

High Hills Elementary School

Student and Parent Handbook & Calendar 2024-2025



Dear Student,

Welcome to High Hills Elementary School, "Where Small Paws Make BIG Impressions!" We are thrilled to have you join us for an exciting year of learning. Our theme this year is "Panthers United: ALL IN for a Bright Future." We are so glad you are here to be a part of it!

As a student, you have a vital role in maintaining the ideals for which our school stands. I encourage you to take pride in your school and work hard to learn as much as possible daily. Your dedication and enthusiasm can make a significant difference in your education and the lives of those around you.

This calendar/handbook contains important information to help make this school year successful. Please carefully read this entire document and keep it in a safe place so you can use it as a reference throughout the school year.

Have a wonderful year!

Your Proud Panther Principal,

Kathy Lyons



A PROUD LEADER IN ME SCHOOL

2024-2025

Dear High Hills Panther Families,

We are looking forward to a “PAWSOME” school year. High Hills Elementary School, Home of the Panthers, is a Proud **Leader in Me School**. We will send home information on the 7 Habits (8 including Find Your Voice) and how you can incorporate them into your home life. Students will be encouraged to embrace new leadership roles and take ownership of their actions and learning.

High Hills has the health, safety, and the overall well-being of all our students, families, and the HHES Faculty & staff constantly at the forefront of everything we do. This will be a very productive, exciting, and fun-filled school year. Please encourage your child to “work hard, then play” (Habit 3) and participate in our extracurricular events (art, music, PE, library, field trips, etc.), and the highly anticipated CLUBS! (more information about this later).

ClassDojo will be the App used to create communications between the parents and teachers. We strongly advise all parents to sign up for ClassDojo. Parents are encouraged to contact the teachers on ClassDojo to get a question or concern immediately addressed. All of our school announcements will go out through Dojo and will also be posted on our school’s website (hhes.sumterschools.net) and Facebook page (www.facebook.com/hhesgopanthers/). Parents are also encouraged to download the Sumter School District app and follow High Hills Elementary. Important schoolwide information is posted in the app first. Additionally, we strongly encourage parents to sign up for Parent Portal for 24/7 access to their child's attendance and grades.

We are excited about you being part of the Panther Family. This handbook contains pertinent information about High Hills Elementary School. If for some reason you can not find the particular information you are seeking, please feel free to contact us if you have any questions or concerns. It is our pleasure to serve you.

Panthers United: ALL IN for a Bright Future. It will take all of us working together to ensure the success of every student. We look forward to working with you to ensure your child gets the best education possible.

Sincerely,

Kathy Lyons



7 Habits Overview

CREATING A LEADERSHIP CLASSROOM

The 7 Habits are principles that help people to be leaders of themselves and others. You can think of the 7 Habits like a tree.

THE PRIVATE VICTORY®

The first three habits are the roots of the tree, and only you can change them. If you try to change other people before changing yourself, it won't work. It's an inside-out approach.

HABIT 1: Be Proactive® Take responsibility for your life.

HABIT 2: Begin With the End in Mind® Define your mission and goals in life.

HABIT 3: Put First Things First® Prioritize, and do the most important things first.

THE PUBLIC VICTORY®

The next three habits are the trunk and branches of the tree. These habits are about getting along with others. If you haven't won the Private Victory you will not have much success with the Public Victory.

HABIT 4: Think Win-Win® Have an everyone-can-win attitude.

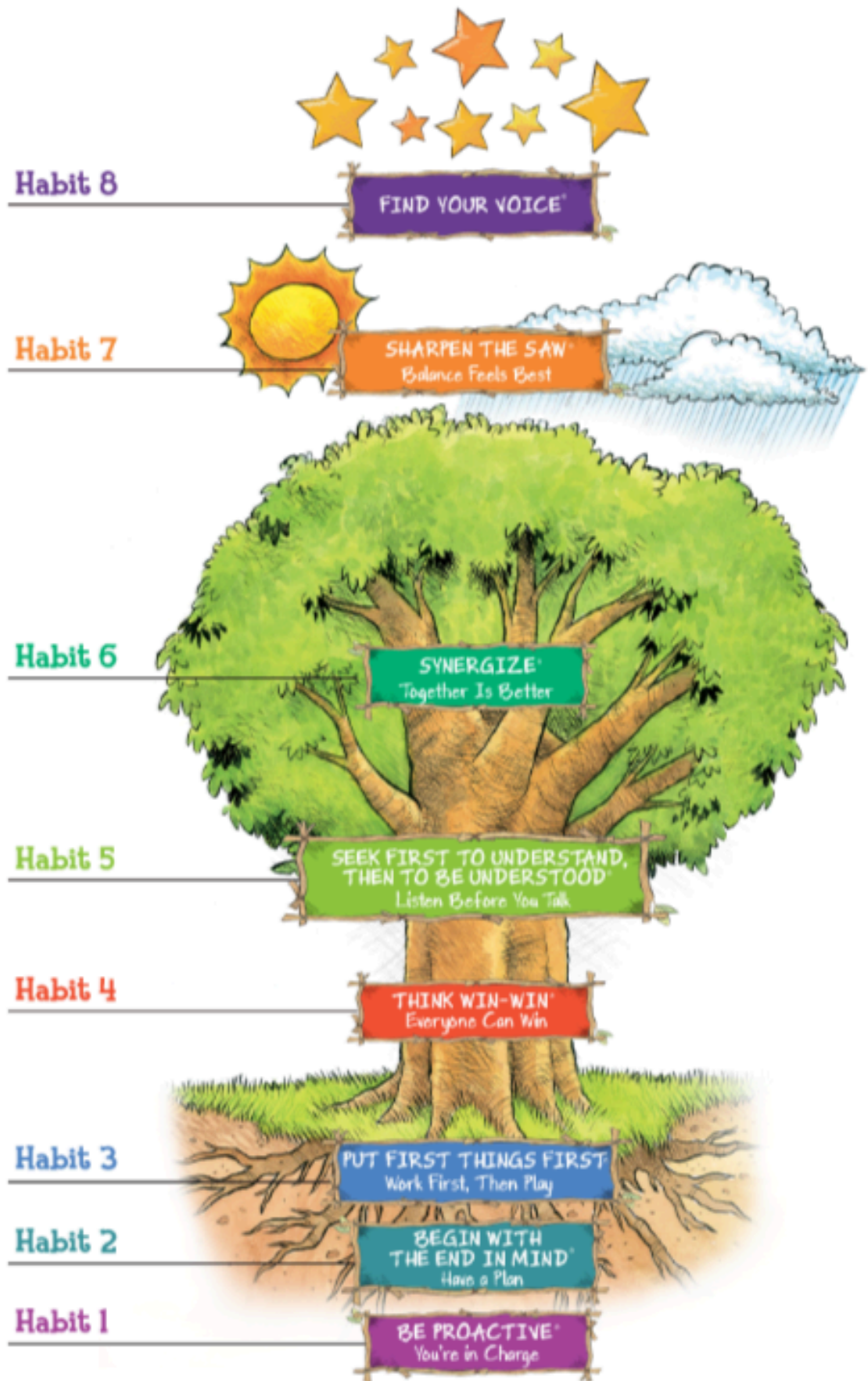
HABIT 5: Seek First to Understand, Then to Be Understood® Listen to people sincerely.

