

H.B. RHAME ELEMENTARY SCHOOL Parent & Student Handbook

H.B. Rhame Elementary House System



House of
INTERIGTY
Color: Blue



House of
LEADERSHIP
Color: Red



House of
PERSERVERANCE
Color: Yellow



House of
COOPERATION
Color: Green

FOUR HOUSES, ONE FAMILY
My Advocate, is my Champion.

2023-2024

Monica Owens Carter, Principal
Randy Simmons, Assistant Principal

H.B. RHAME ELEMENTARY SCHOOL

Parent and Student Handbook



**1300 Arrowwood Road
Columbia, South Carolina 29210**

**Monica Owens Carter, Principal
Randy Simmons, Assistant Principal**

MISSION STATEMENT

***We are Richland One a leader in transforming lives through education
Empowering all students to achieve their potential and dreams.***

Revised 7/2023

School Information

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

The vision of HB Rhame Elementary is to prepare students to become confident, competent, lifelong learners and responsible citizens by providing a safe, supportive learning environment rich in innovative educational experiences.

HB. Rhame Elementary School

1300 Arrowwood Road
Columbia, SC 29210

Phone: 803-791-8900
Fax: 803-750-4040

Normal School Hours

School begins..... 7:30 am
School dismissal..... 2:30 pm

Early Dismissal Hours

School begins..... 7:30 am
School dismissal..... 11:00 am

School Motto ~ "Where Excellence Begins..."

School Colors ~ Blue and Yellow

School Mascot ~ Saints



FREQUENTLY CALLED NUMBERS

Rhame (Main).....731-8900
Attendance.....731-8905
Cafeteria.....731-8903
Fax.....750-4040
Health Room.....731-8992
Library.....731-8921
Richland One.....231-7000
Transportation.....695-5578



"Where Excellence Begins..."

Dear Parent/Guardian:

This year learning will take center stage here at HB Rhame Elementary. Our faculty and staff are looking forward to an exciting journey working with you and your child(ren). We are committed to providing our students with quality educational experiences that will help them to become productive citizens. This year our theme is a Red Carpet Edition, where every student will take the spotlight and step into excellence. Our goal is to develop all students into independent thinkers and learners, with future ready skills for college and career success.

This handbook has been prepared to provide parents and students with important information about our school. It contains procedures for taking children out of school early, reporting absences, as well as information about school policies. As an equal partner in your child's education, you are asked to review this Parent & Student Handbook with your child and the Title One Parenting documents included (School Compact and Parent Engagement Policy) in this booklet. Following a thorough review of the Student Handbook, please complete the form below and return it to the school's office by **Tuesday, October 4, 2023**.

Because we believe that ongoing communication between home and school is essential to a student's academic success, you will also receive frequent information and flyers to keep you informed about what is happening at school. Be sure to carefully read all of the notices your children bring home and pay special attention to those that provide information on school holidays and early dismissal days. And don't to join our school on CLASS DOJO!!

Children need to know that their parents value school, so we invite you to participate in school activities such as PTO, Title I Advisory, School Improvement Council, parent conferences, and special events that take place at school. Being involved in school activities is one of the best ways to see what and how your child is learning. Monitoring your child's homework is vitally important to him or her achieving high levels throughout the school year. Therefore, you are asked to **review and initial** your child's agenda book on a **daily** basis.

Thank you for your support of teaching and learning at HB Rhame Elementary School. We look forward to a year of learning and excelling that will enable our children to do and be their best.

Educationally yours,



Monica Owens Carter, Principal

WELCOME

You are a SAINT, with SAINT Friends,
and you're part of our SAINTS SOAR community.

We have SOAR rules, SOAR Houses and a SAINTS SOAR way of doing things. So when you make a decision ask, "What would a SAINT do?"

You'll make a good choice, get a good result, and enjoy a good time.

Every day is a GREAT
day to a SAINT and
Every day we SOAR!



S.O.A.R.



H.B. RHAME
E L E M E N T A R Y

“One World, Endless Possibilities”

I am **SAFE.**

I am **ORGANIZED**

I am **ACCOUNTABLE.**

I am **RESPECTFUL.**

I am a safe, on task, accountable, and respectful role model.

W YOUR THOUGHTS
THEY BECOME **Words**

A YOUR WORDS
THEY BECOME **ACTIONS**

T YOUR ACTIONS
THEY BECOME **HABITS**

C YOUR HABITS
THEY BECOME **CHARACTER**

H YOUR CHARACTER
IT BECOMES YOUR **DESTINY**

HELP DO **YOUR PART** TO KEEP
H.B. Rhame Elementary
A BULLYFREE ZONE

RHAME SAINTS will be College and Career Ready

ORGANIZATION

AGENDAS

BINDER/FOLDERS

PENCILS POUCHES/TOOL
BOXES

FOCUSED NOTE-TAKING



WICOR

NOTE-TAKING



Advancement Via Individual Determination

"Moving Up Through Your Own Hard Work"

COLLEGE

COLLEGE WEAR WEDNESDAYS

COLLEGE BANNERS & WALLS

COLLEGE CAMPUS VISITS

CHARACTER BUILDING



INSTRUCTION

W - WRITING

I - INQUIRY

C - COLLABORATION

O - ORGANIZATION

R - READING

ACADEMIC LANGUAGE SCRIPTS

COSTA'S LEVEL OF THINKING AND QUESTIONING

CRITICAL READING STRATEGIES

EFFECTIVE FEEDBACK

Research-based practices, activities and collaboration are evidence in a classrooms.

