, date or dates of the absence and reason for the absence. The note must be signed by the parent, legal guardian or physician and must include a telephone number where the parent or legal guardian may be reached. Excuses may also be emailed to rsadler@dorchester2.k12.sc.us



Lawful Absences

The following reasons are considered acceptable excuses for absences:

1. Absences due to extended or chronic illnesses certified by a physician (i.e. asthma, mononucleosis, accident).
2. Absences due to health-related appointments approved by the principal, not to exceed 10 days for the school year (i.e., medical, dental, or clinic appointments). A medical statement from the physician will be required upon returning to school.
3. Absences where attendance in school would endanger the health of the student or the health of others as determined by the principal (i.e., prevention of a flu epidemic, chicken pox, mumps, etc.)
4. Serious illness or death in the student's immediate family.
5. Absences due to recognized religious holidays.
6. Absences due to special circumstances as determined by the Principal, Superintendent, or Board of Trustees.
7. Participation in a school-sponsored event, provided the student has been absent less than 10 days previously. This includes lawful and/or unlawful absences.

DISTRICT TARDY POLICY

For the convenience of the students, bus transportation is provided for students living more than one and a half miles from their school. Bus transportation is also provided for students who live within one and one-half miles in areas where hazardous walking conditions exist. Tardies due to bus transportation are not considered unlawful. According to South Carolina State Law and Dorchester School District Two School attendance policy, daily school attendance and punctuality are critical to a child's success in school. Unlawful tardies are monitored and could accumulate to unlawful absences.

Repeated tardiness greatly affects the educational progress of your child. It also interrupts the teachers, as well as the entire class when he/she enters the classroom tardy after the instructional day has begun.

School begins at 7:15 a.m. **Students arriving late must be signed in at the front office by a parent or responsible person to receive a pass to class. Please do not drop your child off at the curb, parking lot, or any other undesignated area of school property.**

Getting to school on time is the responsibility of the parent, and it allows your child to begin his/her day in a positive way.

Tardy to School/Early Dismissal from School

Students who are chronically late to school or who are dismissed early from school often suffer academically from lost instructional time. For this reason, a record will be kept of all tardies to school and early dismissals.

TARDY TO SCHOOL/EARLY DISMISSAL PROCEDURES

Elementary School – The parent/guardian of a student who arrives at school late must bring the student into the school office to sign the student in and list the reason for the student being late to school.

Elementary/Middle School – If a student is dismissed early, the parent/guardian must come into the school office and sign the student out, listing the reason for the early dismissal. **Please note that if a student is being signed out early, it must be done 30 minutes prior to the scheduled dismissal time.**

All Schools – The administration will determine if the tardy to school and/or early dismissal will be lawful/excused or unlawful/unexcused.

TARDY TO SCHOOL/EARLY DISMISSAL INTERVENTIONS

The following procedures will be followed for dealing with unlawful/unexcused tardies to school/early dismissals:

If a student accumulates a total of five (5) unlawful/unexcused tardies to school and/or unlawful/unexcused early

dismissals in a nine-week period, a warning letter will be sent to the student's parent/guardian.
The student will not be eligible for perfect attendance for that nine-week period.

If a student accumulates a total of ten (10) unlawful/unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, the student's parent/guardian must attend a conference with an administrator to develop and sign an intervention plan. If a student accumulates fifteen (15) or more unlawful/unexcused tardies to school and/or unlawful/unexcused early dismissals in a nine-week period, the school will explore referrals to other agencies to assist in improving the attendance issue including the Department of Social Services.



UPDATE: If a student accumulates a total of five (5) unlawful/unexcused tardies and/or early dismissals in a nine-week period, the student WILL NOT be eligible for perfect attendance for that nine-week period.



ARRIVAL AND DISMISSAL

For the safety of the children at Spann Elementary School, our doors and gates will be locked during school hours. All visitors must enter the building at the Main Entrance at the front of the school. You will see a button to the right to ring for entry. That notifies the office that a visitor wishes to enter the building. All visitors should go to the front office for assistance. **You must show photo identification and receive a visitor's pass from the computerized system. We do ask that classroom visits be scheduled 24 hours in advance** to keep distractions and changes in routine to a minimum. Classroom observations should be no longer than 30 minutes. If you are volunteering for a teacher or dropping off items for the class/teacher, the front office staff may call the teacher to make sure this is a good time and will not cause an undue distraction. Additionally, the following procedures are designed to keep our children safe and to ensure a smooth arrival and dismissal process. Thank you for your role in making this effort successful.