HABIT 6: Synergize® Work with others to achieve more.

RENEWAL

Above the tree are the things that nurture the tree, like rain and sun. Habit 7 is the habit of renewal. When you take care of yourself you are better able to live all the other habits.

HABIT 7: Sharpen the Saw® Renew yourself regularly.



High Hills Elementary School

High Hills Vision Statement

The vision of High Hills Elementary School is to create a community committed to academic excellence.

High Hills Mission Statement

The mission of High Hills Elementary School is to provide each student with a quality education by developing academic and social skills in a safe environment.

High Hills Student-Created Student Mission Statement

High Hills Panthers are committed to helping each other through teamwork and leadership. As a Panther, I will strive to work hard in all I do as I learn and grow. I will show kindness and respect to everyone around me. I am proud to be a Panther.

The Panther Pledge

Today, I pledge to treat everyone with respect, stay on task, show orderly conduct in all I do, take care of school property and the property of others because I've got that Panther Pride!

School Colors: Yellow and Black

School Motto: "Where Small Paws, Make BIG Impressions"

School Mascot: Panther

School Theme: Panthers United: ALL IN for a Bright Future!

Special Features and Programs

LEADER IN ME	One-to-One Technology	Monthly Newsletter
Behavioral Interventionist	Student-led Programs	Field Trips
Full-time School Counselor	Ambassadors	Full Inclusion Program
Campus SRO	Full-Time Nurse	Birthday Recognitions
Title I School	Teacher Teams	Clubs
Community Partnerships	Lighthouse Team	Kindness Campaigns

2024-2025 **Teacher of the Year: Alyce Hardy**

A PARENT'S GUIDE



Welcome to High Hills Elementary School!

We are one of Sumter School District's schools providing instruction to students through a Title 1 Schoolwide Program. The information that follows is intended to assist parents and the community in understanding what it means for our school to have a Title 1 Schoolwide Program.

What is Title 1?

Title 1 is a part of the Federal Elementary and Secondary Education Act (ESEA). The Act provides financial assistance to state and local education agencies to meet the education needs of children who may be at risk of failing the state's performance standards.

What is a Schoolwide Program?

A Schoolwide Program uses Title 1 funds to develop and maintain quality education services in the core academic areas in order to raise academic achievement for all students at the school.

What are the benefits of a Schoolwide Program?

- o Flexibility in having personnel provide instruction and assistance to students.
- o All students can have their academic needs met.
- o All staff can participate in professional development.
- o All of our energies and resources are directed toward helping every student in our school meet and exceed state performance standards.

More ways to use resources.

Title 1 money may be combined with other funds to pay for new programs.

Equal Treatments

All students are held to the same high standards. Students can stay in their class to get Title 1 services. Since the whole school gets the services, students are less likely to feel singled out.

Parents are invited to help plan and take part in their school's program.

What goes into a schoolwide program?

It's based on:

- Performance Standards: For example, the school district or state sets standards for what students in each grade should know in reading, math and science. Goals to help all students reach the standards, extra help, such as tutors, may be needed. Preparing students for the future is also a goal. Ensure well-trained teachers and other staff through Professional Development. The more they know, the more they can offer students.
- Community support: This may come from parents and other volunteers, community groups, local businesses and others.
- Measuring Progress: The school looks at student work, assessment test scores, grades, and attendance. The district also looks at graduation and dropout rates.

Successful schoolwide Title 1 programs are a result of schools and parents working together.

Parent and Family Engagement at Our School



Our staff understands the importance of involving parents as partners in education of their children. As a Title 1 school, we encourage parent support of student instruction through learn-at-home activities and school-level volunteer opportunities. Additional focal points for parent involvement include the development of parenting skills, communication styles, and community collaboration. The following are ways we invite and encourage parents to be involved at your child's school:

- Increasing Parent Awareness by providing each parent a copy of the district's and school's parent and family engagement policies.
- Encouraging each parent to sign and fulfill the harmony of the School-Parent Compact
- Providing a voice for parents by participating in Parent Surveys and input meetings
- Building school and community support by hosting parent meetings and workshops
- Providing parents with Rights to Know information concerning Teacher Certification status

A message from the Director of Title 1, Dr. Pamela Rhodes:

Parents/Guardians in the Sumter School District have the right to be informed of the status of their child's teacher regarding the following: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your child if the child attends a Title 1 program or if your child's school operates a schoolwide Title 1 program.