AVID 1st Fridays

COLLEGE & CAREER WEEK

PARENT WORKSHOPS

TRANSITION MEETING

Student Leadership



AMBASSADORS

RHAME SAINTS have a GROWTH MINDSET

BUILDING GOOD STUDY HABITS

“We are what we repeatedly do. Excellence, then, is not an act but a habit.” - Aristotle

IN CLASS

- Write down any homework assignments in your agenda book.
- Listen carefully in class and take notes on important facts you need to remember.
- Ask questions in class about things you do not understand.

AT HOME

- Find a quiet place to study. Do not listen to the radio or watch television while studying. Sit in a straight-backed chair in a well-lit area.
- Make a study kit for your supplies. Include pens, pencils, erasers, paper, paper clips, note cards, and highlighters in your kit.
- Plan a block of time each evening at home to review your notes, complete homework assignments, and prepare for the next day of class.
- Start by studying the most challenging subject first, since it will take the most time and energy. Move on to the second most difficult subject and so forth.
- Allow more study time for subjects that are harder for you.
- For projects and assignments that may take several days, such as studying for a test or completing a paper, divide the assignment into smaller parts and do a little each day.
- Check off each homework assignment as you finish it.

READING TO LEARN

- Think about the subject while you read. Ask yourself if you understand what you are reading.
- If the section is difficult to understand, try stopping after one or two paragraphs and writing a summary of what you have read. If this is too difficult, re-read the section slowly; look up words you do not understand.
- Look at included charts, maps, and illustrations to help you grasp the idea of what you are reading.
- Read many different kinds of material. The more you read, the easier and more enjoyable reading will become.

READ 30 Minutes Nightly!

H.B. Rhame Elementary School

School Uniform & Dress Code Information

Dress Code Benefits:

H.B. Rhame Elementary School has a mandatory dress code for all elementary students. There are many positive reasons for a school dress code, including:

- A dress code encourages students to express their individuality through personality and academic achievements, not outward appearances.
- A dress code puts the focus on academics, not fashion because they project a neat, serious, businesslike image.
- Schools with dress codes have fewer discipline problems because students aren't distracted.
- Dress codes can be less expensive for parents.
- Dress codes eliminate the visible differences between students.
- Dress codes eliminate pressure to wear brand-name clothing, "gang colors," etc.
- Dress codes create a sense of school pride and belonging.

Dress Code Information

Bottoms: Navy, Khaki/Tan, or Jeans

Walking Shorts, Slacks, Skorts, Skirts, and Skirted jumpers must be plain, solid-color Twill, Corduroy, or Denim fabric

Tops: Navy, Yellow, White, or Light Blue with collar

- Must have long or short sleeves
- Knit polo-type, Oxford or woven dress shirts, blouses, turtlenecks
- School t-shirts are OK (available through our school office)

The Dress Code does not allow for clothing with colored trim, stripes, embroidery, decoration, etc. It also does not provide for overalls (overalls with pants or shorts), sweatpants, knit pants/ skirts, leggings, etc.

Other dress code rules:

- A belt is required if the garment has belt loops.
- Shirts (including t-shirts) must be tucked in.
- Crocs and bubble shoes are not allowed due to safety hazards for running and walking.
- Shorts/skirts must be mid-thigh or longer.
- Shoes must be safe and appropriate.
- Clothes must be the appropriate size, with the waist of the garment worn at the student's waist.
- Clothing that is too tight or too loose is not appropriate for school.

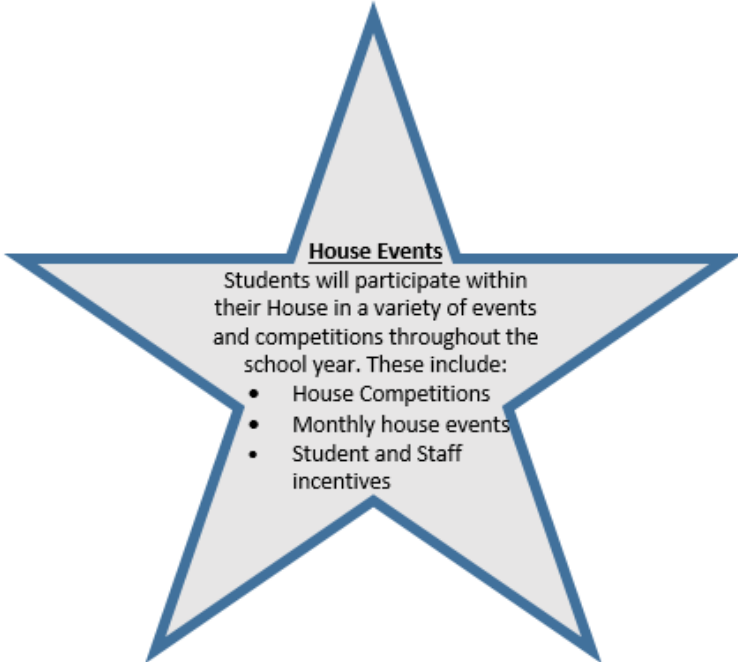


School administrators will determine if clothing is appropriate for school and complies with school rules. For more specific information on the student dress code, please refer to the H.B. Rhame Elementary Student Handbook.

Welcome to Our HOUSE!

H.B. Rhame Elementary strives to provide all students with skills and opportunities necessary to become productive citizens. This year we will be continuing our "SOAR House System" helps us accomplish our mission by providing opportunities for students to practice "real world" skills of collaboration, self-efficacy, goal-setting, and teamwork. Students will grow, compete, and collaborate within their house through their years at Rhame. The major benefits of this system include:

- Student advocacy
- Positive peer interactions
- Greater rapport with staff
- Leadership opportunities for students
- School and community service opportunities
- School-spirited competition



What is a House System?

