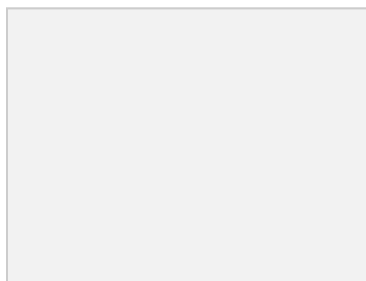


**MAMIE P. WHITESIDES
ELEMENTARY SCHOOL
2024-25
Parent/Student Handbook**



REACH FOR THE STARS!

**Michelle Conner, Principal
Sheldon Bloomfield, Assistant Principal
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<http://whitesides.ccsdschools.com>

Welcome to Mamie P. Whitesides Elementary School!

Mamie P. Whitesides Elementary School Mission Statement: The Whitesides family will provide the highest quality of education through a challenging curriculum in a safe, nurturing environment that builds leadership skills, develops an appreciation for diversity, and promotes individual creativity. Our goal is to engage students in a program of academic excellence that will prepare them to be independent, responsible citizens in our community.

In order to reach our goals, working together as a team between school and home is critical. Safety is our number one priority and we follow all CCSD security protocols and procedures to keep our school safe. Thanks for your support and cooperation!

Find us here:

Website: <https://www.ccsdschools.com/whitesides>

Instagram: whitesideswildcats/mamiewhitesidespta

Facebook: <https://www.facebook.com/mamie.whitesides.90>

Twitter: <https://twitter.com/WhitesidesElem1>

PTA : <http://www.whitesidespta.org/>

CCSD: <https://www.ccsdschools.com/>



The following notes are sent to parents and students in the hope that these policies and school rules may be more clearly understood. These notes are not complete in every instance and changes may be necessary during the school year. These notes are in alphabetical order for your reference. You will be notified if any major change in school policy is made. You may also want to refer to our website for information throughout the year at <http://whitesides.ccsdschools.com>.

ABSENCES: STUDENTS

Students are required to bring, for each absence from school, a note that states the date and reason for the absence. The note is to be signed by one of the parents or guardians and is due on the day the child returns to school. We encourage parents to schedule doctor appointments after school hours when possible, to avoid missing valuable instruction time at school.

After the **3rd** unexcused absence from school, a student's record will be reviewed, and parents will be called to come for a conference. Parents will be informed and a decision will then be made if a student and parent need to have an attendance plan formulated. **Please note that family vacations and trips are considered unexcused absences according to CCSD policy. We follow all CCSD and SC truancy protocols.**

Our belief is that work missed during the normal school day can never be made up completely by the pupil. Therefore we are advocating that our pupils be in school unless they are not feeling well, and as a result, might endanger their health or the health of fellow pupils.

If a pupil must leave before the end of the day, he/she is to bring a written request from his parent or guardian, and the parent must come to the school office to pick up and sign the child out. We encourage parents to schedule doctor appointments after school hours when possible, to avoid missing valuable instruction time at school. The following will be accepted as valid reasons for permitting the student to make up schoolwork missed due to absence.

1. Personal illness
2. Family emergency
 - a. Death in the family
 - b. Serious illness of an immediate member of the family
3. Religious holidays
4. Prior arrangements with the school office and teacher

ARRIVAL AND DISMISSAL

Whitesides buses and Day Care Vans will discharge and load in the bus loop across from Sloan Park ball fields behind the school. **PARENTS ARE NOT ALLOWED TO USE THIS AREA EXCEPT FOR KALEIDOSCOPE SIGN OUT BETWEEN THE HOURS OF 3:30 – 6:00 PM.** All car riders will be dropped off in the front loop. **As a car rider, please do not access Hale Road to drop off your child at the sidewalk.** Parents dropping off children in the morning are asked to drive to the end of the car loading/unloading canopy area before stopping to let off children. Do not stop to unload or park anywhere else in the loop as this backs up traffic and creates a dangerous situation for cars trying to comply with the flow of traffic. Once you have reached the drop-off sidewalk, please allow your student to exit the car, the first time your car stops. Staff will be lined up along the sidewalk to help students along. Parents are not to leave their cars in the car loop at drop off or pick up times to enter the building or park in this area to escort students. Parking spaces are available within the loop. During the school day between 9 AM and 1:45 PM, parents will be permitted to park along the car loop. **HOWEVER, ALL cars must be moved by 1:45 PM, to prepare for dismissal.** Parents may not drop off students by the cafeteria or in parking lots as this presents real safety issues for children. In the afternoons, **we will be using the Pikmykid app for dismissal.** Information has been sent to all families with directions for use. Traffic flow will be restricted to turning right leaving the school on Rifle Range. **Please refer to the detailed directions for procedures in the appendix.**

The golf cart/sidewalk entrance at Hale Road is reserved for walkers, bikers, and golf cart riders. Per CCSD security directive, the sidewalk along the perimeter fence must be used to the front entrance of the school. Please adhere to all signs along Hale Road. The safety of our children is of the utmost importance, and we ask for everyone to be diligent in following safety procedures at this neighborhood school and use the golf cart/entrance if you are entering the campus from Hale Road.

The Mt. Pleasant Waterworks site, the parking lot which adjoins Whitesides and the Waterworks building will not be accessible to Whitesides traffic. This includes morning take-in hours as well as afternoon dismissal hours. Parents will not be able to park in that lot to walk students into the building, nor will parents be able to park in that lot in the afternoon to pick up children. All cars/car riders should access the car line in the front loop. Please adhere to this policy in order that we are good neighbors to MPW.