Parents/Guardians may request the information from the Sumter School District Title 1 Office by calling 803-469-6900 or by sending a letter of request to the Director of Title 1; the contact information is listed below:

Dr. Pamela Rhodes
Director of Federal Programs
803-466-6900
Sumter School District
1345 Wilson Hall Road
Sumter SC 29150

Parent and Family Engagement Policy 2024-2025

1. High Hills Elementary School believes that parents and schools are partners when it comes to the education of our children. Studies show that when parents are involved, students are more successful and have:
 - higher test scores, grades, and graduation rates;
 - better school attendance and attitudes toward schoolwork;
 - increased motivation and self-esteem;
 - lower rates of school suspension;
 - decreased use of drugs and alcohol.
 - decreased bullying
2. High Hills Elementary School's 2024-2025 Title I Parent and Family Engagement policy has been developed jointly with, and distributed to the parents. Parents will be invited to an annual Title I meeting to plan, review, and revise the policy as needed.
3. Participants identified the following as goals of the parent and family engagement policy:
 - Encourage parents, guardians, and grandparents to be involved with their child's education and to encourage high achievement.
 - Open lines of communication between parents and schools;
 - Remove or prevent barriers between the school and economically disadvantaged families; families with limited English proficiency and/or limited literacy; families with special needs or disabilities; and families of any racial or ethnic minority background.
4. Parent conferences and meetings are held at different times of the day throughout the year.
5. Title I funds are used when necessary to enable parents to participate in school meetings, training sessions, and parent involvement activities.
6. Parents will be invited to an annual Title I meeting in the spring to review and make recommendations to improve the Title I school program and to assist in the development of next year's Title I plan.
7. A variety of workshops and family nights will assist parents in understanding and supporting High Hills Elementary's academic and behavioral expectations.
8. Opportunities for feedback and suggestions are provided: conferences, meetings, roundtable sessions, and principal email at kathy.lyons@sumterschools.net
9. High Hills Elementary provides opportunities for all parents, regardless of disability or English proficiency. If needed, a translator will be provided.

A COMPACT FOR SUCCESS BETWEEN STUDENTS, PARENTS, TEACHERS AND THE PRINCIPAL

Student Achievement is a shared responsibility among the school, parent, and students. A strong partnership must exist in order to achieve and maintain high standards for learning. Therefore, we will share the following responsibilities:

High Hills Elementary School will:

- Ensure that parents receive frequent reports on their child's progress
- Provide high-quality curriculum and instruction in a supportive and effective manner to help students achieve their goal.

- Provide ample opportunity for parent-teacher conferences
- Provide opportunities for parents to meet with teachers, visit and observe in classrooms and volunteer
- Provide a safe and productive learning environment for all students
- Set high expectations for all students
- Enforce school rules fairly and consistently
- Make special arrangements when necessary to help parents participate in school activities
- Provide pertinent up-to-date information on the school's website

Principal Signature _____ Date _____

As the teacher, I will:

- Set high expectations for all students
- Set aside time to meet with parents to discuss their child's progress and behavior
- Communicate with parents in a weekly and ongoing basis
- Invite parents to spend time in the classroom
- Provide a positive classroom environment conducive to learning

Teacher Signature _____ Date _____

As the parent, I will:

- Make sure my child is at school on time and is ready to learn
- Set high expectations for my child
- Support the school's programs and communicate honestly with the school
- Attend parent-teacher conferences, workshops and other school meetings
- Monitor homework
- Volunteer when possible
- Be positive and supportive about school to my child

Parent Signature _____ Date _____

As the student, I will:

- Set high expectations for myself
- Come to school with supplies and ready to learn
- Respect other students, adults and their property
- Do my best everyday
- Complete all homework assignments
- I will follow school rules and be on my best behavior
- Return all materials that require a parent signature

Student Signature _____ Date _____

This is a sample copy. The Compact for Success will go home soon after school starts. Parents are encouraged to share their additions/suggestions on how to improve this compact. Once it goes home, please sign and return it to school.



TIPS FOR PARENT-TEACHER CONFERENCES

A parent-teacher conference is a meeting between you and your child's teacher to discuss your child's progress in school. The following are common questions that you may ask. Take this form to your next parent-teacher conference to help guide the dialogue between you and your child's teacher(s).

- What is my child like in your class?
- What are my child's strengths?
- What are my child's weaknesses?
- Is my child meeting grade expectations?
- Does my child get along with others?
- How well does my child participate in class discussions and activities?
- How is my child being assessed?
- What do the tests tell about my child's progress?
- Is my child engaging in any activities that I would not approve of?
- Has my child missed any classes other than the ones I contacted the school about?
- Is my child working up to his or her ability?
- Has my child done something that I would be proud of?
- How can I become more active in my child's education?

Notes: _____

Follow up: _____

High Hills Routines and Procedures

ARRIVAL

Student drop-off begins at 6:50 AM. Students will go to the cafeteria for breakfast when they arrive. Students will transition to the classrooms by 7:25 AM to be in class by 7:30 when instruction begins. Students are marked tardy if they arrive after 7:30 AM. **Please drop your child off inside the school gate by following the traffic flow. Students must be dropped off in the designated area. Please do not drop students off in the school parking lot. This is for your child's safety. Please do not drop students off on Frierson Road.**

ATTENDANCE

All children are expected to be in school each day unless they are ill or a family emergency arises. Regular attendance is essential to success in school. **Please note that a doctor's excuse or a handwritten note explaining the absence is required within 3 days after a student has been absent.** A doctor's excuse is required after three consecutive days of absence. State attendance laws require students to have no more than 10 unexcused absences for promotion to the next grade. Students are only allowed 10 handwritten parent notes per year. The Attendance Clerk monitors student attendance. She sends out truancy reminder letters, makes courtesy phone calls to check on students, and sets up intervention meetings if a student has excessive absences. Mrs. Reynolds can be reached at 803-499-3327 ext. 101 or Nicole.Reynolds@sumterschools.net

BELONGINGS

Students should limit the items they bring from home. A book bag is needed to safely and securely transport school supplies and the district-issued device. Any clothing (jackets, etc) needs to have the student's name written on the inside tag so that it can be immediately given to the rightful owner if it is misplaced. Clear book bags are strongly encouraged. However, if a designer book bag is used, please check the contents of the book bag before dropping your child off at school.