Morning Procedures

1. Students are not allowed to enter school or classrooms prior to 6:50 due to lack of supervision.
2. All car riders should be dropped off between 6:50 a.m. and 7:15 a.m. in the car rider loop behind Spann.
3. Parents entering the school near arrival and dismissal times must park appropriately in the front parking lot across the street. **Remember: All visitors must enter through the main doors at the front of the school and stop by the office for a visitor's pass from our computerized system. YOU MUST PRESENT a PICTURE I.D. Parents are not allowed to walk students to class.**
4. Students riding buses to school will exit buses in an orderly fashion and proceed on the sidewalks. If they are eating breakfast, they will enter the cafeteria and go directly to the breakfast line. Otherwise, students will go directly to their classroom.
5. Do not enter/park in bus loading area (street in front, John McKissick Way) or the front driveway between 6:45-7:30 a.m. or 1:30-2:45 p.m.
6. Do not park in handicapped spaces unless vehicle is properly identified.
7. All vehicles will need to be parked in a designated parking spot and not blocking the loading/unloading zone.

Afternoon Procedures

1. Students being picked up before the end of the school day must be signed out in the main office by a person listed on the emergency card with picture I.D. **Please do not sign students out during the last 30 minutes of the school day (after 1:30) except for emergencies.** If students have afternoon appointments, they should be signed out prior to this time. This is the busiest time for our office staff, and they need to spend their time helping with transportation and afternoon procedures.
2. Car Riders will be dismissed from the classroom to cars. Parents must go through the car rider line with the car rider tag number hung on rear view mirror. **Additional or replacement car rider tags may be purchased for \$5.00 in the front office.** Parents cannot leave their cars to pick up students on the sidewalk or at the multipurpose room. Students will be loaded in cars by teachers on duty as quickly as possible.
3. Any student going home a different way than usual **must have a written note from a parent** stating the reason for the change in transportation, how the student will be getting home, and a telephone number so the note can be verified, if needed. Riding home on a different bus is generally not allowed. **Phone calls for transportation changes WILL NOT be accepted. Faxes are accepted in an emergency & should include a copy of the parent's ID.**
4. **Daily pick up needs to be done using the car rider line, not the front office. Students will not be called down to the office after 1:45 until dismissal.**
5. If you live in the vicinity of the school and have your child walk home or you walk to school to pick up your child, please fill out a **walker contract** and return it to the front office. Only those with an approved contract on file will be allowed to pick up children on the sidewalk beyond the lead bus.



***The front loop is for buses and emergency vehicles ONLY.
Law enforcement may be called upon when unauthorized vehicles are parked here.***



EMERGENCY PROCEDURES

Safety management plans are in place at Spann and at the district office. So that we may respond efficiently and effectively to any crisis that does occur, our plans include:

- Guidelines for collaborating with emergency officials.
- Identification of members of the crisis management team and their roles and responsibilities; and
- Steps for communicating effectively with emergency officials, news media, school staff, students, and parents.

District Two schools comply with regulations concerning the conduct of emergency drills. **Please keep in mind that if we have an actual emergency, we will need the telephone lines to get in touch with the proper officials. Please do not call us. Parents would be notified through Blackboard, email, school website, etc.**

Emergency School Closing

In the event of inclement weather or any other event that could affect your child's safety, the Dorchester District Two Schools administration will make decisions concerning the opening or closing of all schools. Please stay tuned to your local radio and television station for news as the district's decision will be broadcast on these media outlets. Additionally, our district call system, Blackboard, will also be utilized to contact parents in the event of an emergency or school closing. We hold emergency drills throughout the school year. Misconduct during these drills will result in disciplinary actions. Student health, safety, and well-being is our concern, but each student must share in that responsibility. Together, we can make our school a safer place.

Tips for Students and Parents Concerning Inclement Weather

- Stay informed! Check the district website regularly and local media for updates on school delays and/or closings. It is important to remember that the decision to alter the school day is made by the district office staff, not the individual schools.
- Students riding buses to school should dress appropriately for the weather and alter their time for arriving at bus stops based on the school start time. If a delay is scheduled, students should delay their arrival time at the bus stop to match the delay.
- Parents are encouraged to have a plan in place if the school closes early or if there is a delayed start time.



*The district wants to ensure students, parents, and employees are prepared for any situation caused by inclement weather. If you have any questions about procedures related to extreme temperatures and/or inclement weather, please contact **Dorchester District 2 Public Information Office at 843-659-5376.***



SCHOOL HEALTH PROGRAM AND OPERATIONS

The main objective of the Dorchester County School District Two Health Program is to assist each student in achieving and maintaining optimal health so that maximal physical, social, emotional, and academic growth can occur.

School Health Room Operations: The Health Room is operated daily under the supervision of a nurse. The school nurse is responsible for maintaining a health record on all students. The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your health care provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Please refer to the District Student/Parent Handbook for more information on when students should remain home from school.

In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. Also, there are times when it is necessary to verbally notify a parent or guardian about a situation. For this reason, please make sure the school has up-to-date phone numbers of those persons to be contacted in an emergency.

Additional information can also be accessed on the Dorchester School District Two web page under "Parents & Community" on the Nursing & Health Services page. <https://www.ddtwo.org/Domain/44>

Accident Insurance- The district provides information on accident insurance for students. Information regarding accident insurance is available during facts and fees.