Students are to go home immediately upon dismissal. They cannot be permitted to wait in the classroom or on the school grounds for brothers, sisters, or friends. Students may not re-enter the building after they have been dismissed for the day. Students on campus at 2:30 will be escorted to the office/lobby. **Kaleidoscope has jurisdiction over playgrounds after school and non-Kaleidoscope students are not permitted on playgrounds to play with Kaleidoscope students or to use the playground while Kaleidoscope is in operation.**

Parents, you are encouraged not to pick up students before dismissal time. Picking up students early can disrupt teaching and classroom work and cause other students to miss instruction. Parents who pick up students will be required to present a valid ID before students will be dismissed. No children may enter parking areas without an adult. We must ask for everyone's cooperation with this policy for safety reasons. **We will not be calling students to be dismissed from classes between 1:45 and 2:25 PM. For your child's safety and security purposes, we must insist on everyone's compliance.**

If there is a change in the way that a student normally goes home, parents MUST make this change in the Pikmykid App before 1:50 p.m. All dismissal changes will be made and updated on Pikmykid.

**** See the Appendix of this document for information about the dismissal of walkers at Red and Yellow Gates.**

ASSESSMENTS

Pre-K4 myIGDIs (my Individual Growth and Development Indicators)

myIGDIs is a formative assessment individually administered by the teacher to support the identification of preschool children requiring additional diagnostic assessment or levels of intervention in oral language, phonological awareness, alphabet knowledge, and comprehension. This assessment can be used to measure developmental gains and inform instructional needs of individual children.

Grade Kindergarten: KRA (Kindergarten Readiness Assessment)

The KRA is a developmentally appropriate instrument that measures a child's school readiness across multiple domains. Understanding a child's school readiness helps kindergarten teachers best meet the child's needs, and it helps schools, families, communities and policymakers know how to best support young children as they enter the K-12 environment. The KRA determines each child's readiness level from an evaluation of four domains: Social Foundations, Language/Literacy, Mathematics, and Physical Well-Being. The KRA provides a snapshot of students' abilities at the beginning of the school year.

Grades K-1: Fastbridge

The FastBridge earlyReading (meets the state mandated requirements for primary grades universal dyslexia screening). Fastbridge provides information on foundational skills, student growth, progress monitoring and proficiency. Students in Kindergarten and 1st Grade take Fastbridge earlyReading.

Grade 2: CogAT (Cognitive Abilities Test) and IA (Iowa Assessments)

CogAT and IA are used to identify students for Gifted and Talented programs. The identification of gifted and talented students is a multi-step process which consists of screening and referral, assessment of eligibility, and placement. The objective of the grade 2 testing program is to evaluate each student for the purpose of placement into a district gifted and talented program.

Grade K-5: iReady Diagnostic Assessment:

Students will be administered the iReady Diagnostic Assessment three times per year in Reading and Math. This assessment will be used to measure student progress and growth throughout the year, as well as aid teachers in planning for differentiated instruction.

Grades 3-8: SC Ready ELA and Math (South Carolina College and Career Ready Assessments)

The SC Ready are statewide assessments in English Language Arts (ELA) and mathematics that will meet all of the requirements of Acts 155 and 200, the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Improvement Act (IDEA), and the Assessments Peer Review guidance. All students in grades 3-8 are required to take the SC READY, except those who qualify for the South Carolina Alternate Assessment (SC-Alt). SC READY assessments are not timed and are computer-based.

Grades 4 & 6: SC Ready - Science (South Carolina College and Career Ready Assessments)

This is a statewide assessment in science. All students in grades 4 and 6 are required to take the SCPASS science, except those who qualify for the South Carolina Alternate Assessments (SC-Alt).

AWARDS

We believe that incentives for student progress are an important part of our total program. Below is a partial list of awards for which students at Whitesides Elementary may strive:

COMPLIMENT CLUB: Class awards for positive group behaviors.

TERRIFIC KIDS: Given to students by the Kiwanis Club for a variety of achievements.

STUDENT OF THE QUARTER: Given to one student per class in grades 4-5 every nine weeks. The student is chosen by the teacher/class based on criteria such as effort, performance, behavior, etc. He/she receives a bumper sticker, and a certificate from our business partners to commemorate this experience.

HONOR ROLLS: Given to students in grades 3-5 for all superior achievement in all academic subjects.

HONOR SOCIETY: Given in grades 4-5 for maintaining all A's in the academic subjects for each grading period. An award is given at the end of 5th grade year if all A's are maintained.

ATTENDANCE: Students in all grades can receive a certificate at the end of each quarter and at the end of the year. **Extenuating circumstances will allow for no more than 1 tardy per nine weeks, or four for the year.** Students are marked tardy when they arrive in their classroom after the last bell.

GRADE LEVEL AWARDS: Students in grades 4-5 will have an end-of-the-year awards ceremony and will be recognized for outstanding achievement in individual academic subjects, as well as citizenship. Art, music, library, STEAM, and physical education awards will also be presented at the end-of-the-year ceremony.

BICYCLES

Students may ride bicycles but must dismount as soon as they reach the school grounds. From this point, bicycles are to be pushed to the racks. They are to remain in the racks and locked until the students have been dismissed for the day. Students are not to mount bicycles until they are off the school grounds. This is to avoid possible injury to self and others.

The school cannot be responsible for lost bicycles. Locks and other precautionary measures are the responsibility of the parent and child.

BIRTHDAYS

Birthdays will be announced each day and each student will receive a birthday pencil on his/her special day. Parents are invited to bring a special lunch for their child and join the class for the 20-minute lunch. Because there is a short period of time to eat, please be on time so your child has enough time to enjoy lunch with a parent. **If you would like to send a treat to share for your child's birthday, please contact the teacher at least one day in advance in order to plan for the correct number of students, allergies, etc.**

BULLYING PREVENTION

Bullying behavior is not tolerated. Notify your child's teacher, guidance counselor, or school administrator regarding your concerns and information. The school district bullying prevention protocol can be referenced in the CCSD Code of Conduct found on the school or school district website. Whitesides Elementary uses the CCSD curriculum for social-emotional learning, Second Steps. This curriculum is taught in all classrooms and teaches students social skills, including problem-solving and anti-bullying.

BUS TRANSPORTATION

Our children's lives are precious. We must do our very best to ensure that all students arrive at school and back home safely. Parents and children, please carefully read together this Bus Riding Policy. Riding the school bus is a privilege, which can be revoked if rules are not followed. We expect all students to be considerate of their fellow students and drivers by following safety rules on the bus. Unfortunately, parents often are inconvenienced more than children are when children lose bus-riding privileges. However, as with our expectations concerning in-school behavior, we expect parents to establish clear rules and set limits with their children regarding behavior while on the bus.