BICYCLES

Children who have been taught bicycle safety rules by their parents may ride bicycles to school. They should lock the bicycle to the rack or back gate each day as the school will not assume responsibility for stolen bicycles.

BREAKFAST/LUNCH PROGRAM

Our school provides nourishing, well-balanced meals daily. Students are welcome to bring a cold lunch from home. Teachers and staff are NOT permitted to heat student lunches. Each student has a lunch account number. Breakfast and lunch are free to all HHES students. Adults and family members must pay for a meal in the cafeteria. Money may be deposited in student accounts, which can be used for additional purchases. Lunch menus are published every month and posted on the school's website. Parents may have lunch with their children. They will be asked to show their I.D., sign in, and sit with their child on the stage.

BUS CONDUCT

To ensure the safe transportation of our students, your cooperation is very much needed and appreciated. Please review the following rules and regulations with your child/children.



1. Do not stand or play in the roadway while waiting for the bus.
2. Do not run alongside a moving bus.
3. Upon entering the bus take your assigned seat immediately.
4. Keep arms, elbows, and head inside the bus at all times.
5. Do not throw paper and/or any other object(s) on the floor of the bus or out of the window.
6. Never tamper with the emergency door.
7. Do not stand up, change seats, or move around while the bus is in motion.
8. Remain seated until the bus has come to a complete stop and exit the bus at the direction of the bus driver.
9. Do not eat or drink on the bus.
10. Obey the driver at all times.
11. Be absolutely quiet when the bus is approaching and stopped at railroad crossings.
12. The designated Bus Stop is considered school property. Students can be issued a referral for inappropriate behavior at the bus stop.

Please refer to the District's Code of Conduct at the back of this handbook for more details.

**Sumter School District Are 3 Bus Transportation Supervisor:
Leonard Brailsford 803-499-3422**

CAFETERIA RULES

1. Do not enter the cafeteria without a teacher.
2. Do not run or push ahead in line.
3. Remain seated until your teacher dismisses you. You **may not return** to the lunch line once you are seated.
4. Use only your "inside" voices.
5. You may place unwanted wrapped food items on the shared table.
6. Return trays, one at a time.
7. Tell your teacher about things you drop or spill.
8. Do not exchange any food or drink with other students.

CELL PHONES:

Cell phones are NOT allowed at school. Please see the Code of Conduct for consequences for bringing a cell phone to school. The school is not responsible for any lost, damaged, or stolen phones. Administration will not search for a missing cell phone. The Sumter School District's Code of Conduct will be enforced for all any students caught violating the cell phone and electronic device policy may receive a referral, which could result in suspension.

CHROMEBOOKS/ELECTRONIC DEVICES:

The district-issued device should be handled with care. Students will be asked to adhere to device

expectations established by the district. An AUP will be issued to each student outlining expectations for using the device. Digital Citizenship will be taught. Students are expected to follow district guidelines, procedures, and expectations for the care and use of the device to prevent the loss of privileges. Parts or all of the equipment may be subject to securing a payment before issuing a replacement. The Sumter School District's Code of Conduct will be followed for anyone misusing their district-issued device.

CLASSDOJO:

ClassDojo is a home/school communication app used to share reports and stories with parents. Teachers track student behavior and upload photos or videos. Parents and teachers have instant access to each other. It is a mandatory feature that all teachers use. We anticipate having all parents connected on ClassDojo; as important school news is also shared here.

CLUBS:

School clubs that provide socialization will be offered on most half days. Students will select their favorite club from the ones being offered.

CONFERENCES

Teachers will set up one conference in the fall and one in the spring. Both parents and teachers have the privilege of requesting additional conferences whenever either feels one is necessary. Parents may make such a request by writing a note to the teacher, calling the school office, and leaving a message for the teacher, or directly messaging the teacher through ClassDojo. If you wish to confer with the school principal, please call the school office to schedule an appointment.

DISCIPLINE

The schoolwide discipline procedures will adhere to the Sumter School District Code of Conduct. Your child's teacher, the Guidance Counselor, the Assistant Principal, the Behavior Interventionist, and/or the Principal will keep you informed of your child's discipline at school. All students are expected to adhere to the Code of Conduct and demonstrate positive Leadership skills and behavior.

DISMISSAL

Students are dismissed at 2:15 p.m. Bus students board their buses at the bus loading area (Cafeteria side). Walkers and bike riders exit out of the front or the back and are escorted. Students being picked up by parents are to be picked up at the designated car pick-up area at the front of the building. **Afternoon pick-up for car riders ends at 2:45 p.m.** Please follow the flow of traffic. No cutting through the parking lot. If the line is long it wraps around Saunders Street. Stay off the main road while in the line so you do not block Frierson Road traffic.

DUTY TO REPORT

All Faculty and Staff must report when there is suspicion of neglect or harm, when a student shares something with us, or when a student says or shows signs of self-harm. Anyone who makes a report is doing so in the child's best interest and safety.