H.B. Rhame Elementary is excited to announce the launch of our House System. Every student, teacher and staff member in the school will belong to one of four groups known as Houses. Houses are like teams, where everyone belongs and everyone participates. Students and staff will be sorted into one of the following SOAR Houses;

- The House of Perseverance
- The House of Cooperation
- The House of Leadership
- The House of Integrity

All Pre-K students will be placed into the House of Learning and then when they move to Kindergarten will be sorted into one of the other eight Houses. Each House reflects a character trait embodied by our Rhame community. Houses will have a specific color, mascot, chant or cheer and possible song.

Four Houses, One Family!

 <p>House of PERSERVERANCE Color: Yellow</p>	 <p>House of INTERIGTY Color: Blue</p>	 <p>House of LEADERSHIP Color: Red</p>	 <p>House of COOPERATION Color: Green</p>
--	--	---	---

SOAR HOUSE SYSTEM

GENERAL INFORMATION

DAILY SCHEDULE

School begins at 7:30 a.m. and ends at 2:30 p.m. The school's lunch and physical activity (recess) begins at 10:00 and ends shortly after noon.

On Early Release Days, school is dismissed at 11:00 AM.

ARRIVAL TIMES

School begins at 7:30 a.m. and ends at 2:30 p.m. Doors open at 7:00 a.m. Students are not permitted to enter the building or wait unsupervised outside of the school doors prior to 7:00 a.m. as school personnel are not available to provide adequate supervision.

LATE ARRIVALS

Students arriving at or after 7:35 a.m. must be escorted through the main office by a parent or guardian and receive a tardy pass. It is necessary for students, who are tardy, to receive a late pass and be accompanied by a parent and/or guardian to ensure the child's safety and well-being. **Parents are expected to sign in their child in every time.**

EARLY DISMISSAL

Parents are asked to avoid picking up students early from school as this disrupts instruction. Parents should notify their child's teacher in **writing** when you know your child will be picked up early. The child will be called to the office once the parent arrives at the school. **Parents, guardians, and other individuals must have a valid ID every time they visit the school for student pick-up.**

Students **will not be** called to the office for early dismissal after **1:30 p.m.** Classes are in transition during this time and messages are not easily relayed.

DISMISSAL TIMES

At the end of the day, students ride a school bus, daycare van, picked up in a car, or walk home. If a student will deviate from his/her established mode of dismissal, please send this information in writing to your student's teacher.

School doors will remain closed until 2:30 to allow for transition for school dismissal. **No parents will be allowed to enter the building after 1:30 PM.**

LATE PICKUP

If students are picked up after 3:00 p.m., parents are asked to come in and sign the late pick-up log in the front office. The number of times a student is picked up late is documented.

- ❖ 1st Violation – Verbal Warning to Parent
- ❖ 2nd Violation – Written Concern to Parent
- ❖ 3rd Violation – Referral to School Social Worker

ATTENDANCE AND TRUANCY

Parents are responsible for ensuring that their child attends school every day. As part of the implementation of the Every Student Succeeds Act, districts and schools are required to report to the State Department of Education the number of students who are chronically absent each year. According to the United States Department of Education's Office of Civil Rights (OCR), **an absent student is one who misses 50% (11:00am) of the instructional day for any reason and regardless of whether the absence is excused or unexcused. Students must attend class for at least half of the instructional day to be considered present for that day.** All students must be present 10% of the time they are enrolled in a particular school or district. If they are not present 10% of the time they are enrolled, they are considered chronically absent.

Chronically Absenteeism

A chronically absent student is any student in grade K-12 who misses 50% of the instructional day for any reason for 10% or more of the enrollment period.

All types of absences contribute to chronic absenteeism.

- Excused absences
- Unexcused absences
- Suspensions

A student is absent if he or she is not physically on grounds and is not participating in instruction or instructional related activities at an approved off-grounds location for the school day.

Truancy

A student that is truant has accumulated 3 or more unexcused absences or 3 or more consecutive days or has accumulated a total of 5 or more cumulative unexcused absences during the academic year.

Excused (Lawful) Absences

***Schools have the right to refuse a note or request additional documentation related to an absence.** Students who are absent from school must present a note to the Database Specialist within 48 hours of his/her return to school. No more than 10 parent's notes are allowed per academic year.

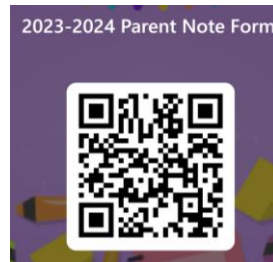
Absences will be excused if they fall in the following categories:

- Case of extended or chronic illnesses with a doctor's note
- Doctor/dental appointments with excused and proper signature.
- Contagious Illness that could spread to other students
- Serious illness or death in the student's family limited to 3 days, unless approved by the principal. Family includes spouse, children, parents, brother/sister, grandparents, grandchildren, uncle/aunt, cousin, nephew/niece, and any relative who lives in the student's home or for whom the parent has legitimate responsibility.
- Recognized religious holidays

- Short term suspensions are counted as excused (lawful) absences for truancy purposes

ANY OTHER ABSENCES WILL BE UNEXCUSED

Students are required to bring a written statement for all absences (from parent or guardian) upon their return to school within 48 hours.