Nutrition

In accordance with the Health and Wellness guidelines, please make arrangements with your child's teacher **before** sending in any food items for the class.

COMMUNICATION

Newsletters, School Website, Class Dojo and Facebook

The Panda Paws school newsletter is published monthly and comes home in the Wednesday folder. It is also posted on the school website. All teachers publish a weekly classroom newsletter that is sent home with your child's weekly/bi-weekly folder. Teachers and staff also post important updates on Class Dojo, Spann Facebook page, and weekly Blackboard call outs.

If you have a problem....

Students, parents, and all staff members have the right to approach the District Two Board of Trustees to seek a solution to a problem or concern. The proper and requested method of resolving problems is to begin with the party directly involved. In most (but not all) cases that means you would start by communicating with the teacher. If the problem remains unsolved, persons with the complaint should proceed to the next authority level in the proper manner. If after meeting with the principal and supervisor, and the superintendent, in that order, the problem is still unresolved, those persons with a concern should contact the superintendent in writing to request a meeting with the school board.

Conferences

All teachers will schedule a formal conference by the end of the 1st marking period. Parents are encouraged to schedule conferences with their child's teacher whenever they deem necessary. To schedule a conference, parents should call or e-mail their child's teacher at least 24 hours prior to the requested date. It is also helpful to state the reason for the conference request and/or the concern(s) to be addressed so that the conference can be productive.

Telephone Calls

Parents may call the school to get information or discuss concerns. Please remember that we cannot call a teacher from the classroom to answer a call, nor can we interrupt classes, except in an emergency, to deliver messages to students. **Please do not leave a message that requires an urgent response during the last 30 minutes of the day. Make certain that the secretary or designee takes the message directly.**

Changes in Transportation MUST be in writing and may be faxed to the school at (843) 821-3987.

Bus transportation change requests **must be submitted a day in advanced and approved by the principal or designee.**

If faxing, include a copy of the parent's picture ID and call the school to verify that the fax was received.

For your child's safety, changes in transportation WILL NOT be taken over the phone.

Visitors

Visitors are allowed by appointment for parent conferences and classroom observations. The school is not a place for general student visitation and due to space issues/use of the cafeteria monitors parents are not allowed to eat lunch with students.

STUDENT DRESS CODE

To provide an atmosphere that is conducive to learning, instills discipline, and avoid safety hazards, Dorchester School District Two established the following dress code guidelines for students:



- **Shorts:** Shorts are appropriate for school in the elementary grades. Generally, the standard for wearing shorts is that when standing with arms hanging to the side, the area on the leg where fingers touch should be the hemline of the shorts. Short shorts are not acceptable school attire.
- **Hats, Visors, Head Stockings, Sunglasses, Sweatbands, and Bandanas:** May not be worn in the building. If there is a medical reason for a student to wear one of the above listed, a letter from a physician will need to be provided to the principal.
- **Tops and Skirts:** Tank tops, halter, tube, bathing suits, spaghetti strap, midribs, or see-through tops may not be worn. Fish net shirts or cut off shirts may not be worn.
- **Tennis skirts and miniskirts** are not allowed. The standard for the length of shorts also applies to the length of skirts and dresses.



- **Pants:** “Sagging” is not acceptable. Pants must be worn at the natural waistline and may not be made of any see-through materials.
- **Belts:** Belts must be worn at an appropriate level.
- **Suspenders:** Must be hooked and on shoulder in the proper location.
- **Footwear:** Shoes must be always worn. No bedroom slippers, unless a designated pajama day. Shoes with laces must be tied.
- **Students may not wear** any apparel, attire, colors or insignia which is obscene, vulgar, libelous, slanderous, incites, expresses or advocates racial, ethnic, sexual or religious prejudices that brings attention to a student's involvement or membership in gang-related groups or promotes beer, liquor, wine, cigarettes, or drugs of any kind.

SCHOOL-WIDE PROGRAM INFORMATION

Breakfast and Lunch Program

Complete hot lunches and breakfast including milk are served daily. Parents are encouraged to use the online payment service accessible through the district webpage <http://do.ddtwo.org/> or send a check made payable to Spann. **There will be NO CHARGING.** Breakfast/Reduced costs \$1.45/.30 and lunch/reduced costs \$2.35/.40. Free and reduced forms are completed by parents at Facts and Fees and are always available in our office and online. It is the responsibility of students to keep up with their own money. Students who are car riders participating in breakfast need to arrive between 6:50-7:10 a.m. to allow time to eat and be ready to learn on time. The cafeteria must meet state standards as to quantity and quality of food served. Carbonated drinks and outside fast food items are discouraged. **Questions should be directed to Mr. Jonathan Baker, Cafeteria Manager,** at jonabaker@dorchester2.k12.sc.us

Snacks and Celebrations

We have several students with food allergies and/or dietary restrictions. Please check with your child's teacher before sending in food donations or contributions. Consider books, pencils, stickers, bookmarks, educational games, puzzles, or classroom donations in lieu of high sugar or caloric treats. These practices work in direct concert with our district's healthy choice initiative. Please decide at least 48 hours prior to sending in items and coordinate this with your child's teacher. These items can be dropped off at the front office and a staff member will deliver them to class. Other meaningful ways to celebrate birthdays might include a book donation to the media center or your child's class, a fitness donation (Frisbees, jump ropes, or balls for recess) or a contribution to a Spann service project (Backpack Buddies program, Relay for Life, SPCA).