EARLY DISMISSAL

We encourage you to try and schedule your child's doctor and dental appointments after school hours. If this is impossible, you must come to the attendance office to sign your child out. For your child's safety, the attendance clerk will not release a child to just anyone. Proper identification will be required to sign a student out. Children must be signed out in the attendance office. If the person signing the student out is not in the system, we will not release that student. ***Students may not be checked out after 1:45 PM.***

FINANCES

High Hills can only accept payments via cash, cashier's check, or money orders.

FUNDRAISERS

Door-to-door sales are strongly discouraged by the school. The school will be using creative ways to raise money. The money raised will be used to benefit the students and the school.

GRADING MANUAL

Refer to the District Grading Manual for Grading Policy details. Tests below a 60 are subject to retake, however, the highest grade will be a 60 regardless of what the second attempt shows. Contact your child's teacher immediately if you notice your child's grades falling. It is strongly recommended that you sign up for Parent Portal so you can monitor your child's progress 24/7. If you are concerned about your child's progress in school, please use the following guidelines to get your questions answered. Contact your child's teacher. If you still have questions, contact our School Counselor or Instructional Coach. If your concerns are still not addressed, please contact Mrs. Lyons.

GRADING SCALE

The grading is as follows:

Elementary School Grade Weight: Major Assignments 40% and Minor Assignments 60%

Grading Scale: A= 90-100, B= 80-89, C= 70-79, D= 60-69, F= 59 and below

Visual and Performing Arts, Health and Safety, Physical Education: M= Met,

P=Progressing, N= Not Met

GUIDANCE

We have a full-time school counselor available daily to listen and talk with students and parents about school, family, friends, him/herself, etc. A student may visit the guidance office when invited by the counselor when he/she asks to visit the office, or when sent by the teacher. Parents may make an appointment by calling the school. Our counselor also conducts classroom guidance lessons for all students. Ms. Ravenell can be reached at 803-499-3327 ext. 319 or Latanya.Ravenell@sumterschools.net

HEALTH ROOM

The health room operates daily to care for injured or ill children. The health room is staffed with a certified nurse or qualified school staff. If your child becomes seriously ill or injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. We cannot keep seriously ill children at school. Students with a

fever must be sent home and cannot return until fever-free for 24 hours without fever-reducing medication.

HOMEWORK

The purpose of homework is to reinforce instruction that has been given in the classroom. Parents are asked to look over their child(ren)'s homework each evening and check ClassDojo and Parent Portal to see what their child is learning each week. This will ensure that parents are actively involved in their children's education. We know that parental interest and involvement will help the entire program to be more successful. It will let your child(ren) know YOU care!

I.D.'s

Students are required to wear identification badges at all times. These will be left at school so they are not misplaced. Students will be charged \$5 for a replacement ID that has been lost.

INSTRUCTIONAL DAY

You can expect your child to spend about one and one-half hours in language arts instruction, 1 hour in mathematics, and 1 hour in science and social studies. Students also attend special classes in Music, PE, Art, Library, and Computer Lab. Our school counselor also visits the students to do classroom guidance activities. The instructional day is 7:30 AM to 2:15 PM.

KINDNESS CAMPAIGNS

Throughout the year the school will embrace the spirit of giving. Some of our kindness campaigns will include raising money for the following charities: Heart Walk and Relay for Life. We appreciate any donation large or small; they all count and provide a great opportunity to teach our students the spirit of being selfless and serving others. We will also have a nonperishable food drive. Leader in Me also encourages its schools to do a service learning project.

LEADER IN ME

We are a proud Leader in Me School. Leader in Me is based on a theory of change known as the See-Do-Get Cycle. When you change the way you See things, it influences what you Do and the results you Get. Instead of focusing on academic measures alone, Leader in Me embodies a holistic approach to education, redefining how schools measure success. This approach empowers educators with effective practices and tools to:

- teach LEADERSHIP to every student,
- create a CULTURE of student empowerment,
- and align systems to drive results in ACADEMICS.

LEADERSHIP ROLES

High Hills will be participating in the Leader In Me process. Students will be allowed to demonstrate their leadership skills by performing leadership roles. Many of the leadership roles will require the students to submit an "application" and go through the "interview" process.

LOST AND FOUND

Please label your child's outer clothing. A lost and found is located on the 4th-grade hall near the building service worker's office. If the clothing is properly labeled, we can immediately return it to the student.

MEDICINE

Students who need to take medication at school, including over-the-counter medications, must have the appropriate form signed by the physician and parents before the medication can be brought to school. Parents must bring in the medication. Students are not permitted to do this. Forms are available in the school office. This form must include a written order from a medical doctor telling the name of the drug, dosage, and the time interval the medication is to be taken.

MONTHLY BIRTHDAY AND HOLIDAY PARTIES

Student birthdays are celebrated by having their name announced during the morning announcements. Teachers coordinate all holiday parties for their classes. Parents are only permitted to volunteer to help with parties after they have been vetted through the District's Volunteer process.

MOVING? CHANGING JOBS?

If you move from your home, change your telephone number, or change your place of employment, you need to call the attendance office and have the information updated. The school must always have current information on file so parents can be reached for emergencies. If your child will be attending school elsewhere, you need to officially withdraw them from High Hills.

PARENT NOTIFICATION

Sumter School District implemented a parent notification system to deliver pertinent information concerning the district and the school. This notification service is delivered based on an authorized phone number in our system please keep the information current. Sumter School District has an APP. Please download the APP and follow High Hills Elementary. Notifications will be posted there first. We also provide important notifications via our website and ClassDojo.

PARENT PORTAL

The PowerSchool Parent Portal is a feature of the PowerSchool Student information system that provides parents/guardians immediate access to grades, assignments, attendance records, and fees owed in an effort to facilitate and improve communication between home and school. You may stop by the main office to request an account or to reset your password. You can also complete the form in the beginning of the year packet, and we can get you set up over the phone or via email. An example of this form is also in the back of this handbook.