- I will be at the bus stop on time.
- I will walk from the sidewalk to the bus.

- I will act appropriately on the bus. I know not to push, fight, or use unacceptable language.
- I will sit down and not block the driver's vision or stand while the bus is in motion.
- I will get permission to open windows.
- I will never let anything go out of the window (papers, etc.).
- I will keep my hands, head, etc., inside the bus.
- I will keep quiet while I am on the bus. If this rule is not followed, the driver and the administration may enforce a "no talking" rule while on the bus.
- I will not damage the seats or any part of the bus.
- I will be careful when entering and leaving the bus so that the bus driver and all other drivers in the street can see me.
- I will obey the driver. He/She is responsible for my safety and the safety of all students who are on the bus. The driver will report all problems to the office.

Bus Consequences - The administration will administer appropriate consequences for misbehavior on buses based on school district guidelines.

Serious misbehavior that endangers your child and other children on the bus will result in severe consequences regardless of the number of offenses. We strictly enforce bus safety rules. Consequences range from parent/student conferences to suspension from the bus for a few days or several weeks. Students may be suspended from bus riding privileges for an entire school term. Each time a student is suspended from riding the bus, parents must provide transportation for their children to and from school. It is of the utmost importance that students, even though suspended from riding the bus, arrive at school on time. Students should not arrive before 7:00 AM. Tardies and absences due to bus suspension are "unexcused".

Students are not permitted to ride a bus other than the one assigned. If there is a change in the way a student normally goes home, parents MUST make this change in the Pikmykid App before 1:30 p.m. All dismissal changes will be made and updated on Pikmykid.

CLINIC

A full-time nurse manages the school clinic. The clinic is limited to the handling of minor illnesses and first aid cases that occur at school. Accidents that happen at home should be treated at home. If a child becomes sick at school, he or she will be sent home as soon as his or her parents are contacted. This makes it VERY IMPORTANT for parents to complete the Emergency Contact Card & send it back to school PROMPTLY. It is also VERY IMPORTANT to keep the school advised of any changes in contact numbers. Any child with a temperature of 100 degrees or greater will be sent home. Children must stay at home until their temperature is less than 100 degrees for 24 hours. The temperature must not be lowered using Tylenol (acetaminophen) or Motrin (ibuprofen). A sick child should not be given medication and sent to school where they will infect other students. Please keep your child at home if he or she is not able to function normally during the school day.

We conduct health screenings for vision, hearing, and dental in pre-k through fourth grades. Fifth grade receives vision only. If any test results are not within the normal range, parents are notified and advised to seek further evaluation and treatment from their healthcare provider or a specialist. If you prefer that we do not screen your child, a written statement should be presented to the school nurse within the first two weeks of school. Our nurse is Sandra Zambetti.

CODE OF CONDUCT

All students are required to abide by the CCSD Code of Conduct, which is located on the Whitesides website. Please review this handbook with your child.

CONFERENCES

Teacher/parent conferences are more effective and productive when teachers can prepare for the conferences and have all the necessary information for parents. Please schedule conferences in advance with your child's teacher. Afterschool conferences are held on Mondays, Tuesdays, or Thursdays. We ask that parents do not conference with teachers while teachers are teaching and supervising children. Students experiencing difficulties may be referred to the MTSS (Multi-Tiered System of Support) Team. This team of staff experts meets regularly to devise appropriate interventions and support. Please contact your child's teacher or the Guidance Counselor, if you have concerns.

DAILY SCHEDULE

STUDENTS WILL NOT BE ABLE ENTER THE BUILDING ON THE WHITESIDES CAMPUS BEFORE 7:00 UNDER ANY CIRCUMSTANCES. **Students must remain in the car until active supervision begins and a school staff member comes outside at 7 am. Students are not permitted to exit the car before 7 am.** THE SCHOOL WILL BE RESPONSIBLE FOR CHILDREN FROM 7:00 – 2:25. In the case of all car riders, it is the parent's responsibility to ensure that children are dropped off at school between 7:00-7:20 and picked up promptly at dismissal. Students will not be permitted to walk unescorted to cars due to the heavy traffic at dismissal time. Students who are not picked up by 2:30 will be brought to the Kaleidoscope Club if enrolled. Parents will need to pay fees associated with attendance in this after-school program.

7:00 A.M. Students arriving (breakfast served)

7:20 A.M. Bell for all children to report to class

7:25 A.M. Bell for the school day to begin (Tardy Bell). Students must be in classes at this bell.

2:25 P.M. All students dismissed

Teachers are responsible for many morning duties. Please get in the habit of having your child fully prepared for the day when he/she leaves home. The start of each school day is a busy time for teachers and does not include time to visit with parents. Please send a written note to your child's teacher if you need to contact them. We do not encourage parents to linger once children are brought to school. Goodbye(s) need to be said in the car.

DELIVERIES

We feel it is our duty to teach students to take responsibility for bringing all necessary items to school. However, we realize that sometimes items inadvertently get left at home. If you need to bring an item to school for your child, please leave all deliveries at the front desk and we will ensure that your child receives it.

DISCIPLINE

Philosophy

Our school-wide discipline philosophy is as follows: In the Whitesides Elementary School community, we believe that every student has the right to learn in a safe, clean, and pleasant environment. We will help students to understand reasons for and learn the skills of self-control while developing positive attitudes and behaviors towards self and others. To reach our academic and social goals, parents, teachers, and staff will assume an active role in implementing our discipline system.

Parents are responsible for:

- setting limits
- tutoring their children with ethical standards
- expecting children to be responsible for their actions
- communicating high expectations to their children and expecting them to be careful listeners,
- actively participating in learning in order to achieve.

Students are expected to:

- Stay Safe
- Take Responsibility
- Act Respectfully
- Reach For The Stars

Parent/Teacher approach to discipline will include the following steps:

- Help the child see that he/she made a poor choice.
- Insist that the child accepts the responsibility and the consequences for his/her own actions.
- Help the child solve the problem that he/she created.
- Help the child maintain a sense of self-worth.