Media Center

The Mission of the Spann Elementary Media Center is to assist all members of the learning community to become effective users of ideas and information, to develop the skills necessary for independent, life-long learning, and to develop a love of reading for pleasure and personal growth. Spann students visit the media center on a weekly basis. The media center policies are as follows:

- Library Hours: 6:50-2:15
- 4-K, K, 1st may check out 1 book (1st grade may check out 2 books starting in January)
- 2nd - 5th grade may check out 2 books (1 in Lexile range or approved by the teacher and 1 free choice)
- Books may be kept for 1 week at a time. (Chapter books may be renewed at media specialist's discretion if students are still actively reading them.)
- There are no fines charged for overdue items, but prompt return is expected.
- Students are expected to pay for lost or damaged books.
- If your student is leaving Spann, please return all library books and textbooks upon withdrawal.



We welcome you to be a volunteer in our media center! Volunteers are needed to help shelve and organize books, help with the book fair and other special events, and assist the media center staff with various other tasks. If you are interested, please contact **Donna Skipper** at dskipper@dorchester2.k12.sc.us or 873-3050. We look forward to serving you and your child this year!

Technology

As a student in Dorchester District Two, your child will be provided with a device for school-related use only

- 4K-1st Grade: iPad
- 2nd -5th Grade: Dell Latitude 3190

Important Information: Please refer to the Dorchester District Two Technology page to review the Student Device Handbook and Acceptable Use Agreements.

Technical Support: Please use the Student Technology Support link in your child's Clever Account (under DD2 Resources).

Moving- If you are moving from Spann's attendance area, even if you are staying within the district, devices and chargers **must** be returned to Spann Elementary school upon withdrawal.

Guidance

The mission of Spann's Guidance and Counseling Department is to ensure all students acquire the educational, social, emotional and career planning skills necessary to become life-long learners and responsible, productive citizens of the global community, while recognizing and supporting every student's unique ability and valuing his/her diversity. The School Counselors provide a comprehensive developmental guidance and counseling program for all students at all grade levels, from pre-kindergarten through fifth. Counselors consult with parents/guardians, teachers, and other school staff members to effectively guide and support students as they progress. School Counselors are available for parent conferences by making an appointment with your child's grade level counselor. Please call the front office or contact **Kristin Tanner (Grades 1, 3,5)** at ktanner@dorchester2.k12.sc.us or **Deitra Gibbs (Grades K, 2, 4)** at deigibbs@dorchester2.k12.sc.us.

Fine Arts

Students in grades K-5 are on a 3-week rotation schedule for fine arts and health and wellness classes.

Extended Day

The Extended Day Program conducts our afternoon care and supervision of our students 5K-5th grade. The Academic Rotation Model will provide quality opportunities for our students to enhance their academic, social and physical development. There will be four centers which will provide various opportunities for our students. These centers include technology, homework, social, and physical education. Please contact extended day staff for registration and weekly fee rates.

Please contact **Cornelia Smalls**, Extended Day Coordinator, at (843)-832-7042 or (843)-408-1291. You may also email her at the following address: csmalls@dorchester2.k12.sc.us).

BEHAVIOR EXPECTATIONS

We want our students and staff to **VALUE SAFETY** as we want our school to be a safe, orderly, and nurturing environment. Our goal is to operate as a bully-free community. Dorchester District Two has a strict policy on drug and weapons violations. Weapons violations include such look-a-like and associate items such as toy guns, water pistols, plastic knives, Swiss army knives, spent shell casing, bullets, etc. **Students violating these policies will be suspended from school and will be recommended to the District's Hearing Board for expulsion.** Please monitor what your student brings to school in their backpacks, jackets, pockets, etc. and review the complete policy in the district issued handbook with your child and make sure he/she understands the seriousness of these offenses. All grade levels will participate in the Spann "On the MOVE" Expectation Pep Rally at the start of school year and mid-year to review and discuss expectations in child-friendly language.