PARKING

Parking on school grounds is limited. If you must enter the school, you may park in the visitors' spaces in the front of the school or any vacant spaces in the parking lot. Parking is NOT permitted along Frierson Road.



PLAYGROUND RULES

1. Watch and listen to your teacher.
2. Stay away from these areas: the spaces between the sidewalk and the building, the sheds, all areas by the fences, bushes that grow under trees, and the tree with the big roots
3. Line up quickly and quietly when it is time to go in.

PROGRAMS AND ASSEMBLIES

There will be various assemblies to enhance student learning throughout the year. There will also be programs to celebrate the accomplishments and success of our students.

PROMOTION AND RETENTION

In addition to meeting the state attendance requirement (10 or fewer unexcused absences), students must meet the minimum standards for his/her assigned grade before being considered for promotion. Mastery of appropriate reading levels and mathematical skills; as well as, a yearly passing average in subject areas is necessary for promotion. For detailed information, please see Board Policy IKE-R.

PROMOTION PROCEDURES

We believe each student will be provided with maximum opportunities to achieve at least grade-level competency in reading, mathematics, science, and social studies. The curriculum will enable all students to make continuous progress at each grade level. When the retention of a student is necessary, the decision will be made based on achievement and grade-level competency as measured by district tests and attendance records. The MTSS (Multi-tiered system of support) Team will meet to make final decisions.

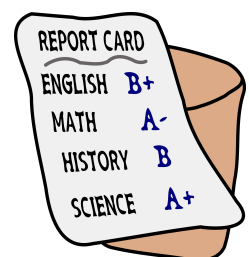
The philosophy of this policy applies to all students who are in the regular school program. Students in special education programs are governed by their Individual Education Plans (IEP). This policy will be administered fairly, equitably, and consistently in the schools. The policy will establish grade-level mastery of skills as mandated by the State Board of Education and as identified in the South Carolina standards. For detailed information please see Board Policy AR-IKE-R.

RELEASING STUDENTS

Students will not be released to just anyone. Proper identification must be presented. Students will only be released to adults listed as emergency contacts for the students. It is imperative that you provide the school office with current and proper court documentation. Emergency cards must be updated if you wish to add or remove contacts. This can only be done by the primary guardian and the one who completed the enrollment information unless otherwise noted via legal documentation.

REPORT CARDS AND INTERIMS

Report cards go home four times annually at the end of each nine-week grading period. Dates are given on the annual calendar. Interim reports go home midway through each nine weeks. These dates are marked on your calendar.



ROLLING BOOK BAGS

Students using rolling book bags should use only standard-sized book bags with rollers. A standard measure book bag according to transportation regulations must fit in the student's lap when riding the bus. The rule of thumb is that only the standard-sized book bags with or without rollers should come to school with the students. Larger bags pose a hazard in halls and classrooms; as well as, violate transportation regulations. Students should not bring standard or oversized rolling suitcases to school. These are the oversized bags that do not fit well in the student's lap or under the desks.

SAFE SCHOOLS

For the safety and security of all students, the school has several security measures in place such as; Ident-a-kid, and a front door security system. Ident-a-kid Visitor Management Software allows the school to track visitors, volunteers, tardy and early dismissed students. We ask all visitors to report to the attendance office and be prepared to show their ID while visiting and signing students out.

SANITIZING

The wonderful, hard-working Building Service Workers at High Hills clean and sanitize the building daily. High-traffic areas such as the front door, bathrooms, and Health room will be wiped down and sanitized several times during the day in addition to the regularly established schedule.

SCHOOL SUPPLIES

All pertinent classroom supplies have been purchased through Title I funds. However, parents are asked to purchase supplies listed on the school supply list. Some additional supplies may be requested by the individual teacher.

SCHOLOGY

Schoology has been implemented as Sumter School District's Learning Management System. You will be receiving more information about Schoology from your child's teacher. You will be able to access your child's Schoology account to see his/her assignments in each subject.

SYMPTOMS CHECK

If a child states to his/her teacher that s/he is not feeling well, the teacher will send the student to the nurse. Parents are being asked to refrain from sending their child to school sick or with sick-related symptoms. Students with a fever will need to be picked up. That student can not return until they are fever-free for 24 hours without using fever-reducing medication.

TARDIES

Any student who arrives after 7:30 AM is tardy. **Parents must bring their students into the building and sign them in if they are tardy. Parents will sign tardy students in on the computer so they can receive a tardy pass.** Please ensure that your child is present and on time for school. He/she cannot learn if they are not here.

TEACHER/CLASS REQUESTS

As always, our primary concern is making sure we meet the needs of all students in the most effective ways possible. While we do not accept teacher requests by name, for either the teacher you would or would not like your child to have, we will accept information regarding your child's

specific needs. If interested, please schedule a conference with the principal to share information about your child's strengths and needs; as well as, characteristics of the teacher and/or classroom environment that you feel will help your child succeed. We are very proud of our teaching staff here at High Hills Elementary and we know that, just like the students, they have different strengths. The administrators, guidance counselor, and classroom teachers will work together to place children where we feel they will be most successful. Your input is valued as we work through this process. HHES will not assign siblings to the same homeroom class. However; accommodations will be made to put siblings in the same grade level on the same team. High Hills strives to prepare its students for Middle School where they will have multiple teachers and a more independent schedule.

TECHNOLOGY RESOURCES

Students will have at-school and at-home access to a wide variety of technology resource programs. You will be receiving detailed information on these from your child's teacher.

TEXTBOOKS

All basic texts are loaned to students or kept as class sets to be used for instruction. They are to be kept clean and should be handled carefully. Students are required to pay for lost or damaged books that are assigned to them. Lost or severely damaged books must be paid for before a replacement can be issued. Textbooks are electronically available.