Positive rewards for STARS behavior may include: stickers, phone calls to parents, cards sent to parents, STARS coupons, positive points, popcorn party, compliment club activities, special lunch partner, or "Fun Friday" activities.

Consequences for failing to abide by these rules may include the following: conferences with teacher/parent/administrators, time-out, letter home, loss of recess, yard or cafeteria detail, after-school detention, or suspension (for severe infractions).

Each teacher will communicate their classroom behavior plan to parents and students at the beginning of the school year. **School-Wide Rules**

We have five school-wide Whitesides rules:

1. **(S)** – Behave in a manner that protects your **safety** and the safety of others.
2. **(T)** – Be **on task** at all times.
3. **(A)** – Display **appropriate behavior** in all areas at all times.
4. **(R)** – **Respect** yourself and others.
5. **(S)** – Take care of all **school property**.

Fighting or other severe infractions require parent conferences and suspension, regardless of the amount of previous referrals. Items such as electronic devices, laser pens, pocket knives, matches, or other potentially dangerous items are strictly prohibited from our grounds. Students who bring such items to school will face severe consequences as outlined in the code of conduct for students. Students are encouraged to leave cell phones, smart watches, etc, at home. **Cell phones, smart watches, and other devices with internet access are not allowed to be used by students on campus and must remain in bookbags, powered off, for the duration of the school day.**

Note: Please read the Charleston County School District Code of Conduct for additional school/district student expectations. The Code of Conduct can be found on the Whitesides website. Each teacher will explain the rules and consequences for their class at the Parent Orientation.

DISCRIMINATION

SECTION 504 OF THE REHABILITATION ACT OF 1973 – See Appendices

DRESS CODE POLICY

Clothing:

- Pants, jeans, shorts, skirts/skorts, and jumpers (any color).
- Brownie and Scout uniforms may be worn on meeting days.

Length:

Shorts, skirts/skorts, and jumpers must be of appropriate length.

Shoes:

No open-toed shoes, clogs, flip-flops, **sandals**, wedges, heels, or backless shoes may be worn. This includes “Crocs”. Shoes should fit securely for safety reasons and protection during extensive physical exercise.

Hats/head coverings/kerchiefs:

May be worn outside only.

Items Not Allowed:

Halter tops, spaghetti straps, midriff tops, or undershirts worn as a shirt.

The administration reserves the right to determine whether a child is deemed in compliance with the dress code. We are proud of our school and believe that a neat, clean appearance plays a significant part in attitudes towards school and shows pride in oneself. Parents will be called to bring appropriate clothing to school should a student be in violation of the dress code policy.

EARLY DISMISSAL/SECURITY

If a parent must pick up a child early for a doctor's appointment, etc., the parent must send in a note that morning stating the reason and time the child will need to leave school and a telephone number for us to verify the note. The parent must come into the office to sign out the child. The student will not be dismissed from the classroom until the parent has arrived in the office and requested that the child be called. Students need to have all directions for any changes in the afternoon schedule before leaving home. While we make every effort to communicate correctly to students about any parent messages, we have found it increasingly difficult to handle the large number of messages on a daily basis. Dismissal changes **will not** be accepted after 1:45 pm. Of course, emergencies do happen and, naturally, we understand those circumstances. **Parents are discouraged from picking up students from**

1:45-2:25 because it is a disruption to the end-of-the-day routine. If someone other than the parent/guardian must pick up a student, the parent must call the school and send a written statement giving permission for that person to pick up the child. Picture identification will be required. Parents must include a phone number where they can be reached for verification. **We will release students only to adults whose names are on the emergency cards.** Parents must update this information and inform the office.

EMERGENCIES

All parents must keep their child's emergency information updated through the CCSD Parent Portal program through the CCSD Schools or Whitesides websites. **In addition**, each student will receive a two-sided emergency information card to be completed by the parents and returned to school. Parents must fill out this information COMPLETELY and notify the school anytime there is a change in information. It is very important that we can reach you in case of an emergency. We must have the names and telephone numbers of two other people we can contact in case of an emergency. Please let these people know that they are listed as emergency contacts on your child's emergency card. We STRONGLY urge you to provide accurate and complete information on these emergency cards. It is extremely unfortunate if an emergency occurs, and we cannot contact the parent or another responsible adult. If necessary in an emergency, EMS will be called when no one can be reached on the emergency card.

EMERGENCY DELAYED START OR EARLY DISMISSAL

Local media and/or an automated school district phone call-out will announce delayed school day starts or early dismissals often due to inclement weather. Limited time, lack of available personnel, and phone lines make it impossible for school staff to communicate with parents personally by phone in these cases. All after-school programs are canceled in the event of an emergency early dismissal. **Please see the CCSD Weather Alert procedures in the appendix.**

Erin's Law and Comprehensive Health Education

Section 59-32-20 (B) of the South Carolina Code of Laws Charleston County School District Overview and Implementation

In August 2014, the SC Legislature passed legislation known as Erin's Law to assist in protecting and educating students on child sexual abuse. Section 59-32-30 (G) of the South Carolina Code of Laws was amended so as to provide that "beginning with the 2015-2016 school year, districts annually shall provide age-appropriate instruction in sexual abuse and assault awareness and prevention to all students in four-year-old kindergarten, where offered, through twelfth grade." "The intent of the law is to give students skills in knowing how to stay safe from sexual assault and how to report any incidents of sexual assault" (*Comprehensive Health Education Instructional Units and Resources for Sexual Abuse and Sexual Assault Prevention Standards and Performance Indicators, South Carolina Department of Education, p2*) <https://www.erinslaw.org>

Instructional units for Erin's law were developed and written by the State Department for use by school districts as a resource guide. The CCSD Health Advisory Committee reviewed *The Comprehensive Health Education Instructional Units and Resources for Sexual Abuse and Sexual Assault Prevention Standards and Performance Indicators* document. The CCSD Board of Trustees then approved the use of the units, which are aligned with the South Carolina Academic Standards for Health and Safety Education. SSCD guidance counselors and teachers may utilize, in whole or in part, the state-approved curriculum materials.

