



2024-2025 Student & Family Handbook

**Port Royal Elementary School
1214 Paris Ave.**

Port Royal, SC 29935

Phone: 843-322-0820 Fax: 843-322-0841

<https://beaufortschools.net>

<https://pres.beaufortschools.net>

Dear students & families,

This is an exciting time to be a 'Mariner' of Port Royal Elementary School. Port Royal Elementary School is rooted in history. While honoring and preserving the past, we are striving to prepare our students for their future. Positive character development and effective habits for personal growth, leadership, and communication are skills that are necessary for all 21st Century learners, and they will be emphasized throughout the school year.

Communication is a critical component to ensuring your child's success throughout the school year. I ask that you review your child's Red Communication Folder daily for notes, communication, and correspondence from his/her teacher. Please take every opportunity to communicate with your child's teachers and other staff at the school. Ask questions, offer to help, and take advantage of the many opportunities we will have for you to be involved with your student.

You are welcome to visit during lunch, special events, or volunteer in the classroom. Conferences may be scheduled with teachers to discuss your student's progress. Teacher email addresses are available on our website at <http://pres.beaufortschools.net>. Feel free to contact us at 843-322-0820 or email me at vicki.goude@beaufort.k12.sc.us.

I am honored to lead the faculty and staff of Port Royal Elementary school. I'm looking forward to helping our students grow in both social-emotional skills as well as academic skills that will prepare them for the future. Thank you in advance for supporting teaching and learning at Port Royal Elementary.

Welcome to the 2024-2025 school year!

Vicki Goude, Principal

Vision & Mission

Port Royal mariners build a community where everyone is respectful, responsible, engaged, and well rounded. Our mission is to educate, empower, and engage students through:

- cooperation & communication
- community involvement
- challenging & innovative curriculum
- social & emotional development
- safe & inclusive environment

General School Facts

Grades Served: Pre-Kindergarten-5th Grade

Motto: Staying On COURSE: Destination—Excellence

Colors: Navy blue, white, and red

Mascot: Mariners

Logo: Directional Compass

Digital Weekly Newsletter: The Mariner's Message

Uniforms:

Tops—Solid color NAVY Blue, white, or red collared shirts

Bottoms—Solid khaki or navy (**cargo pants and leggings are not allowed**).

Shoes—Closed toe/rubber soled shoes are required (for safety during physical education class and outdoor activities)

Belts are required on bottoms with belt loops.

Unhooded Sweatshirts/Sweaters—must be solid navy blue, white, red, or be an official school spirit sweater, in order to be worn inside the building.

No coats or jackets will be permitted inside the building.

Please contact our social worker at 843-322-0820 if you are in need of support with uniform items for your child(ren).

For a complete description of the district dress code, along with actions and consequences for uniform violations, please visit <http://beaufortschools.net>.



A quién llamar para reportar una ausencia o tardanza

Important information:

- **Tardies:** Students must be in the classroom by 7:45 a.m., or they are reported as tardy. Excessive tardies will be addressed by school personnel, including the counselor and social worker.
- **Absences:** A written excuse must be sent for each absence, for every child. Truancy is defined by the state as three consecutive unexcused absences or five total unexcused absences. Frequent absences may result in a review for retention. Please avoid unnecessary absences. Absences will be addressed by school personnel including our social worker and administration.
- **Parents' contact information:** All contact information must be updated, accurate, and current on the emergency card in the office. This includes home, cell, and work phone numbers, email addresses, as well as physical and mailing addresses. Updates must be made in writing, and accompanied by district required documentation (mortgage/lease/rental agreements and utility statements).
- **Things to leave at home:** PRES is not responsible for lost, stolen, or damaged items brought from home. The following is an incomplete list of items we do not wish to see at school: toys, electronic games, smart watches, **cell phones** or other electronic devices, CD's/DVD's, trading and playing cards, matches/lighters, tobacco products, guns (including toy guns, and water guns of any type), knives, anything that can be considered a weapon or can become a weapon, fireworks, inappropriate books, magazines, or internet downloads, or anything else that would cause a disruption through its use or its loss at school. These items distract from instructional time and can be lost or damaged. They will be taken from the child and held until claimed by the parent. Unclaimed items will be donated to charity at the end of the school year. Appropriate disciplinary action will be taken for items that violate the BCSD Progressive Discipline Plan Student Code of Conduct.
- **Restaurant Food:** Help us support the BCSD Wellness plan by not bringing in "fast food" for breakfast or lunch. Outside lunches purchased from commercial restaurants (Burger King, Subway, McDonalds, etc.) are not allowed in the cafeteria during lunch time. Soft drinks are not permitted.
- **Textbooks, red folders, and library books:** These are provided for students at no cost. Lost or damaged textbooks, red folders, or library books must be paid for, and replacements will be issued as necessary.