Behavioral Intervention and Consequences

For the safety and well-being of all students, teachers also have classroom discipline plans. Parents will receive a copy of the classroom plan. For minor infractions, the classroom teacher has the option to give warnings, assign time out (within the classroom or in a buddy classroom) where students draw or write about the rule broken and proper choices, loss of privilege, detention, conference with the student, guidance referral, parent contact, and minor infraction form. When students have exhausted the plan with minor infractions, or committed a violation that is severe, a major referral will be written. An administrator will then decide what consequences

are appropriate, based on the number of referrals, history, and nature of the infraction. The referral form indicates the specific options for administrator actions. These include, but are not limited to:

1. Conference with the student
2. Parent contact and/or conference
3. Guidance referral or assign to guidance behavior training program
4. Assign lunch and/or recess detention
5. Assign student to BIR (In School Suspension/ISS)
6. Placement on behavior plan
7. Loss of privilege
8. Work detail or restitution
9. Out of school suspension
10. Shared responsibility – parent is asked to attend school an entire day with their child
11. Recommendation for expulsion



BIR room (Behavior Improvement Room)

The BIR room (Behavior Improvement Room) may be used for students whose behavior is deemed unacceptable within the regular instructional classroom. Students are placed in this supervised setting for a portion of, an entire school day, or multiple days to complete schoolwork and have lunch within a separate location from their peers. In BIR, the focus is less on punishment, and more on the problem-solving process and re-teaching of proper replacement behaviors. BIR can only be assigned by an administrator. Discipline referrals (minor and major) are sent home with the student and should be signed and returned the next day.



Cell Phones/Electronic Devices/Electronic Watches

- No student may possess a paging device/cell phone/electronic "smart" watch while on school property during the instructional day, including field trips.
- Exceptions are made if the student needs the phone for a medical reason. A legitimate reason must be presented to the principal in writing. The principal will decide what constitutes a legitimate reason consistent with guidelines from DD2 Board or the State Department of Education.
- A student who has a paging device/cell phone/electronic watch without permission as outlined in this policy is subject to discipline as provided by the School Board policy. Neither the school nor the district will be responsible for any lost or stolen items even as a result of confiscation.
- One who finds a student in possession of an electronic device/cell phone/electronic watch without permission must report the student to the principal/assistant principal. The device will be confiscated. Consequences are as follows:
 - Devices will be returned to parents/legal guardians.
 - All other offences- Fine of \$25.00 or retain device for the remainder of the school year.

BUS TRANSPORTATION, SAFETY, AND DISCIPLINE

Dorchester District Two operates several buses for the convenience of those students who live more than a mile and a half from their school. Buses stop every two tenths (0.2) mile when necessary. Students living off regularly traveled highways, less one half (0.5) mile, must walk to the pick-up point on the highway. If the road is passable, the bus will detour to pick up students who live more than one mile from a regular highway.



Parent/Guardian Bus Stop Responsibility for Students

On July 1, 2000, a proviso in the state Appropriations Act affirmed parental or guardian responsibility for the safety and conduct of children traveling between their home and school bus stop. It states that the parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children home from school. The State Dept. of Educ., while not shirking any of its responsibility for insurance coverage and student safety, encourages school districts to make parents and guardians aware of their key role in the responsibility for student safety. **We strongly encourage parental and adult supervision of students while they are standing at and awaiting or returning to their designated bus stop.**

Bus Safety and Regulations

The safety and security of children is of utmost importance to the Transportation Department of Dorchester School District Two. **4K-2nd grade students and parents must obtain a bus tag number.** Students must ride the bus to which they are assigned and get on and off the bus at their assigned bus stop. Parents/guardians requesting an exception to the rule **must put their request in writing** to their child's teacher at least one day before requested change. **It must be approved by the principal or designee.** The DD2 School District must ensure the bus ride to and from school is safe. All parents of bus riders must complete a transportation contract and all bus riders are required to follow bus safety rules at all times. The expectation for behavior on the bus is the same as is expected in the classroom. Misconduct on the bus will result in disciplinary sanctions, including possible loss of bus privileges. Therefore, we earnestly request that you remind your child of the importance of following the established rules of behavior while on the bus and heed the instructions of the bus driver.

1. Be on time at the designated morning bus stop (10 min early recommended)
2. Follow the driver's directions at all time
3. Sit in his/her assigned seat facing forward with legs out of the aisles
4. Keep hands, arms, legs, and objects to himself/herself and inside the bus
5. Restrain from cursing, name calling, rude gestures, or loud talking

6. Restrain from pushing, shoving, or provoking other students
7. Refrain from eating, drinking, chewing gum, or littering on the bus
8. No use of mobile phones or other electronic devices on the bus
9. Obey all of the Student Code of Conduct, School Board Policy JICDA-R

Failure to follow the bus rules will result in a bus discipline slip. The consequences are:

<u>First Referral:</u>	Warning and parent notification of consequences for future referrals
<u>Second Referral:</u>	One (1) to five (5) days' suspension from bus
<u>Third Referral:</u>	Five (5) to ten (10) days' suspension from bus
<u>Fourth Referral:</u>	Ten (10) to thirty (30) days' suspension from bus
<u>Fifth Referral:</u>	Loss of bus privileges for the remainder of the school year.