CCSD recognizes the sensitivity of the mandated subject-matter in Erin's Law. It is the goal of CCSD to provide age-appropriate instruction, as well as, transparency of the related curriculum with CCSD families. Parents and guardians are encouraged to discuss all health safety topics with their children in coordination with the health and safety curriculum sequence. Specific to Erin's Law, The Committee for Children and Darkness to Light (D2L) provides excellent resources for parents and families.

If you need further information, please contact the principal or the CCSD District Instructional Specialist for Health and PE at 843-937-6300

FEES

Student fees are \$40.00 per student (CD, K, 1st, 2nd, and 4th). 3rd and 5th grade include an additional \$5.00 for the purchasing of a musical instrument. These fees help to pay for supplemental materials such as workbooks, classroom supplies, and curriculum extension items. The fees are due by the beginning of the school year and can be paid during the summer through RevTrak, or by check, payable to Whitesides Elementary.

You can pay your fees by going here:



FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Charleston County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Charleston County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Charleston County School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Charleston County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District. Charleston County School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities & sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent institution attended

Should you object to the release of any such information, please notify Whitesides of your objection to the release of "Directory Information" as identified by FERPA.

1 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

HALF DAYS/EARLY DISMISSAL DAYS

This year there are several half-days and early release days. The dates and times are as follows:

Half Days: October 18th, February 14th, May 29th. **Students will be dismissed at 10:40 on half days.**

Early Release Days: October 4th, March 13th, April 11th, May 28th. **Students will be dismissed at 12:25 on Early Release Days.**

IDENTIFICATION BADGES

All visitors, volunteers, substitutes, and adults in the building must wear an ID badge. Parents or other visitors are not permitted to enter the campus without required identification. All visitors must check in with the office and show a driver's license. A Visitor's Pass with a picture will then be printed and must be worn while the visitor is in the building. Staff members are expected to ask any adult without identification, to please check in with the office. This is for the safety of all our children.

LIBRARY FINES

We do not charge for overdue library books. Books that are lost or damaged must be paid for at replacement cost. Students are also responsible for the replacement of any lost or damaged textbooks. Students will not be issued final report cards or participate in graduation exercises until all obligations have been met.

LUNCH/BREAKFAST

Lunch will be available to students beginning the first day of school. All students are required to go to the cafeteria. Teachers will have the duty of seeing that quiet is maintained and that the lunchroom is kept clean for the classes that will follow. Snacks, ice cream treats or beverages may not be taken from the cafeteria. Monthly lunch menus are posted to CCSD and our web page. Students are allowed to bring a lunch of their preference. Students may not bring gum, candy or soda to school. Additionally, they may not take food out of the cafeteria.

All students have the option of purchasing a 10 or 20-day lunch credit or paying daily in the lunch line. On-line payment can be made at www.mealpay.com. You must have your child's CCSD Identification Number to purchase on-line. If sending money for a snack, please send the correct change. There are no procedures in place for lending lunch money. Breakfast will be served between 7:00-7:20 A.M. All students must leave the cafeteria by the 7:20 A.M. bell to arrive in their classroom on time. **Free/Reduced Meal applications are available on the CCSD website.**

MEDIA RELEASE

Whitesides often has opportunities for positive media coverage—either from outside media sources or from the district's Communications Office—of special events, accomplishments or initiatives while students are at school or participating in school- or District-sponsored events. The school district encourages media coverage so that the citizens of Charleston County may learn about the great things that students and teachers are doing. Unless you object, your child may be included in such media coverage at your student's school or at district-sponsored events. This coverage may include still photographs; articles on the district website, in newspapers and educational literature; videotapes; and audio recordings. **If you do not wish to grant permission for your student to participate in media coverage associated with your child's school, please print the form, sign and submit as noted on the Whitesides Handbook/Acknowledgement and Permission List Form.**

MEDICATIONS

The Charleston County School District has established a policy (JLCD) identifying procedures for the safe administration of medications and/or medical procedures performed during school hours. No student shall carry medicine in school except for students permitted to do so by the Individualized Healthcare Plan to guard against a life-threatening condition.

GENERAL RULES

- When possible, medications should be given by parents/guardians before or after school hours. Any medication to be given during the school day, including over-the-counter medication, must be accompanied by a completed *CCSD Medication/ Procedure Doctor's Orders* form from a health care practitioner who is recognized by SC's Dept of Labor, Licensing, and Regulation as authorized to prescribe medications. The parent/guardian portion of the form must also be completed.
- CCSD and its employees reserve the right to refuse to honor medication requests that are not consistent with professional standards and/or deemed unsafe for the school setting. If this occurs, alternatives for meeting the student's needs will be discussed.

PROCEDURES

- Medical procedures require receipt of the completed *CCSD Medication/ Procedure Doctor's Orders* form and necessary equipment for the procedure. The *CCSD Medication/ Procedure Doctor's Orders* form must be completed by a health care practitioner who is recognized by SC's Dept of Labor, Licensing, and Regulation as authorized to prescribe medical procedures. The parent/guardian portion of the form must also be completed.
- The school nurse, in consultation with the parents, physician and student, will develop an Individualized Health Management Plan for the medical procedure.

PARENT RESPONSIBILITY

- Deliver the completed *CCSD Medication/ Procedure Doctor's Orders* form along with medication in the original labeled prescription container and/or proper equipment for medical procedure to the school.
- Inform the school of any changes in the student's health condition, medical procedure or medication.
- Update CCSD forms annually or when there is any change in the medication or medical procedure.
- Pick up any unused medication or medical supplies within one week of discontinuation or last day for students, whichever comes first, after which medications will be disposed of.
- Provide no more than a thirty (30) day supply of medication to the school.
- Be responsible for medication/equipment until it is received by the principal or his/her designee.