Written statement must include the following:

Reason for absence

- Date(s) of absence
- The telephone number at which a parent or guardian may be reached during the day. If there is no telephone number, a physical address must be given, and/or an email address.
- Signature of the parent or guardian
- Name of student and homeroom teacher
- **THIS WRITTEN STATEMENT WILL BE FILED IN THE ATTENDANCE OFFICE**

Unlawful Absences

A student will not be excused for the following reasons:

- The student does not attend school without a good reason and without the parent/guardian's knowledge.
 - The student does not attend school without a good reason and with the parent/guardian's knowledge.
 - Any reason not listed under "Excused (Lawful) Absences."
1. After a student misses three days in a row or five days at any time the parent will be contacted to come to the school and meet with the staff to develop an Attendance Intervention Plan to improve their child's attendance. Failure to comply with the school's request to meet will result in the school developing the plan, in the parent/guardian's absence, and sending it by mail for the parent /guardian's signature.

2. The school’s social worker may be asked to assist with contacting the parent and developing a plan.
3. If a student’s absences continue after an intervention plan has been developed, the school will complete a petition and the parent/guardian and student may be summoned to appear before a judge in Family Court.
4. After a Family Court hearing, the school is required to file a contempt of court complaint against the parent/guardian or child with the Solicitor’s Office if the student does not attend school or follow the court order. If the parent/guardian is found guilty, s/he can be fined \$50 and/or put in jail for 30 days for each day the student has an unexcused (unlawful) absence

Tardiness

It is very important that students attend school regularly and on time. Student attendance strongly impacts student achievement. Students who arrive after 7:35 should report to the attendance secretary for a tardy slip before reporting to class. Students who come to school late must bring a note from parents/guardians stating the reason for being late. Notification of excessive tardiness will be sent to parents. Students on transfer or out of zone who have excessive tardiness will be required to transfer to their zone school for the remainder of the year.

AWARDS

Student Success Days are held at the end of each nine weeks and at the close of the school year to give special recognition to all students who have exhibited outstanding performance academically or in other activities relative to positive growth and development. More information is provided in our School Awards brochure.

CAFETERIA

The cafeteria serves breakfast and lunch daily. Students are expected to follow all cafeteria rules when utilizing the services of the cafeteria program.

Richland One offers meals at no charge to ALL students through the Community Eligibility Provision. The school breakfast, lunch, snack and supper meals follow the U. S. Department of Agriculture (USDA) guidelines for healthy school meals.

Offered Meals	Scheduled Times
Breakfast	7:00am-7:30am
Lunch	PreK - 10:00am-10:30am Kindergarten - 10:30am-11:00am 1 st Grade - 10:45am-11:15am 2 nd Grade - 10:20-10:50 3 rd Grade - 11:15am-11:40am 4 th Grade - 12:40 pm-1:10 pm 5 th Grade - 12:05 pm-12:25 pm

COMMUNICATION

We want to keep you informed throughout the school year. Your child should bring home school papers and notes as well as quarterly newsletters of school activities.

Additionally, parents will be notified of school activities through the use of the school website (updated weekly), weekly/biweekly email blasts, Remind, or School Messenger.

Website: <http://www.richlandone.org/Domain/28>

Class Dojo

Each class uses Class Dojo to communicate with parents. Please make certain that telephone numbers, email addresses, and mailing addresses are up to date.

- Follow the instructions to sign up for Class Dojo to stay updated with class and school updates



CONFERENCES

Conferences should be scheduled in a timely manner. We strongly encourage open communication between the teacher and parent. Before any concerns about a classroom teacher or student are brought to the administration they should be discussed with the teacher and student first. If the situation is not resolved, please feel free to contact the administration. Parent-teacher conferences will not be conducted during instruction time. Please call in advance to schedule conferences.

CLASSROOM VISITATION

Parents are always welcome to visit their child's class. All visitors must stop at the front desk when they arrive at the school with a picture ID to receive a visitor's pass. (see page 19)

Appointments must be made for all conferences. When visiting, please remember that classes are in session and that the educational program comes first and should not be disrupted. ***All observations should be limited to 30 minutes unless prior administrative approval is granted.*** A visitor's chair/area is designated in each classroom. Visitors should not enter or remain in classrooms where testing is in progress.

During the time of classroom visitation, parents are only to interact with their child, unless they are an approved volunteers through Richland County School District One's

DISCIPLINE

We believe that all students have the right to learn in a safe, warm, nurturing environment. Our school's initiatives are established to address the behavioral, social, and emotional concerns needed to ensure that our school climate is conducive to learning. We believe that parents and school, working as a team, can help students become responsible for their own behavior and academic success. A variety of methods such as student and parent conferences, positive incentives, individual

guidance counseling, behavior interventions, in-school suspension, out-of-school suspension, referrals to STEP or RESET, and referral to the Richland One Hearing Board are used to reinforce desired expectations.

PBIS (Positive Behavior Interventions and Supports)

Our school is a PBIS school. The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject. Thus, helping our students to become positive and productive citizens that are ready for college and careers. With PBIS, each teacher has a clip chart that serves as a visual reminder to students about their behavior. Students are given chances to clip up and down for maintaining or improving behavior. Other components of PBIS that encourage students to follow acceptable social norms and school expectations include brag tags, town hall meetings, and monthly PBIS celebrations.

School-Wide Discipline Plan

Our campus discipline plan is as follows:

1. Verbal or written warning
2. Time to reflect
3. Teacher selected consequence (silent lunch, time of recess, etc.)
4. Parent contacted via phone, email, or other
5. Referral to administrator and administrator selected consequence

Parental support for good discipline enables us to maintain a wholesome environment for learning. Please consult the Richland One Code of Conduct Book for more in-depth information regarding student conduct and discipline. More information is provided in our School PBIS Brochure.