Bus Tag Program

Parents/guardians of each 4K, 5K, first or second grade student intending to ride the bus must complete a Bus Tag Application. This is done during online school registration and answering a few specific questions.

- Participation in the program is mandatory to receive bus service for 4K, 5K, first and second grade students. The parent/guardian must complete the application before the student may ride the bus.
- Upon receipt of the application, the school will: 1) assign a bus ID to your student; 2) issue a number ID tag and tag holder to be attached to the student's backpack/book bag; 3) issue four (4) numbered cards matching the number on the student's ID tag.
- Students must have their ID tags attached to the backpacks in order to ride the bus.
- Parents/guardians may distribute the school-issued, numbered cards to any responsible adult of their choosing, thereby authorizing those responsible adults to receive their 4K, 5K, first or second grade children from the bus. For 5K, First and Second Grade students, we offer the option of a student escort (4th grade, or above) named on the ID tag. Any student escort must be a sibling of the escorted student, ride the same bus and get off at the same stop as the escorted student.
- At the assigned bus stops the driver will check the ID tag of each 4K, 5K, First and Second Grade student preparing to depart the bus. The driver will match the number on the ID tag to a school-issued tag with the identical number being displayed by the parent/guardian/designee.
- If a school-issued card with the identical number is not displayed, and a student escort who rides the same bus is not present on the bus, the student will not be released from the bus and will be returned to the school.

- If student is returned to school, the parent/guardian will be contacted and required to pick up his/her child at the elementary school. If the parent/guardian cannot be reached, the matter could be referred to the Dorchester District Two Safety/Security Coordinator, local law enforcement, or the Dorchester County Department of Social Services (DSS).

Incidents of the parent/guardian/designee either not being at the bus stop for PM drop-off with the numbered card or being there, but not having the numbered card, will result the following consequences administered by the school:

- First Incident: Warning to parent with review of future consequences
- Second Incident: 3 days' suspension from the bus
- Third Incident: 5 days' suspension from the bus
- Fourth Incident: 10 days' suspension from the bus
- Fifth Incident: Loss of bus privileges for the remainder of the school year

The school administration will implement the schedule above with or without a bus driver referral and notify the Transportation Department of the effective dates of loss of bus transportation services. Please note the above table of consequences and loss of bus privileges is absolute with no discretion on the part of the school administration.



Please talk with your child about the need for following these rules and the consequences. Working together, we can make bus transportation safe and pleasant for everyone. Questions concerning bus routes, drivers, and school bus regulations should be referred to the **Office of Transportation at (843) 873-6196**.

Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

GRADING SYSTEM AND REPORT CARDS

The school year is divided into four (4) periods of nine (9) weeks each. Report cards are given to students following the end of each nine-week period (see calendar for dates).

Kindergarten, 1st, & 2nd Grades

E= Excellent
M=Met
P= Progressing Toward
I=Improvement Needed
NA=Not Assessed

Third, Fourth, & Fifth Grades

A=90-100
B=80-89
C=70-79
D=60-69
F=Below 60

Social Skills/Learning Habits

E = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory



Fine Arts/ Health and Wellness Grading

Grades in Fine Arts/Health and Wellness will be reported as **E** (Excellent), **S** (Satisfactory), **N** (Needs Improvement), or **U** (Unsatisfactory). Fine Arts/Health and Wellness grades will be calculated into honor roll status with a grade of E or S qualifying for "A" honor roll. A student receiving N or U cannot receive honor roll status. The Fine Arts/Health and Wellness curriculum in Dorchester School District Two is standards based and sequential with identified content that is to be taught and learned at each grade level. Grades will be determined by utilizing rubrics that correspond to **E, S, N, and U**.

Teachers will explain individual grading methods and will provide more information on the K-2 grading scale. Progress reports will be sent out regularly. Any progress report, report card, or test sent by the teacher requesting a signature by the parent or guardian is to be returned within 48 hours with a parent or guardian's signature.

HOMework

Homework is given Mon. through Thurs. for students to review and reinforce skills already taught in class, to initiate study skills, and to encourage self-reliance and creative thinking. Homework also helps to acquaint parent and guardians with skills taught in school. In most cases homework should take no more than 60 minutes total to complete each night. Suggestions include:

- **Read with your child at least 15 minutes each day.**
K/1st Grade (20 minutes daily) 2nd/3rd Grade (30 minutes daily) 4th/5th Grade (45 minutes daily)
- **Provide a study area** with good lighting, proper seating, and sufficient space to place materials
- **Provide a specific time period each day** for homework. Allow your child some playtime after school before beginning homework.
- **Think positively!** Homework enhances you child's progress. Try to get him/her to see the value of completing homework.
- **Remember** that homework is your child's responsibility.
- **Call or email the teacher** if your child is having difficulty with homework. Communication will often eliminate confusion.
-

Absent and need something to do? Please allow teachers 24-hour notice to get assignments ready for make-up.