SCHOOL RESPONSIBILITY

- Receive and review completed *CCSD Medication/ Procedure Doctor's Orders* form along with medication (properly labeled/original container) and/or appropriate medical equipment.
- Safely assist students with medication or performance of medical procedures according to CCSD policy JLCD.
- Communicate with the parent any problems or issues relating to administering medication or medical procedures.
- Destroy medicine according to policy one week after discontinuance of medication or at the end of the school year, if not reclaimed by parents.

OFFICE REFERRALS

We regard disruptive behavior that results in a referral to the administrators VERY SERIOUS. Referral to the administrators only occurs after the teacher has tried several classroom management interventions. In the case of a formal written referral from the teacher, the Principal or Assistant Principal will conference with the student and parents may be notified. **ONE** of the following actions will occur:

*Parent will come to meet with the principal/assistant principal.

*Parent/Teacher/Administrator conference.

*Conditional suspension/full suspension in/out of school.

Fighting, aggressive behavior, stealing, cheating, threatening others, or damaging school property will not be tolerated. **ALL STUDENTS MUST FEEL SAFE AND SECURE AT SCHOOL WITHOUT DISRUPTION.** Toys, electronics and/or valuables are not to be brought to school - even for show and tell. If an exceptional expectation is needed, then your child's teacher will notify parents in advance. **All students and parents must adhere to the Charleston County School District Code of Conduct.**

PUBLIC PROPERTY (CARE-OF)

We are continually making considerable efforts to preserve the physical facilities and grounds of our school. This is done for your benefit. You can show your appreciation and pride for our school by trying to take care of its facilities. Students who damage school or district property will be held responsible for the cost of repair or replacement.

PARENT-TEACHER ASSOCIATION

The major purpose of the Parent-Teacher Association is to promote the cooperation of parents, teachers and the adults in the community in every phase of the school program that concerns the education and welfare of children. The PTA serves as an advocate for children. They are also instrumental in planning events and activities for families to get to know each other better. They have a representative on the Whitesides Governance Council and help shape the programs at Whitesides.

2024-25 OFFICERS

Co-Presidents: Mary Lee Briggs and Kristin Goulet

Vice Presidents: Mary Guerry and Kellie Kessler

Treasurers: Laura Grandy and Nina Freeman

Secretary/Social: Brittany Michel and Robin Ward

PETS

Pets are not allowed on school property. Please take whatever precautions are necessary to prevent your child's dog, or any other pet, from following him to school. In addition to issues with allergies, occasions have arisen when pupils have been bitten or scratched by dogs and other critters. An accident of this nature requires a report to the Health Department, identifying and checking the animal, and possibly, a series of shots for the child who has been hurt. Pets/critters are NOT permitted on school buses either.

REPORTING PUPIL PROGRESS

Report Cards go home after every nine weeks. Interim reports are also sent home midway through each nine-week period. A school report card reflecting school-wide achievement goes home in the fall each year. Look for newsletters and other important documents in Monday folders.

2024-25 Dates:

Interim Reports: Weeks of: September 9th, November 11th, February 10th, April 28th

Report Cards: Weeks of October 21st, January 7th, March 17th, June 2nd

SCHOOL SAFETY CROSSING GUARDS

In front of Whitesides School there are school traffic patrols to cross those students who are walkers/bike riders and must cross the highway. Students must obey the instructions of the crossing guards. Failure to do so will result in disciplinary action. All walkers/bike riders must depart from the grounds at dismissal as crossing guards man posts for only a brief time.

SEXUAL HARASSMENT POLICY

Sexual harassment can happen to anyone. To avoid such occurrences, Charleston County School District is taking extraordinary steps to provide a safe and positive learning environment for every student. Any Whitesides student who believes that he or she has been harassed by another student, teacher, administrator or other adults or agents of the Charleston County School District should report that fact to Whiteside's designated School Complaint Managers, Michelle Conner or Sheldon Bloomfield, or directly to the County Superintendent. Sexual harassment is a serious matter. Any student determined to have purposefully made a false report of harassment shall be disciplined for such conduct. **The CCSD Sexual Harassment Policy is located on the Whitesides website.**

SUPPORT TEAM

Students experiencing difficulties (academically or behaviorally) may be referred to the Multi-Tiered Systems of Support (MTSS) team. This team of staff experts meets regularly to devise appropriate interventions and support based on the Response to Intervention model protocol. Please contact your child's teacher or the Guidance Counselor, if you have concerns. Parents are a part of the team as decisions are made for any interventions for students

TARDY POLICY

If a student arrives **in the classroom** after the morning bell at 7:25 AM, the student will be considered late for school. **Students arriving late must report to the office and be accompanied by a parent.** The parent will be required to sign the student in, stating the date, time, and reason, and sign the Tardy Card. When students are repeatedly late, it not only disrupts their learning but also the learning of others. If a student is tardy 5 times, the parents will be required to conference with the administration. Chronic offenders will be referred to the CCSD Truancy Office. **Students who accumulate more than four tardies during the year are not eligible for perfect attendance recognition.**

TECHNOLOGY ACCEPTABLE USE POLICY

All students are required to abide by the CCSD Technology Acceptable Use Policy, which is located on the Whitesides Elementary website. In addition, students are not allowed to use personal electronic devices having the ability to receive and/or transmit voice, text, or data messages. This may include but is not limited to mobile telephones, smartphones, smart watches, tablets, and any other communication devices in existence. If students bring a cell phone or other communication device, it must be turned off and kept in their backpack during the instructional school day, including recess (from arrival bell to final dismissal bell 7:00 am - 2:45 pm).

TELEPHONE MESSAGES

Telephone messages, other than those of an urgent or emergency nature, cannot be delivered to pupils. Each time a class is interrupted to give one pupil a message it results in all pupils losing time from classwork. **PARENTS AND THEIR CHILDREN NEED TO HAVE A GENERAL UNDERSTANDING, DAILY IF NECESSARY, AS TO WHAT THE PUPIL IS TO DO AFTER SCHOOL AND IN CASE OF AN EMERGENCY.** Outgoing telephone calls will be permitted only in extreme emergencies. **Please changes that need to be made regarding dismissal in the Pikmykid App before 1:50 pm.**

TEXTBOOKS AND MATERIALS

No rental fee is charged for textbooks. Consumable materials such as workbooks are bought by the school and are purchased from the \$40.00 instructional fee collected on Fees Day. Each pupil is responsible for his own books. Lost or stolen books are to be paid for by the pupil because the school has no funds available for the replacement of books. Caution your child to take good care of his property.