How to be an Informed Parent

Knowing what is going on at Port Royal Elementary is very important, and we do several things to help keep our Port Royal families informed. Please take advantage of these opportunities:

- **Read *The Mariner's Message*:** This is our weekly newsletter that is sent electronically (unless parents request a hard copy). A link is emailed & texted to parents through Bright Arrow. Please text YES to 87569 to accept text messages.
- **Read the classroom newsletter:** This comes directly from classroom teachers and is emailed as well (unless parents request a hard copy).
- **Sign up on our website:** Navigate to <http://pres.beaufortschools.net> and sign into our online gradebook system/parent portal. Once you log on, you can check your students' attendance records and grades in real time. A password is available from our

data specialist, Regina Johnson.

- **BrightArrow phone calls, emails & texts:** Automatic phone calls will be sent periodically to update families and to remind them of scheduled events, changes or cancellations, and other important information. Please accept Bright Arrow texts and add emails to your inbox acceptance.
- **Respond to our surveys:** We ask for your ideas, opinions, and suggestions in *The Mariner's Message* and we want your feedback so we can improve our programs.
- **Review your child's red communication folder nightly:** Please look for notes & assignments in the red folder.
- **Call or email us:** We want to hear from you with comments, questions, compliments, and concerns. Nothing is too big or too small for us to handle.
- **Facebook:** follow us on facebook for good news about our school including photos.

Red Communication Folders

Red Communication folders are issued to every student school wide. They are to be used as a daily assignment tracker and communication tool. Please look for notes from your children's teachers, and use this tool to communicate with your child's teacher. Planning and organizational skills are an important part of learning, and the folder is intended to help your child take responsibility for his/her materials, assignments, and learning.

Morning Drop Off

- Do not drop off students prior to 7:15 at any time. It is not safe. PRES **does not** provide early morning care services, and can only supervise students beginning at 7:15 when employees are on duty.
- Car riders must **ONLY** be dropped off in the back circle drive on 12th St.
- Walkers and bike riders enter the building through the front office main door beginning at 7:15 a.m.
- Bus riders enter the building through the bus entrance on the front side of the school.
- Students are greeted throughout the building by teachers and staff members along the way. Instruction begins at 7:45. Students are counted tardy if they are not in their classroom at 7:45.
- Please do not expect an impromptu conference with a teacher in the morning because that is instructional time. We do not permit parents walking students to class for this reason and for their independence. *Kiss & go* at the entrance and staff will ensure all students find homerooms safely.

Pick-Up Tags and Dismissal Procedures

- Students will only be released to parents/guardians who show a valid pick-up tag. Without a tag, parents/guardians will be required to park, enter the front office, and present a valid photo identification.
- A parent/guardian listed on the approved pick-up list will be issued one pick-up tag free of charge after providing valid photo ID. Additional tags are \$3 each. The purpose of the pick-up tag is to allow the holder to efficiently pick up his/her child without having to show a photo ID each time.
- Teachers on car rider and walker duty will read the names of your children from the

pick-up tag & radio staff so your children can be called to come outside to meet you. Students are then escorted to their waiting parent or vehicle for a safe and secure delivery. Walkers who wait for parent/guardian are dismissed from the side playground door.

- Students who walk or ride their bike home independently exit from the front of the building and are escorted off of school property across the main crosswalk. These students must have an independent walker/biker signed permission slip on file with us.
- After working through the first few days of pick up to teach everyone our system, the picking up of students from various dismissal locations will end at 3:05. During the first few days it takes a bit longer. Many folks arrive well before dismissal, which is fine as long as everyone stays in the car or stands outside the door respectfully. Arriving after 3:05 is problematic. We begin calling parents at 3:05 to verify pick up. Late pick up of students requires parents to park their car and enter through the main office to officially sign students out. You must then present a valid photo ID, or your PRES approved Pick-Up Tag.
- **All students must be picked up no later than 3:05 p.m.**
- To minimize disruptions in instruction and to ensure that maximum learning time occurs, checking out students within 30 minutes of the end of school will not be permitted. EARLY SIGN-OUT for students ends at 2:15 p.m. except in the event of an emergency approved by the principal.