PARENTAL INVOLVEMENT

Spann Elementary encourages the involvement of parents in the school program. We strongly urge parents to join PTA and attend the meetings. The school also has a strong Parent Volunteer Program and School Improvement Council, and we invite parents to be involved in our school. We wish to encourage each parent to be an active participant in the school-parent activities offered at Spann. The school schedules a wide variety of events for parents to participate in throughout the year. Please see scheduled school and PTA events on the enclosed school calendar. Potential volunteers are required per district guidelines to fill out and submit a Volunteer Agreement and Application form and attend a volunteer orientation/training. This includes those wishing to volunteer in their child's class or chaperone a field trip.

Volunteers

Working as a volunteer can be exciting and fun. As a volunteer, you can meet the needs of children in many ways. There are many areas in which volunteers work at Spann: PTA program nights, serving as field trip chaperones, helping with media center events, serving as testing monitor, and helping with special themed events and projects. We ask that you as you volunteer, you operate with the mindset of I am not volunteering for just my child but "our children." Volunteers are required to sign in at the front office and wear a badge when working in the school. Call the school for more information and we will forward your name and phone number to our volunteer coordinator.

Dorchester District 2 Parent and Family Engagement Center

The Parent Centers are located at four of the district's schools and are open to all parents and families. The coordinators at each center can assist you in checking out a wide variety of engaging and exciting materials and games for you to take home to use with your children. Our mission is simple: Give parents the tools they need to enhance their child's learning through play!

Parent and Family Engagement



One of the **Parent & Family Engagement Centers** is located behind Spann. Please stop by **Mon-Fri from 8:00a.m. -3:00p.m.** Please contact **Kari Kocian**, Parent Involvement Center coordinator, at kkocian@dorchester2.k12.sc.us or 843-695-2995 and **"LIKE" us on FACEBOOK at Dorchester School District Parent and Family Engagement Center.**

School Improvement Council-(SIC)

The School Improvement Council is comprised of parents, teachers, and community members. This group meets to serve as an advisor to administration and a liaison between the community and the school. It helps with the shared decision-making process of schools, and this is the place where you can share ideas and concerns and/or learn more about our school. If you would like to serve in a more active role, please inform the front office or **contact Tammie Golden at (843) 873-3050.**



Parent Teacher Association (PTA)

Spann Elementary PTA is a non-profit, volunteer organization made up of parents, teachers, and community members committed to enhancing the educational experience for all Spann students. The efforts of the PTA provide many valuable services for students, families, and staff. Through hosting fun family events, funding classroom grants, supporting school-wide initiatives and more, the PTA creates a sense of community and a positive learning environment for all students. We invite all parents and guardians to become active members of Spann Elementary PTA!

2023-2024 PTA Executive Board

President:	Mary-Kate Ward	president@spannpta.org
Vice President:	Vanessa Thompson	vp@spannpta.org
Volunteer Coordinator:	Crystal Smith	volunteer@spannpta.org
Treasurer:	Vanessa Leyden	treasurer@spannpta.org
Secretary:	Beth Trahan	secretary@spannpta.org

Scan code for important links



Purchase your PTA membership and Spann spirit wear online at <https://spann.memberhub.com/store>

Follow us on social media: Facebook (@SpannPTA) and Instagram (spannpta)

What will I get out of joining the PTA?

- Attend PTA functions and gain opportunities to meet other parents and teachers, build relationships, and discuss issues that are on your mind.
- Watch yourself grow! When volunteering with PTA, you put your skills and hobbies to use for a noble cause—your child and all children in the community.
- By getting involved at your child’s school, you’ll be part of the solution, helping make positive changes.
- When you become a PTA member, part of your donation goes directly to support programs and events such as classroom grants, Spring Reading Carnival, spirit days, family program nights, 5th Grade Celebration, Reflections, staff appreciation, and much more!
- Volunteer hours are NOT required unless you choose to volunteer.

- By becoming a member of Spann Elementary PTA, you will be demonstrating to your child the importance you place on their education and well-being.

What will I be expected to do as a PTA member?

Becoming a member of the PTA shows that you want to help support the programs and events that help enhance students' experiences at school. **It does not obligate you to attend the PTA meetings or volunteer.** Your level of involvement is up to you. There are many opportunities to get involved during the school day, in the evenings, or even on your own time AT HOME.



Here are some of the main ways you can get involved with PTA:

- **Share Your Opinions** - Your ideas are important to help shape the goals and activities of the PTA.
- **Volunteer** - We need help with fundraisers, PTA-sponsored events and programs, and school volunteer needs. We value any time you are able to give to PTA, whether it's an hour here or there, joining a committee, or even stepping into a leadership role. Make popcorn on spirit days. Be a test monitor. Sell concessions and spirit wear at programs and special events. Help students shop at the book fair. Organize family nights or a fundraiser. Take photos for the yearbook. Make goodie bags at home. There are so many ways that you can get involved!
- **Give Resources** - A majority of our funding comes from donations. Every donation, no matter the size, makes a difference. We understand that not everyone can give financially; sharing your time, contacts, and expertise can also have a huge impact.
- **Attend Meetings** - General Membership meetings are held three times per year and Board meetings happen on the first Thursday of every month. Your input and feedback is important on how PTA funds are spent. Come join us!