TRANSFERS

We request that parents notify the school at least one week in advance of any students moving or transferring to another school. This helps us to ensure that all school records are sent promptly to the correct school.

VOLUNTEERS

We welcome parent volunteers to help with different needs around the school. If you are interested in volunteering, please contact your child's teacher. All volunteers, including field trip chaperones, must complete the volunteer form on the CCSD website.

VISITING THE SCHOOL

Parents are invited and encouraged to visit the school and/or volunteer. However, all visitors must report to the office, first, upon entering the building and present a valid picture ID. ID's will be checked against the state's offender registry before guests will be issued a visitor pass. For security reasons, adults not wearing authorized passes will be asked to report to the office immediately. If you arrive early to pick up your child from school or the clinic, you will still need to report to the office and bring your picture ID to present in order for your child to be dismissed. Teachers will not release children unless authorized by the office to do so. We ask all parents to wait outside the building, so no disruptions to instruction and the flow of hallway traffic will occur at dismissal time.

APPENDIX

IMPORTANT INFORMATION FOR MORNING AND DISMISSAL PROCEDURES PLEASE READ

We want to take this opportunity to outline our morning and dismissal procedures and to say thank you to all of you who have worked with us in implementing the changes to the morning and dismissal procedures. The safety and security of our students are paramount to us, and we will continue to be diligent in making Whitesides the safest school possible. We

value the feedback that we have gotten about our procedures, and we recognize that some aspects of our procedures may be inconvenient at times. However, we are confident that with all staff, students, and parents/guardians following the procedures, we are ensuring that ALL of our students are safe and secure!

MORNING PROCEDURES: Bus riders will be supervised by staff members as they enter the building through the back doors. For car riders, the crosswalk is not available for parents and/or students in the morning. Therefore, the front parking lot will not be available for parents to park and walk students into the building. The small side parking lot is designated for teacher parking and will not be available for parents to park as well (please note that this is not the parking lot located in between Whitesides and the Waterworks building, but the small lot located at the end of the building). **The parking lot which adjoins Whitesides and the Mt. Pleasant Waterworks building will not be accessible. This is not school property and belongs to the Waterworks facility. This includes morning take-in hours as well as afternoon dismissal hours. Parents will not be able to park in that lot to walk students into the building, nor will parents be able to park in that lot in the afternoon to pick up children.** All cars/car riders should access the car line in the front loop. All Hale Road walkers, bike riders, and golf cart riders must access the campus via the sidewalk at the golf cart entry on Hale Road to the front of the school.

In order to move traffic off of Rifle Range Road, we will stack two lanes of cars in the outer loop of the front parking lot. Cars will merge before the last corner leading to the front of the school. Cars will proceed in a single lane from the fire hydrant at the kindergarten playground to the end of the walkway at the front of the school. A Whitesides staff member will direct the merging cars. It will be important for drivers to be diligent in following the directions of the staff member so that cars can move forward quickly and safety procedures remain intact. When approaching the unloading zone, please pull all the way forward so that staff members can quickly assist as many cars as possible. Please remind your children to have all items ready before they exit vehicles so that the car line can proceed efficiently.

The golf cart entrance at Hale Road is reserved for walkers and bikers. Per the CCSO security directive, students and parents should use the sidewalk along the perimeter fence to the front of the school for drop-off. Please adhere to all signs along Hale Road. The safety of our children is of the utmost importance, and we ask for everyone to be diligent in following safety procedures at this neighborhood school entrance location.

TARDY PROCEDURES: Students are tardy if they arrive at school after 7:25 a.m. When a student arrives late to school, a parent must escort the student into the main office, where the student will receive a pass for admittance to class. The front doors of the school are locked, so for the safety of your child, please do not drop off your child at the front door. Students arriving on a late bus are not marked as tardy.

DISMISSAL PROCEDURES: All students CD - 5th will be dismissed at 2:25 pm. Please note that on Early Release Days, our dismissal times are: CD 12:25, K 12:25, 1st - 5th 12:25 (lunch is served on Early Release Days). On scheduled Half-Days, dismissal is at 10:40 a.m. Lunch is not served on Half-Days.

Please ensure that your child knows how he/she is getting home in the afternoon before he/she leaves for school each morning. Requests for dismissal changes must be updated in the Pikmykid App by 1:50 pm. You will not be able to make dismissal changes after 1:50 pm. Due to the hectic nature of dismissal and the attention it requires to monitor the safety of our children, we cannot accommodate dismissal change requests after noon on early release days. Parents may not sign out students after 1:50 p.m.

BUS RIDERS/DAY CARE VANS: Your child will transition to the bus loop, with other students from the same grade level, and be dismissed via the Pikmykid App by a staff member upon entering the bus. We have wonderful bus drivers who work diligently to provide our students with a safe and orderly ride to and from school.

KALEIDOSCOPE: Your child will be escorted to kaleidoscope, with other students from the same grade level, by a staff member. You will announce your arrival via the Pikmykid App and a member of our kaleidoscope team will release your child to you and timestamp your child's dismissal via the Pikmykid App.

WALKERS/BIKE RIDERS (for our purposes, defined as living within a one-mile radius of the school): Walkers and bike riders will be dismissed at one of two sites. All students in this category who will either cross Rifle Range with the crossing guard or walk/ride in the direction towards Seaside Farms will exit through the end door of the 1st-grade hallway. A staff member will be stationed there to supervise students. Please note that there will not be an exit access from this side parking lot until all buses and cars in the front loop have been cleared. Walkers and bike riders who will walk/bike in the direction of the Cassina Heights neighborhood will exit through the kindergarten hallway and proceed on the sidewalk along the perimeter fence to the golf cart parking on Hale Road. **Students may not be picked up at the front door.**

Walkers and bikers are to exercise great caution when exiting school property. Walkers and bikers must wait at the crosswalk at Rifle Range Road for directives from the crossing guard. Please do not cross the road at any other point - only the designated crosswalk.