DRESS CODE

Students are expected to keep themselves well-groomed and neatly dressed at all times. They are also strongly encouraged to wear a school uniform. H. B. Rhame School uniform consists of plain white, light blue or yellow top and dark blue or khaki bottom. Belts must be worn. Sagging pants are not allowed. Shirts must be tucked in at all times. Shorts and skirts must be no shorter than

half the thigh length. Leggings must be covered by a top that is at least fingertip length. Hats, scarves, bandanas, and sweatbands are not permitted. Sunglasses may not be worn at school. Clothing that displays obscene or questionable printing will not be permitted. Camouflage/fatigue clothing, book bags, or paraphernalia are not allowed on campus. Crocs, Bubble Shoes, Flip flops, and shoes with cleats or rollers are not permitted due to safety concerns.

EMERGENCY / CHANGE OF ADDRESS

All parents are asked to complete an emergency card for each child. Please make sure that all phone numbers and addresses are current in PowerSchool and on the student's emergency card. Contact the school or send a note if information changes. School officials must be able to make contact with you during the school day.

FIELD EXPERIENCES

All school rules and regulations apply to students on a school-sponsored field trip. Students are encouraged to wear school uniform or school t-shirt when participating in class or school sponsored trips. Please consult the Richland One District Field Trip Policy for guidelines pertaining to field trips and behavior expectations for off campus learning experiences. To attend field trips, students must have:

- written permission to attend
- trip fees paid in full 2 weeks prior to the trip
- appropriate on campus behavior

For parents that would like to chaperone, you must be an approved volunteer through RCSD One's Volunteer Office. Refunds on trips are only issued when the school cancels for any reason. Refunds may take up to 30 days to be issued in the form of a school check.

FOOD ALLERGIES

Please notify your child's teacher and school nurse if your child is allergic to any type of food or ingredients. To help insure a safe classroom environment for all students to learn, there are

classrooms that will be labeled to identify a specific food allergy.

HEALTH ROOM

Children should attend school every day. However, when children are not well, we encourage you to keep them home so they can get proper care and recover quickly. Children with a fever should remain home until 24 hours after the fever has broken. This can also reduce the number of illnesses spread to other children. If your child gets sick at school, the nurse will attempt to take care of the problem. Therefore, current emergency information is needed. If your child has chronic illness or allergy that we should know about, have the doctor write a note. Yearly screenings (vision, hearing, weight and height) for all students are required. Please notify the nurse if you do not want your child screened.

Medication

The Rhame nurse is in charge of dispensing all medication at school. If your child needs medication administered during the school day, a signed Consent Medication Form must be on the file in the nurse's office.

All medication must be delivered or picked up by an adult. Students will not be allowed to transport medication at any time. Please contact the school nurse if you have any questions.

HOMEWORK

Homework is very important to student achievement. Homework reinforces, allows for review of skills taught, develops independent study habits and enhances parent awareness of student's progress. It is the responsibility of the student to complete all assignments. It is important that parents monitor the completion of homework assignments. Research recommends that the amount of homework given is ten minutes times the students' grade level. Recommended time for home is

- Pre-K-1st Grade-10-15 minutes
- 2nd Grade-20 minutes
- 3rd Grade-30 minutes

- 4th Grade-40 minutes
- 5th Grade-50 minutes

Also, **students are expected to read nightly for at least 20 minutes.**

INSTRUCTIONAL PROGRAMS

Pre-Kindergarten

The four-year-old program is designed for children who need additional readiness activities before entering kindergarten. The teacher and instructional assistant also make two home visits and conduct several conferences during the school year to further support the parents and students participating in the Pre-Kindergarten program. Teachers and parents are also required to follow CERDEP and DSS regulations for student supervision, accountability, and safety.

Kindergarten

The kindergarten program serves five-year-olds in a full-day program. Kindergarten children are natural problem solvers and naturally curious about the world. The South Carolina College- and Career-Ready Standards explore the relationships between letters, sounds, words, reading, math, science, social studies, and health. When a child starts school, reading and writing become primary ways of learning. They also begin to think more logically and understand the more abstract concepts of numbers and objects. Students apply what they have learned in ELA and math to develop science, engineering practices, scientific inquiry, and aspects of living that affect the children and their families.

Grades 1–2

The South Carolina College- and Career-Ready Standards in 1st and 2nd grades use students' creative and enthusiastic energy to expand their reading, writing, math, social studies, and science skills. As their year progresses in 1st and 2nd grades, they write with greater ability and complexity, use a growing vocabulary, and gain a deeper understanding from reading as reading becomes the primary way of learning. Students also begin to develop research and critical thinking skills. Students continue to build number sense and

operations. They also begin to take on more challenging topics such as basic fraction concepts, money, measurement, and place value.

Grades 3-5

The South Carolina College- and Career-Ready Standards for this grade band advances the reading, writing and inquiry skills of children as well as build more complex reading and more effective writing skills, and encourage thinking and analyzing more deeply. Students use the skills that they learn in ELA and math to enhance and support their science, social studies, and health content knowledge and apply that knowledge to various learning situations. At these grades, students are able to take more responsibility for organizing and prioritizing their work. The learning they do in these grades will continue to prepare them for success in their intended career paths that will either lead directly to the workforce or further education at colleges or universities.