TOYS

Students are not permitted to bring toys and/or athletic equipment (basketballs, footballs, etc.) to school for any reason. The school will not be responsible for lost or stolen toys or athletic equipment that is brought to school in violation of this rule. Teachers may collect toys that are distracting to students' learning.

TRAFFIC

School traffic flows by making a right turn into the school driveway from Frierson Road. Those traveling in front of the school on Frierson will need to find the end of the car line. This may be as long as around the corner on the adjacent street. Proceed through the pick-up line to the designated area to drop your child off. Traffic on Frierson Road can become quite congested at times. We ask that you save time and conserve energy by walking or staggering your arrival time, when possible.

TRANSPORTATION CHANGES

State law mandates that students who live less than 1.5 miles from their school are considered "walkers" and are not eligible for bus service. If you have any questions please contact the transportation department at 803-499-3422.

Due to safety concerns, **phone calls will not be accepted** for daily transportation changes. A written note signed and dated by the parent or the legal guardian must be submitted to your child's teacher in the morning to change your child's mode of transportation. If an emergency arises mid-day someone on the student's emergency list will need to come to the school. You, the parent, can also Dojo the teacher if an emergency transportation change is needed.

USE OF TELEPHONE

The school telephone is for emergency use only. **Your child may not be called out of class to accept calls unless it is an emergency.** School Personnel or your child will contact the parent in case of an emergency or as instructed by the teacher or administration. Students may not call home.

VISITORS

Visitors are limited. For the protection and safety of the children and staff, and to ensure that teachers **are not interrupted from teaching**, you must use the front door when entering the school. You will be buzzed in through our SAFE Schools security system. Visitors must be listed on the child's demographics or emergency contacts.

VOLUNTEERS

Volunteers are needed and appreciated. However, all persons requesting to volunteer must be vetted through the District's Volunteer process. If interested, visit Sumter School District's website or High Hills' School website and complete the volunteer application.

WATER FOUNTAINS/WATER BOTTLES

Due to the recent circumstances, all water fountains have been disabled. Portable water bottle filling stations have been installed. Students will be able to bring their own plastic water bottle from home and refill it as needed.

WEBSITES

High Hills Website: <https://hhes.sumterschools.net/>

Sumter School District Website: <https://sumterschools.net/>

Parent Portal: <https://powerschool.sumterschools.net/public/home.html>

STUDENT DRESS CODE

Code JICA Issued 4/20

Purpose: To establish the basic structure for determining appropriate dress standards for students. Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school.

Student attire should not be destructive to school property or be immodest or revealing and should comply with requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn.

The following are not to be worn by students:

- hats, bandannas, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, or any other unauthorized head covering
- sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
- cut-off clothing unless it is cuffed or hemmed

- gang-related paraphernalia/colors, jewelry, or insignia
- gym shorts, sheer shirts or blouses, tank tops, halters, cut or torn clothing, strapless tops, t-strap tops, tops which show the abdomen, midriff area; see-through garments or underwear worn as outer clothing (proper undergarments will be worn at all times) footies, pajamas, house shoes, shower shoes, or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health reasons; no person should be barefoot at school)
- lycra or spandex clothing or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length standards)
- any clothing or accessories with profanity or distasteful depictions; advertising for drugs, beer, or tobacco companies; or “political statements” advocating violation of law
- any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school. Hats and gloves may be worn to school, but not inside the school building.
- Shorts, short skirts, skorts, etc., must be no shorter than three (3) inches above the knee.
- Boxer shorts may not be worn as outside clothing. Biker shorts may not be worn.
- Jeans or pants with holes may be worn only when the holes are not deemed indecent.
- All pants should be worn at waist level and not sagging,
- All clothing must be sized appropriately. Clothing must be decent, clean, and properly worn at all times. Tattoos that display inappropriate language or images should be covered.

Staff members have the authority to confiscate inappropriate items such as hats or sunglasses worn in the building. These items will be held by the school and the school is not responsible if the items are damaged, stolen, or lost.

Any student found to be in violation of the dress code will be required to report to the office to call someone to bring an appropriate change of clothes and/or to receive disciplinary action.

Uniforms: Schools that implement a school uniform practice will follow the guidelines set out in administrative rule JICA-R. Adopted 5/23/11; Revised 4/11/20

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-19-90(3) - Authority to regulate student conduct.

Example of Referenced Form PowerSchool Parent Acceptable Use Policy

PowerSchool will provide you access to your child's grades, attendance, and homework. Please read these guidelines carefully and fill out the "PowerSchool Parent Portal Custody/Identification Form".

Please read the following Acceptable Use Guidelines for PowerSchool:

1. Username and passwords are to be kept confidential.
 - a. It is the responsibility of the parent/guardian to protect the security of the login and password. Sumter School District accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way, becomes the possession of a person other than the parent/guardian.
 - b. If a username/password is stolen or lost, the parent/guardian can contact the school to have the password changed. The parent/guardian will need to complete the, "Username/Password Request" form posted on the District website or a form can be obtained at your child's school.
2. Only **one** username and password will be issued per student. It is the responsibility of the parent to determine which parent(s) or guardian(s) will be able to access records.
3. The school district does not provide technical support for your home/work computer system. Some helpful documents are posted on the District website for parents to utilize.
4. Users must realize that email and other communications via the Internet are not guaranteed to be private.
5. We will monitor Parent Access to PowerSchool. The Parent Access Log lists date of login, time accessed, and duration of login (in minutes).
6. Parents/guardians should remember that email and other communications over the Internet are not guaranteed to be private and are subject to State and Federal Law.
7. You should follow the following procedures with questions concerning your child's grades or attendance.
 - a. Talk to your child to ask them about their grades or attendance.
 - b. Check the teacher's grading policy. The information on PowerSchool is subject to change. The information posted is not the official Progress Report, Report Card or Student Transcript.
 - c. Please email teachers with your questions concerning grades, but please do not send excessive emails. Remember your child's teacher has many other students that they teach.
 - d. The parent or guardian may request a meeting with the teacher but should request the meeting using your child's school procedures for setting up the meeting.
 - e. You will be able to check grades 24 hours a day, seven days a week. Teachers should post their grades within approximately 7 school days of the date the assignment is due. Some assignments, such as written reports, may take much longer to grade.
 - f. Attendance is taken once a day in the elementary schools and each period at other schools. Attendance is updated as soon as the teacher enters it. If you have a question concerning attendance, please contact the Attendance Office at your child's school.
1. Please remember that Sumter School District is providing this access as a privilege, and if it is abused, the account will be suspended and/or terminated.
2. Sumter School District is not liable for any damages to my personal equipment when connected to the PowerSchool System. 3. I release Sumter School District and its officers, employees, and agents from any claims and damages from my use or inability to use the system. 4. As a parent/guardian I have read and signed this policy and understand that access is designed for the educational support of my child's education.

Disclaimer This system is provided only as a convenience. The data is the property of Sumter School District and is only available to parents/students currently in attendance. PowerSchool Parent Portal is not an official record and may not be correct at all times. For official student records contact your child's school.

Example of Referenced Form PowerSchool Public Portal Parent Access Request Form

I wish to be granted electronic access to my students' grades and attendance through the PowerSchool Public Portal. I have read the PowerSchool Acceptable Use Policy. I agree to adhere to these guidelines. I understand that any violation of these guidelines will result in suspension and/or termination of my access.

Student(s) Name (Print): _____

_____ Year of Graduation: _____

_____ Year of Graduation: _____

_____ Year of Graduation: _____

Parent Signature: _____ Date: _____

Parent Name (Print): _____

Staff Verification (initial): _____

By signing this agreement, you acknowledge that you have read and agree to
comply with the PowerSchool Acceptable Use Policy.

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/2 DAY STUDENT ATTENDANCE
DISMISSAL: 11 AM ELEMENTARY,
11:30 AM MIDDLE, 12:30 PM HIGH

Sumter School District 2024-2025

Modified Year-Round Calendar

JULY	
1.....	First Day 233 & 240 Day Staff
8.....	First Day 215 & 220 Day Staff
15.....	First Day 205 & 210 Day Staff
22.....	First Day 195 & 200 Day Staff
25.....	First Day 185 & 190 Day Staff
25.....	School Level Orientation for Staff
26.....	Elementary - School Level Professional Learning Day
27.....	Middle and High - District Professional Learning Day
29.....	Elementary - District Professional Learning Day
30.....	Middle and High - School Level Professional Learning Day
30.....	District Opening Meeting at Sumter Civic Center (8:30 AM)
31.....	Afternoon School Level Workday
31.....	School Level Workday
AUGUST	
1.....	Students Begin
30.....	School Professional Learning 1/2 Day
SEPTEMBER	
2.....	Labor Day Holiday
3.....	Interims Issued
OCTOBER	
3.....	Last Day of 1st Quarter
4.....	First Day of 2nd Quarter
10.....	Elementary - School Professional Learning 1/2 Day
11.....	Middle and High - District Professional Learning 1/2 Day
11.....	District Professional Learning Day
14-15.....	Fall Break
18.....	Report Cards Issued
NOVEMBER	
5.....	Election Day Holiday
11.....	Veterans Day Holiday
13.....	Interims Issued
25-29.....	Thanksgiving
DECEMBER	
18 & 19.....	High School Exams 1/2 Day (All Students)
19.....	Last Day of 2nd Quarter
20.....	School Level Workday
23-31.....	Winter Holidays
JANUARY	
1-2.....	Winter Holidays
3.....	Elementary - District Professional Learning Day
3.....	Middle and High - School Level Professional Learning Day
6.....	School Resumes
6.....	First Day of 3rd Quarter
20.....	Dr. Martin Luther King, Jr. Holiday
22.....	Report Cards Issued
FEBRUARY	
7.....	Interims Issued
13.....	School Level Professional Learning 1/2 Day
14.....	District Professional Learning Day
17.....	Holiday
MARCH	
12.....	Last Day of 3rd Quarter
13.....	First Day of 4th Quarter
14.....	Elementary - School Professional Learning 1/2 Day
14.....	Middle and High - District Professional Learning 1/2 Day
26.....	Report Cards Issued
APRIL	
11.....	Interims Issued
14-21.....	Spring Holidays
MAY	
21 & 22.....	High School Exams 1/2 Day (All Students)
22.....	Last Day of Student Attendance/ Report Cards Issued
22.....	Last Day 185 Day Staff
23.....	School Level Workday
25.....	Last Day 190 Day Staff
26.....	Memorial Day Holiday
28.....	Last Day 195 Day Staff
JUNE	
4.....	Last Day 200 & 205 Day Staff
11.....	Last Day 210 & 215 Day Staff
18.....	Last Day 220 Day Staff
30.....	Last Day 233 & 240 Day Staff
GRADUATIONS	
May 21.....	Sumter Career and Technology Center Graduation at 6 PM
May 22.....	Sumter High Graduation at 7 PM
May 23.....	Crestwood High Graduation at 9 AM
May 23.....	Lakewood High Graduation at 1 PM
May 27.....	Adult Education Graduation at 6:30 PM

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Incent Weather Days:
October 15, February 17, April 21

Holidays-No School Fall Break/Holiday *233/240 Staff Work First Day of School for Students Workday/Teacher Day 1/2 Day Students/Prof. Learning Staff 1/2 Day Students