Check out some highlights from the 2022-2023 school year:

- Raised over **\$14,000** from our 2023 Boosterthon Fun Run & over **\$4,000** from our Readathon, which was used to support PTA programs & events, fund classroom grants, and **purchase flexible seating for grade level teams**
- Awarded nearly **\$3,000 in classroom grants** for teacher resources and class projects including classroom materials, curriculum for our music programs, paint and other art supplies, curriculum enhancements and so much more!!!



- Funded special events including **Red Ribbon Week** and **End of Year Awards**
- Hosted family program nights such as **Bingo for Books, Game Night, and Pandas, Pizzas, & Painting**
- Sponsored annual **Spring Reading Carnival** to celebrate student achievement
- Collaborated in the coordination of **School-wide PBIS Green zone Celebrations** like Trunk or Treat & S'mores
- Established a **Copy Crew** to make copies for teachers and a **Popcorn Team** for monthly Spann Spirit Days

We can't do any of this without our hardworking, dedicated volunteers. You are what drives our success and benefits our kids. Bring your ideas, your talents, and your passion - we look forward to working with you to support Spann Elementary!



NUTS AND BOLTS

Fees

The student fees help cover expenses for workbooks, special materials, art supplies, and other consumable items. Students entering school during the first semester shall pay a fee of \$20.00.

New Students to the District

Students registering in Dorchester School District Two for the first time must present an electric bill, birth certificate, a social security card, and a South Carolina Immunization Form. All new and returning students must show proof of correct address in the form of an electric bill mailed to the parent or guardian at the stated residence. In accordance with South Carolina law, children enrolling in 4K classes must be 4 years old on or before September 1; children enrolling in 5-year-old kindergarten must be 5 years old on or before September 1, and children enrolling in first grade must be 6 years old on or before September 1.



Title IX Regulations

"Dorchester School District Two does not discriminate on the basis of sex in the educational programs or activities which it operates and is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy on non-discrimination includes the following areas: recruitment and appointment of employees, employment pay benefits, counseling services for students, access by students to educational programs, course offerings, and student activities."

Important Information Found in Your Dorchester School District Two 2023-2024 Handbook

- Family Rights and Privacy Act
- Student Services & Student Sexual Harassment
- Student Disciplinary Procedures
- Attendance, Truancy Diversion, & Tardiness
- Denial of Release of Student Information
- Inclusion in Media Coverage Form

Transfers

If you need to move during the school year, we ask that the school office and teacher be given at least one week notice. Parents must sign a withdrawal form with the forwarding address to another school to pick up records. Please make sure all your child's textbooks and library books are returned to the school. This time is needed to collect and process a child's records. The child's parent or legal guardian must come to the office and sign for the records to hand carry them to the new school.



Supplies and Textbooks

Each child is expected to furnish his/her own supplies--pencils, papers, crayons, scissors, paste, etc. These supplies must be replaced periodically. Please see a guidance counselor if you need assistance with obtaining school supplies for your child. Specific supply lists are included in the registration packet, posted on the website, and posted with local merchants. All textbooks are provided by the state. Each pupil is responsible for the care of his/her books and will be accountable for loss, damage, or destruction of a book.

Field Trips

A field trip is defined as any learning activity sponsored, approved, and supervised by the school and requires students to leave the school grounds. Field trips are directly related to our South Carolina Standards.

The following guidelines apply:

- All student field trip participants must have the **written consent** of parent or guardian to attend. Verbal permission over the phone **is not** allowed.
- Neither parents nor students may transport students to or from school field trips.
- When district transportation is provided, no deviation from the original transportation request is permitted.
- All student field trip participants must be transported by the designated mode of transportation as noted on the field trip application.
- No small children or siblings other than students in the class are allowed on a field trip, including walking fieldtrips.

Items from Home

Please mark you child's name and class section clearly on all clothing, book bags, lunchboxes, etc. This is important and worthwhile as it will enable us to find lost or misplaced items. Unclaimed "lost and found" items are given to a needy organization at the end of each month. **Valuable items, i.e., jewelry, electronic devices/smart watches, toys, headsets, and cell phones should not be brought to school.** Cell phones/smart watches that create a disturbance (including ringing while packed in a student's bag), will be taken by an administrator, and may only be retrieved by the parent or a designee as arranged. Spann Elementary is not responsible for lost, broken or stolen items.

*Communication is important, but it is a two-way process. If you have any questions or need more details about anything that appears on our website, in our newsletter, or in this handbook, please contact **Shane Sanford**, ssanford@dorchester2.k12.sc.us
Our goal is for every parent to be informed and involved.*