Advance Academic Program

The Advance Academic Program (AAP) strengthens and broadens the academic and creative talents of identified students in grades 3 through 5. A differentiated curriculum is utilized with a combination of acceleration and enrichment activities. Students' embrace these opportunities through novel studies and M3 (Mentoring Mathematical Minds) units of studies. Students are identified by criteria stipulated by the South Carolina Department of Education, local district or appeals presented by parents.

Special Education

In an effort to meet the needs of students with disabilities, our school district has a full continuum of special education programs. Identification is based upon State and Federal guidelines.

AVID

AVID (Advancement via Individual Determination) is a rigorous instructional approach rooted in research best teaching and learning practices that are student-centered. AVID fosters a safe, open culture, high expectations for teachers and students, and collaboration in all classrooms.

With AVID, the learning is designed to close the opportunity gap in college graduation rates among diverse and underrepresented demographic groups.

Media Center

The purpose of the school media center is to provide materials to enrich the curriculum, satisfy quests for knowledge, and give added dimensions to the learning process. The Media Center provides opportunities for students to grow in their ability to find, generate, evaluate, and apply information that helps them function in society.

Elementary Guidance Program

Rhame is staffed with 2 full-time school counselors. During times of bereavement, divorce, homelessness, long-term illness, etc., parents and teachers may request services from the counselor, which are appropriate for the student. Parents may want to share the information with the teacher so any inappropriate behavior of the student can be dealt with effectively. Students who require extensive services may be referred to outside agencies.

Multi-tiered System of Support (MTSS)

Our school's MTSS program is designed to ensure all students are successful. The system is designed to provide support for academics, behavior, attendance, and social-emotional needs. The Response to Intervention team helps parents with children who are having difficulties academically, socially, or behaviorally. The team may consist of teachers, students, parents, curriculum resource teacher, guidance counselor, school psychologist, social worker, nurse, and administrators, who collaborate along with the parents to develop ways to meet the individual needs of students in grades PreK-5th.

LOST AND FOUND

Students are encouraged to take home all valuables each day. Personal items should be labeled with the student's name. Lost and found items are kept in a central location. Pictures of lost and found items are also posted on our school's website. Twice each year unclaimed items are donated to a local charity.

MISSION STATEMENT

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

PARENT-TEACHER ORGANIZATION (PTO)

Every parent and teacher are encouraged to become involved with the Rhame PTO. The PTO conducts several meetings a year. These meetings are open to all Rhame family members. All families are encouraged to purchase a PTO membership (\$10) each school year.

PARTIES

Richland One's Healthy and Nutritious School Environment (Policy EFJ) recognizes the importance of wellness, good nutrition, and an active lifestyle in the overall health of our students.

Birthday Parties

We recognize that birthdays are a special day for our students. To adhere to the district's Healthy and Nutritious School Environment (School Board Policy EFJ) and ensure that parties do not disrupt the learning process, parents and teachers should adhere to the following guidelines: (a) classroom teachers should be notified prior to bringing in treats, and (b) birthday treats will be shared during lunch time only in the cafeteria. Parties are limited to one (1) labeled pre-packaged food item (preferably individually wrapped) and one (1) labeled beverage. *No balloons, gifts, or decorations are allowed.*

Classroom Celebrations

Classroom celebrations will be held twice a year: on the last day prior to winter break and during the last week of school. Only prepackaged store-bought items are allowed for classroom celebrations. Please speak with the teacher before purchasing items due to the severity of food allergies.

REPORT CARDS

Report cards are issued four times per year. Students will also receive interim reports between grading periods. The dates in which report cards and interim reports are issued are listed on the school calendar and district website. The purpose of these reports is to keep parents up-to-date on their child's academic performance and work habits.

Grading Scale-Grades 3-5

A	90 – 100	D	60 – 69
B	80 – 89	F	59 – Below
C	70 – 79		

*Pre-Kindergarten, Kindergarten, 1st, and 2nd-grade students will receive non-graded progress reports throughout the school year.

Parents can also see up-to-date grade reports through PowerSchool's parent portal. If you need PowerSchool Access, please contact the Database Specialist.

SCHOOL IMPROVEMENT COUNCIL (SIC)

Each school in District One has a School Improvement Council, which serves in an advisory capacity to the principal. The SIC is comprised of elected parents and teachers as well as appointed individuals. The council assists the principal in activities that will enhance the development of the school.

SCHOOL MESSENGER

Automated telephone calls, emails, and text messages from Rhame and the school district will periodically send reminders of important events and/or information. Additionally, automated calls will be sent when a student is absent from school. Parents can also expect emails and text messages from the school as reminders for events and important dates.

STUDENT BUS TRANSPORTATION

Bus riding is a privilege given to students. Students are expected to conduct themselves in an orderly manner and to respect the bus driver. Students should ride their assigned regular bus to and from school unless the teacher receives a written note from the parent or guardian that day stating alternate plans. If the alternate plan involves another bus for more than one day, a written request must be approved by transportation. **Late Bus Notifications are sent via Class Dojo.**

Students who ride the bus are expected to:

- Stay in their seats while the bus is in motion
- Speak in low voices (levels 1)
- Refrain from throwing objects
- Keep hands and arms inside the bus; keep hands and feet to themselves
- Cooperate with the bus drivers
- Act in a respectful manner at all times.
- Use the emergency exits only in an emergency.

Consequences

Students are subject to disciplinary actions when bus safety rules or behavior expectations are violated. These consequences range from written warnings to suspension from the bus. Any bus violations will be handled according to the Richland County School District One Elementary Code of Conduct Handbook. Parent concerns regarding transportation matters should call (803) 695-5578.