Afternoon Bus Dismissal

Students who return home by bus report to the bus dismissal area. The bus is an extension of school. You will find the rules for riding the bus and consequences for violating the rules as part of the Beaufort County School District Progressive Discipline Plan and Code of Conduct. They are just what you would expect them to be – be reasonably quiet, always sit down on the bus; in effect, students should do their part to make the bus trip as safe as possible. Failure to follow bus rules can result in losing the privilege to ride the bus. Safety is of the greatest importance and all bus rules are enforced.

Changes in Transportation

Any transportation changes must be recorded in writing. Notes or emails are needed to make the changes you request in your child's transportation plan. Please make these changes prior to 2:15pm. Please clearly identify the date and duration of the change. Emailed transportation changes should be sent to PRESttransportationchanges@gmail.com **prior to 2:15**. If you wish to make permission changes to the adults listed to pick up your child, you will need to come into the office to make those changes in writing. No changes can be made to remove or authorize additional adults by email, fax, or phone.

Attendance, Absences, and Tardies

- Students must be in school on time in order to learn! Students are expected to attend school regularly and must present a written excuse, signed by a parent/guardian, following *each* instance of an absence.
- Absences from school are considered either excused or unexcused. Any student who fails to bring in a valid excuse (within 3 days) will automatically receive an unexcused

absence. The only excused absences that are acceptable are a child's personal illness that would endanger their health or the health of others, a serious illness or death in the students' immediate family, recognized holidays of their faith, or medical, dental, mental health, or other health services that must be scheduled during school hours. Truancy is defined as three consecutive unexcused absences or a total of five unexcused absences. It is very important for students to bring in excuses upon returning from an absence. In the case where we have not heard from parents after several days of absence, the school Social Worker and district office personnel will be notified for follow-up. A written Attendance Intervention Plan will be developed to ensure compliance with the SC Compulsory Attendance Law.

- Tardy students disrupt the learning environment and negatively impact student learning. Consistently arriving late to school or being signed out early may be establishing a pattern of nonattendance; and excessive numbers of tardies and early sign outs will be addressed by school personnel, including the social worker and administration. Tardies and early sign outs may also be deemed a behavior code violation and addressed under provisions of the Beaufort County School District Student Code of Conduct.

The Instructional Program

- Port Royal Elementary School faculty and staff focus on the learning needs of each child to ensure a rigorous, standards-driven curriculum that incorporates skills and concepts required for South Carolina students. Each day, students will have a minimum of 75 minutes of mathematics and 120 minutes of literacy instruction, with additional instruction in health, science and social studies. Academic Arts classes are offered by certified teachers in Art, Music, Media Science, STEM lab and P.E. In addition, students will have lessons with the school counselor.

- The South Carolina State Board of Education requires schools to use the SC College and Career Ready Standards (SCCCRS). These are posted on the school web site. Beaufort County educators continue to align the curriculum standards for each grade level with appropriate instructional strategies and assessments. We use district curriculum maps to ensure a guaranteed, viable curriculum for all children, tailored to the uniqueness of Port Royal Elementary School and our Project Based Learning grade level units.

- We are striving for quality, not quantity, with regard to homework assignments each evening. Homework is designed to be practice for what has been taught in class, and the purpose is to extend the learning through additional reinforcement. It also serves to inform parents about what students are currently learning. Students should be able to complete their homework independently, with minimal assistance from parents. It is very important that your child continue to read every night. Please look for your child's Read Every Day (R.E.D. Reading) Log. The more students practice reading, the better they are at fluency, comprehension, and vocabulary development.

Field Studies

Field studies enhance learning, giving children knowledge through experiences that bring the curriculum standards to life. These will be offered during regular school days, and fees may be requested to be covered by the families. A general permission slip is sent home with the initial school packet that allows you to grant permission for your

child to participate in short walking trips around the Town of Port Royal, while specific permission slips will be sent home for more extensive trips.