The only students who will exit through the front doors at dismissal will be car riders. Parents may not park in the front lot or side lot to walk up and pick up students. For the safety of our children, parents meeting students at walk/bike gates will be **required** to have an official Whitesides issued placard or show your digital placard on the Pikmykid App, with the student name, grade, and number, to verify student pick-up with the staff member. If a parent or designee does not have a Whitesides placard or digital placard on the Pikmykid App, he/she will need to go to the front office to get a placard before the student is released. These placards will be available in your child's classroom during Fact and Fee. **Placards are different colors for certain grade levels and/or groups of students: CD- orange; Kindergarten – yellow; grades 1-5 – white.**

CAR RIDERS: All car riders will be **required** to have an official Whitesides placard or digital placard on the Pikmykid App, with the student name, grade, and number, to pick up students. Car riders will have the Whitesides placard displayed on the passenger-side visor or hung from the mirror so that it is easily visible to the staff member who will be queuing cars in the correct order for pick-up. Please do not take down your placard until after your child is placed in your car. If a parent or designee does not have a Whitesides placard or the digital placard on the Pikmykid App, he/she will need to go to the front office to get a placard before the student is released. The placards will be made by the school, and parents will receive two placards. All students CD - 5th will be dismissed at 2:25 p.m. All parents CD - 5th, will remain in the car line in the order they arrived until they exit the campus. **There will be no access to the on-campus crosswalk during dismissal.** Parents may not park in the front lot to walk up and pick up students. Students who are car riders will not be dismissed to parents who walk up to the sidewalk during dismissal.

Services Available to Students with Special Health Care Needs

Parent Notice (IHPs, 504, IHEA, Homebound): Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or **Melissa Prendergast, Officer of Nursing Services 745-2184**

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact **[Ibby Glass, Special Education Coordinator Office of Exceptional Children 937-7916]**

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact **[Office of Exceptional Children 937-6501]** to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury; the length of time that the student will be out of school; the impact that a long period away from school will have on the student's academic success; and whether the student's health needs can be met at school. To learn more about medical homebound services, contact **[Celsato Laribo, Officer of Pupil Accounting 937-6329 or Melissa Prendergast, Officer of Nursing Services 745-2184]**

Charleston County School District
Charleston County School District

Information Regarding Section 504 of the Rehabilitation Act of 1973 and

Notice of Parent and Student Rights under Section 504 - 504-2

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. It assumes that persons with disabilities have educational opportunities and benefits equal to those provided to non-disabled students. The act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligations under Section 504, Charleston County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in Charleston County School District.

Charleston County School District has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any items in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. Receive a hearing on the issue if the school refuses to make the amendment.

Section 504 provides parents and students with the following rights:

1. The right to be informed of your rights under Section 504 of the Rehabilitation Act.
 2. The right for your child to have equal opportunities to participate in academic, nonacademic, and extracurricular activities in your school.
 3. The right to be notified about referral, evaluation, and programs for your child.
 4. The right for your child to be evaluated fairly.
 5. The right for evaluation, educational and placement decisions concerning your child to be made based upon a variety of information sources and by a team of persons that includes persons who know the student, the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
 6. The right, if eligible for services under 504, for your child to receive accommodations, modifications, and related services that will meet his/her needs as well as the needs of students without disabilities are met.
 7. The right, if eligible for services under 504, for your child to receive a periodic reevaluation.
 8. The right for your child to be educated with peers who do not have disabilities as much as possible and for him/her to use facilities and participate in services and activities that are comparable to those provided for non-disabled students.
 9. The right to request changes in the educational program of your child.
 10. The right to review and obtain copies of your child's school records.
- The right to file a grievance on 504 issues other than your child's identification, evaluation, and placement; to file a grievance, make a grievance request in writing and send it to the District 504 Coordinator:

Office of Exceptional Children
Charleston County School District
75 Calhoun Street
Charleston, SC 29403

The 504 Coordinator shall investigate the grievance and reply in writing within ten (10) business days.

11. The right to an impartial hearing if you disagree with the school regarding your child's identification, evaluation, or educational placement. To initiate an impartial hearing, you must file a written Notice of Appeal with the District 504 Coordinator within ten (10) calendar days from the time you receive written notice of the 504 committee's actions. A hearing will be scheduled before an impartial hearing officer within thirty (30) calendar days and you will be notified in writing of the date, time, and place for the hearing. If you disagree with the hearing officer's decision, you have a right to a review of that decision by a court of competent jurisdiction.
12. The right to request attorney fees related to securing your rights under Section 504.
13. The right to file a complaint with the Office of Civil Rights. The Regional Office of Civil Rights which has jurisdiction for South Carolina can be contacted as follows:

U. S. Department of Education
Office for Civil Rights
Region IV
P. O. Box 2048
Atlanta, GA 30301.

14. The right to file suit directly in any court of competent jurisdiction alleging a violation of Section 504.

ALERT

When adverse weather conditions threaten, officials in Charleston County School District monitor the situation closely. Please remember that the decision to close schools in Charleston County is made by the Superintendent and is based on safety conditions in our District.

Students and parents are encouraged to watch Charleston area television news broadcasts, the Weather Channel or listen to Charleston area radio news reports for information on school closings. Announcements of school closings in Charleston County are released to the Charleston area media as soon as a decision on closing has been made.

As information, District officials also have the option of calling for a delayed opening. A delayed opening is when all schools, area offices, and district offices operate on a two-hour delay. The following will be the school schedule in the event of a delayed opening:

- Schools and offices will open two (2) hours later than usual (**9:25 a.m.**).
- Students should not be dropped off before school opens at 9:25.
- Buses will run two (2) hours later than normal.
- Breakfast will not be served.
- The school day will end at the regular time (**2:25 p.m.**).