STUDENT RECORDS

Information contained in a student's permanent record must be kept confidential, with access limited by federal guidelines and board policy. Please submit a written request to review your child's record.

Transfers/Withdrawals

Transfers from Rhame to another school will need the involvement of a parent or legal guardian. Students are not allowed to handle the procedure. Requests for withdrawal should be made in writing prior to the date of withdrawal so that all the

paperwork can be ready on the day of the withdrawal.

TELEPHONE

The telephone in the office is for school business and emergencies only. Students may use the classroom phone with the teacher's permission. Teachers will use their discretion as to emergency before permitting any phone calls. During arrival and dismissal times (7:00-7:30am and 2:30-3:00pm) the front office is extremely busy helping in-person customers; as a result answering telephones calls can be delayed, please leave a message or send an email to Maxine.britt@richlandone.org.

TESTING PROGRAMS

Rhame participates in several testing programs. Throughout the year students are administered teacher-made assessments, Mastery Connect, and district assessments in math and English/Language Arts, Science, and Social Studies. The results provide information about students' progress and are used to support students in meeting academic goals. In the spring, all 3rd-5th grade students participate in the statewide testing program (SCREADY and/or SCPASS).

TEXTBOOKS / LIBRARY BOOKS

Books will be issued to students at the beginning of the school year, and it will be the sole responsibility of the student to keep up with the books. All lost and/or damaged books will have to be replaced by the parent/guardian at cost before another book is issued to the student. Students who lose books should report the lost book to their teacher.

Library books may be checked out by the students and should be returned in a timely manner. Students are responsible for books checked out in their names. All lost books and damaged books should be reported to the librarian.

TOYS / ELECTRONIC EQUIPMENT

Students are not allowed to bring toys or electronic equipment to school. Radios, CD players, cell phones, tape players, beepers, and other electronic devices are prohibited at school. These items will be confiscated and returned only to a parent. Toys that resemble or can be used as a weapon will result in the student being referred to the Richland County School District One Hearing Board for expulsion.

TRAFFIC / PARKING

Parking lot traffic, at arrival and dismissal times, is very busy at Rhame. Staff and parents must all work together to ensure the safety of our children by adhering to the following:

- Always driving slowly,
- Do not double parking to let students in or out of cars,
- Only drop students off in the car rider lane (7am-7:30am);
- Avoid backing up in the traffic lanes, when students are late parents must park and walk students into the school;
- No u-turns in the street; and
- Watching for students at all times. Parking in the bus lane is not permitted at all during the school day.

VOLUNTEERS / CHAPERONES

Volunteers are needed in many places on the school campus. In accordance with district policy, volunteers and chaperones are required to complete a volunteer application. The application process typically takes one to two months for approval. Any person interested in becoming a volunteer should contact the guidance counselor or visit www.richlandone.org/Domain/164 to complete the application online.

LAPTOPS DEVICES

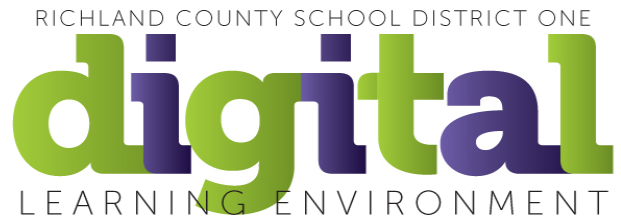
Teacher Responsibilities

- ❖ Design instructional activities that make appropriate use of technology and digital resources.
- ❖ Monitor and supervise student use of devices and direct their involvement.
- ❖ Adhere to and provide instruction on the district's AUP

Student Responsibilities

Students will abide by the district's Acceptable Use Policy (*see Appendix A*) and:

- ❖ Contact an administrator about any security issue they encounter.
- ❖ Monitor all activity on their personal account(s).
- ❖ **DO NOT REMOVE LAPTOPS FROM CLASSROOM WITHOUT PERMISSION**
- ❖ Always shut down and secure their laptop after use to protect their work and information.
- ❖ Report e-mail containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- ❖ Downloading/installing unauthorized applications, games or software is prohibited.



Rhame Saints

S.O.A.R above & beyond!

We are:

Safe

Organized

Accountable

Respectful

Our school is a safe Bully Free Zone!
REPORT BULLYING to an adult quickly!!!

Rhame Cell Phone Policy

Explanation of Violations per Richland One Board Policy

When a cell phone is visible or audible in the classroom or hallway after the morning show announcement, all of the following steps must be implemented:

1st step: The teacher or staff member WILL NOT take the student's phone.

2nd step: The teacher or staff member will contact the grade-level administrator

3rd step: The teacher or staff member will document the violation (Classroom action in ABE)

4th step: The grade-level administrator will follow the order of offense steps listed below:

- **First offense:** The phone is kept for the remainder of the day and returned to the student with a call home to parents (Classroom action in ABE)
- **Second offense:** The phone is kept for the remainder of the day and must be picked up by the parent/guardian. (Classroom action in ABE)
- **Third offense:** The phone will be kept for the remainder of the quarter and a conference with the parent/guardian. (Classroom action in ABE)
- **Fourth offense:** The phone will be kept for the remainder of the semester and a conference with the parent/guardian. (Level 2 Offense Referral)
- **Fifth offense:** The phone will be kept for the remainder of the school year and conference with the parent/guardian. (Level 2 Offense Referral)



H.B. Rhame Elementary School

Parent School Visitation Policy

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization will be required as needed for school programs, assemblies, graduations and other school events.) All participants and spectators of school programs, assemblies, promotions and events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property. At H.B. Rhame Elementary we welcome parents and guardians to be involved in the education of their children. For the safety of those within the school and to avoid disruption of instructional time, **all visitors must first report to the main office and must comply with all applicable district policies and procedures.** When arriving on campus, all parents and other visitors should be prepared to show identification.