Assessment and Grading

Teachers use a variety of informal and formal assessments including norm-referenced tests, teacher-made tests, publisher tests, common assessments, anecdotal notes, running records, checklists, rubrics, and performance assessments to use as evaluations to guide instruction and to use in a summative form for grading purposes. Additional assessments, including state-mandated tests such as SCREADY, and norm-referenced tests such as iReady, are administered to measure progress and to inform instruction to meet the needs of all children. Notice of district and state assessments will be provided in *The Mariner's Message* as they occur during the year.

Progress Reports and Report Cards

Progress reports and report cards will be sent home each quarter. Please be sure to acknowledge receipt of this important information by signing and returning the accompanying envelope to school with your child.

Parent Conferences

Parent conferences are encouraged to take place regularly (at least once per quarter), and on an as-needed, or as-requested basis. We are striving for 100% participation for parent-teacher conferences on the district scheduled day in October!

Class Celebrations

Each class may schedule two celebrations (usually before Winter Break and at the end of the year) that will occur at the end of the day. Birthday parties will not be a part of the school day. Our District Student Wellness Policy charges us with setting guidelines for refreshments served at parties, celebrations, and meetings during the school day. These items must be store bought and the original packaging must not be opened. Parents are welcome to bring a *healthy snack* to the office and leave it for the class. For more information on the District Student Wellness Policy, please visit <http://beaufortschools.net>.

Safety and Security

We have a Town of Port Royal Police Department School Resource Officer (SRO) assigned to our school. The goal is to provide a safe and secure environment for students and staff.

All doors remain locked at all times. All visitors report to the front door and use our doorbell to announce yourself and request entry. Staff will request valid identification to sign students out of school.

All volunteers must have an approved volunteer application on file to spend time volunteering with students.

Volunteer Screening

All adults volunteering to work in the school, chaperone field studies, and serve in a mentoring capacity must complete an online application at <http://beaufortschools.net> in order to undergo a background check. The screening includes references and a SLED

check. The district will process the application for FREE, and grant permission for individuals to interact with students. In the event of an unsuccessful screening, district and school safety procedures will be enacted. This application is valid for two calendar years, and must be resubmitted prior to its expiration date.

Emergency Management Practices and Protocol

The safety of our students and staff is a priority. Regular drills, preventive practices, and proactive procedures will continue to occur throughout the year. *Please notify us of any safety concerns you may have.* Fire, tornado, earthquake, intruder, bomb threat drills, school lockdowns, and emergency evacuation drills are conducted on a regular basis. Students are taught how to respond in an emergency and how to evacuate the building safely. BCSD will use Standard Response Protocols posted throughout the school (HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER).

Photo ID Required

We welcome visitors, guests, and volunteers to our school. For your child's safety, and the safety of all, visitors must sign in using a valid photo ID (such as a driver's license or Passport), at the check-in station in our front office before entering the school. No one without a photo ID and proper clearance will be allowed access to the building. A printed visitor's badge will be provided for each visitor. These badges must be worn in a clearly visible location at all times while inside the school.

If you are picking up a child from school, you must be the child's parent/guardian, or be on the emergency pickup list for the child, and have proper ID with you.

Emergency Contact Information

Students' Emergency contact information will be automatically populated with the information that the parent provides during the initial enrollment/re-enrollment period. This information must be updated annually and kept current for each child in case of an emergency. Parents must notify the office of any changes during the school year. Changes to the dismissal list must be made in writing and in person. Please include home, cell, and work phone numbers, along with your home and email addresses.

Medication and Other Medical Information

- The School Nurse is permitted to administer medications delivered to us by an adult in the original container with a *signed medication administration release form*. A doctor's note is required for continuously prescribed medication. Our nurse will provide the required form for your doctor to complete. Students cannot have possession of medication.
- Students who do not feel well during the day are sent to the health office and established protocols are followed by the school staff. Additional information from the school nurse is sent home each year. If a student is ill, the school nurse will call parents to pick them up.
- Schools will continue to follow regulations and recommendations by the Department of Health and Environmental Control (DHEC) in regard to COVID-19 or other diseases.

Counseling Program and Social Worker Services

School counseling is provided in a variety of formats to support students. Our school counselor will conduct whole group lessons as well as individual and small group counseling throughout the year. Our school counselor and school social worker provide a comprehensive, developmental counseling program for our students. If parents would like for their child to talk to the school counselor or social worker, please contact the school office to make arrangements.

Meals

Our school is participating in the Community Eligibility Provision provided through the Healthy Hunger Free Kids Act. All students enrolled at PRES will receive a healthy breakfast and lunch daily free of charge. Meal applications are not required for meals.

Lunch With Your Child

We encourage parents to join their children at lunch by bringing a packed lunch or by purchasing a school meal. Outside lunches purchased from commercial restaurants (Burger King, Subway, McDonalds, etc.) are not allowed in the cafeteria during lunch time.

Money and Valuables

Students should not bring cash to school unless requested for payment of trips, book fair, or other school sponsored events. We strongly encourage families to use the on-line payment system to avoid students carrying money. You can find the Online School Payment (OSP) link on our website at pres.beaufortschools.net. All money sent by parents should be sealed in a clearly labeled envelope and turned in to the teacher as soon as your child enters the classroom. The school cannot be responsible for lost or stolen money, or other valuables.

School Improvement Council (SIC) and Family Involvement

- Please join our SIC to support our school! You may join and weigh in on important school related policies and procedures, and implement practices that benefit our school community and goals. All PRES family members and community are encouraged to participate to enjoy time together and strengthen the relationships that support teaching and learning at Port Royal Elementary.
- We strongly encourage family participation in students' learning through Family Events such as our Back to School Meet and Greet, Open House, math, literacy, and STEM nights, Project Based Learning Showcases, and musical performances.

RESPECT YOURSELF, RESPECT OTHERS, RESPECT YOUR ENVIRONMENT!

- Students are expected to come to school ready to learn and to respect themselves, respect others, and respect their environment at all times while on school grounds and on school-sponsored trips (this includes walking and/or riding to and from school).
- Parents will be notified if student behavior disrupts instruction and climate of the school. Administrative actions will consistently adhere to the *BCSD Progressive Discipline Plan Student Code of Conduct*, which can be found and viewed online at <http://beaufortschools.net>.

Character Education-Direct Classroom Instruction

- Before we can expect every student to model the appropriate behavior, we must first ensure that all students are taught, and have the opportunity to practice displaying the positive character traits that we desire.
- All students will receive direct classroom instruction illustrating the importance of utilizing good character and displaying positive behavior. Each day, all homeroom classes will participate in a class morning meeting where rules and expectations are discussed and practiced in engaging ways such as storytelling, role playing, and modeling. These character traits are also infused within our daily classroom content so students are able to keep learning and practicing how to show RESPECT.
- Rules and expectations are also taught and reinforced through classroom lessons facilitated by the school counselor and school social worker.
- Students who consistently display the RESPECT and character attributes throughout each month are eligible to be recognized as a Mariner of the Month for their homeroom class. One student from each homeroom class is recognized for displaying the current character trait consistently during that month. All 14 selected homeroom students are recognized at our monthly crew rally. One student is selected by the school panel and is nominated for recognition at the district level.
- Students who are unable to consistently display the RESPECT and character attributes throughout each marking period will receive verbal warnings, in addition to individualized interventions that address modifying the undesired behavior.

Responsive Classroom

- The Responsive Classroom approach is embraced by our school faculty and students as a positive way to foster not only academic competencies, but also social-emotional competencies. School faculty and staff members create a safe and joyful learning experience for all students. The use of Responsive Classroom strategies each day includes starting and ending each day with a positive tone for learning and a sense of community by engaging in morning meetings and closing circles, and establishing a shared purpose throughout the school and community. School staff members use effective, positive language that promotes academic and social growth.
- We are actively implementing Responsive Classroom practices and Crew team building that will reinforce appropriate behavior and character development. All student K-5 are assigned to a CREW. CREWS will be recognized at the monthly schoolwide CREW rally.

Honor Roll

We will acknowledge 3rd-5th grade students who achieve the Principal's Honor Roll (earning all A's in ELA, Math, Science, & Social Studies on their report card) and that achieve the Honor Roll (earning all A's and/or B's in ELA, Math, Science, & Social Studies on their report card) during our quarterly Anchored in Achievement Award Celebration. Additional awards include B.U.G (Bring up a letter grade in ELA, Math, Science, or Social Studies) and Perfect Attendance (no absences, tardies, early dismissal).