****MANDATORY SAFETY PROCEDURE****

If you would like to visit our school campus, you will be required to have your **Driver's License or Official State ID** with you. When you enter the main office, your ID will be scanned into the RAPTOR system, and you will be given a visitor's badge/sticker. The office staff will retain your Driver's License while you are on campus. In order to retrieve your ID, you will need to return your visitor's badge/sticker as you exit the campus. We appreciate that this may be an inconvenience, but keep in mind that the safety of our students is first and foremost.

WALKING STUDENTS TO CLASS

Our goal is to create independent learners and thinkers. Thus, we encourage parents to assist us in fostering this independence by allowing students to walk themselves to class. We understand that our youngest learners (PreK and Kindergarteners) may need to be escorted by parents but our professional staff on duty is there to assist students in getting to class in a safe and timely manner. However, parents wishing to escort his/her child will need to sign-in and out in the front office for a visitor badge. Badges must be visible at all times when walking the hallways. Parents should not interact with other students. Additionally, parents should not attempt to hold a parent conference with teachers as they are busy ensuring the start of the school day is productive. Parents wishing to meet with teachers will need to schedule a meeting that is convenient for the teacher and his/her schedule.

Here at H.B. Rhame Elementary School, we encourage parents to visit and be actively engaged in their child's education. Classroom visits afford one of the best means to gain information about the educational program and to observe a child's performance in a classroom learning situation. In order to maintain security for all students and to avoid conflict with scheduled events or the disruption of critical educational activities (such as testing), the administration requires that all parent visitations be approved by the principal or assistant principal in advance.

In order to protect the privacy of other students and maintain a proper learning environment, parents/guardians must have advanced permission to conduct classroom observations and *must turn off mobile phones and pagers* when doing so. All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school program. Visitors should not interact with the teacher during instruction, should not attempt to interact with students during the observation, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by either the teacher or school administrator, the visitor will be asked to end the observation.

PARENT OBSERVATIONS OF CLASSROOMS

A parent or guardian wishing to observe in the classroom shall be accompanied by the principal (or designee) for the classroom visit. Observers should submit a Classroom Observation Request form including the date, time, and purpose of the proposed classroom visit at least twenty-four (24) hours in advance to the principal (or designee). The classroom visit will be approved or disapproved by the principal (or designee). If approved, the visit will be coordinated with the classroom teacher and accompanied by the principal (or designee). An explanation will be given on the Classroom Observation Request form if disapproved. All visitors must sign-in/out at the front office prior to the agreed-upon observation time. A visitor's badge will be issued, and the principal or designee will be notified. The class observation shall be limited to one class period, not to exceed thirty (30) minutes. The visitor shall not interrupt the classroom setting or the instruction; therefore, the time of the visit will be determined by the principal or designee. Individual cases concerning classroom observations may be taken under consideration by the principal or designee after consultation with the teacher. The principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time she/he perceives the change to be in the best interest of the children, parent or teacher. The principal's or designee's decision per classroom observation requests will be stated on the Classroom Observation Request Form.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum

LUNCH VISITORS

We realize parents and guardians might wish to eat lunch with their children on special occasions. Due to the limited amount of space and tables in the cafeteria, H.B. Rhame Elementary will allow lunch visitors Monday-Friday during specified grade level lunch times only. Lunch visitors will need to check in the front office and be registered through RaptorWare before being allowed in the school. You and your child should sit at the

designated family lunch table. Parents may choose to buy from the cafeteria or bring in outside food. Please remember that it is against state law to give food to any child other than your own. We ask that you try to exit the cafeteria 5 minutes prior to the end of the lunch period in order for our teachers to follow procedures of classroom management. If you have any questions or concerns, please contact the front office or your child's teacher.

MEETINGS/APPOINTMENTS WITH TEACHERS

Visitors must enter the main office door during the school year for appointments with teachers. Visitors should sign-in with the front desk staff and wear a visitor's sticker for the duration of the visit. A teacher or staff member will be called to meet the parent in the office for the appointment. Upon leaving at the conclusion of the meeting, the parent should sign-out in the main office before departing. Conferences will occur only during unstructured time either during a teacher planning period or outside the school day.

To stay up to date with the latest school information, visit our school website and follow us on social media.

**H.B. RHAME
ELEMENTARY**
"One World, Endless Possibilities"

Follow us on social media

**Facebook @ H.B. Rhame
Elementary**
Twitter @Rhamesaints
Instagram @ hbrhamesaints

Thank you for your support!

Empowering you with safety technologies for healthier learning environment.

STOPit provides you with: An anonymous, comfortable way for you to share information so that you can provide or get help as quickly and efficiently as possible.

Use the STOPit mobile app to anonymously report incidents to your school. Reporting is completely anonymous. You can include text, images or video. It only takes a few minutes

What can you report?

- Bullying
- Cyberbullying
- Harassment
- Violence, threats, or weapons possession
- Alcohol or drug related issues
- Discrimination



[View Student Training Video](#)

How STOPit Works?

- 1 Submit a tip via mobile app, website or 24/7 phone hotline
- 2 Incident Response Center monitors and reviews your submission
- 3 School Administrators receive and act on tip submission

Access Code:
STOPitRichland1



Download STOPit today!

Available on the
App Store



GET IT ON
Google Play



