

H.E. CORLEY
ELEMENTARY SCHOOL
Leadership Magnet & Montessori Magnet

1500 Chadford Road Irmo, SC 29063

Office: 803.476.4001 // Fax: 803.476.4020

Dear H.E. Corley Families:

I want to personally welcome you to a new and exciting year at H. E. Corley Elementary School: Leadership and Montessori Magnet. We look forward to growing our students to be Leaders and Learners for Life. Being a Leadership magnet and a Montessori magnet allows us the opportunity to incorporate teaching leadership and the philosophy of Montessori within our instructional practices and state adopted standards. Our students can not only recite the 7+1 Habits for Effective leadership they also apply each of them within their lives. Students who are involved in our Montessori magnet will be able to take a holistic approach to learning with more hands-on opportunities and discovery based learning.

Our goal for each year is for our students to continue applying the 7+1 habits and Montessori philosophy not only in reading, writing, math, science, and social studies, but in life, as we try to prepare them to be lifelong learners. In order for us to reach our goals we must all take part in the responsibility of educating our children. I encourage you to read to your children, ask intriguing questions, and encourage them to be problem solvers. Your influence will have a major impact on how your child approaches education. I want the H. E. Corley experience to be a positive one for your child and I hope it contributes to their success as an adult.

If, at any time you have suggestions, concerns, or want to share ideas with me, please feel free to do so. Being a proud Title I school, we welcome all suggestions. Our school can only grow and become better if you and I work together with the faculty and staff to build a strong school family and community. We aim to provide positive customer service that will help foster a level of respect for all stakeholders involved.

Being the principal of H. E. Corley Elementary School, Leadership & Montessori Magnet, I look forward to learning about your children and their interests. I can't wait to see them grow and flourish as learners. This is a great place to be and I am fortunate for this opportunity to serve you and your children. I hope to meet all of you at some point throughout the year.

Thank you for being a part of the H. E. Corley Family! I look forward to meeting you and your children. As always, Stay Classy Crocodiles!

Sincerely,

Melanie Harris
Principal

Board of Trustees

The District Five Board of Trustees is responsible for setting policies that govern the operation of the schools. Each school office and library media center contains a Board Policy Manual stating official procedures to be followed. Policies are also available on the district website.

The seven-member board, by law, is fiscally independent and annually sets the millage necessary to operate the schools. The board's regular monthly meeting, which is open to the public, is conducted at 7:00 pm on Monday evenings. Notice of meeting dates and locations are available at the district office and on the district's home page (www.lexrich5.org).

Board Members:

Ms. Rebecca Blackburn Hines (Chair)
Mr. Matt Hogan (Vice Chair)
Ms. Kimberly Snipes (Secretary)
Ms. Elizabeth Barnhart
Ms. Catherine Huddle
Mr. Mike Satterfield
Mr. Kevin Scully

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, creed, religion, sex, age, or disability in admission to, or access to, treatment in, or employment in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Dr. Allison Jacques, Title IX, and TBA, 504/ADA Coordinator, 1020 Dutch Fork Road, Irmo, SC 29063, (803) 476-8000.

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

District Administration

The district office is located at 1020 Dutch Fork Road, Irmo. The superintendent and other administrative personnel listed below can be reached by telephone at (803) 476-8000.

Dr. Akil E. Ross, Sr.	Interim District Superintendent
Mrs. Tina McCaskill	Chief of Academics and Administration
Dr. Tamara Turner	Chief Human Resource Officer
Ms. Heather Tucker	Chief Financial Officer
Dr. Michael Harris	Chief Planning & Administrative Officer
Mr. Dave Weissman	Executive Director of Operations

H. E. Corley Administrative Staff

Principal: Melanie Harris
Assistant Principal: Jason Bebber
Administrative Assistant Principal: Julie Carothers

Telephone Numbers

Main Number	476-4001	Nurse	476-4009
Fax Number	476-4020	Bus Transportation	476-4990
Cafeteria	476-4008	Special Needs Transportation	476-3254
Champs Academy (after school) 201-3724			

Social Media

Visit H. E. Corley Elementary A Leadership & A Montessori Magnet School on our website at:
<http://www.lexrich5.org/heces>

Instagram: @hecorleyelem

Facebook: www.facebook.com/hecorleyelem

Find us on Twitter: @hecorleyelem



School Daily Schedule

7:05	Doors open. Supervisory teachers are on duty.
7:30	All certified teachers are in the classroom and breakfast is provided for all grade levels in the classroom.
7:35am	Tardy bell rings. Instructional day begins. *All students not in the classroom at this time will be considered and marked tardy.
2:40pm	Student dismissal begins.

Parent/Guardian Contact Information

Addresses and Phone Numbers

The school office must have a phone number (even if that number is unlisted) and email address at which parents can be reached during the school day. This is particularly important when emergencies occur. If the number is unlisted, the office staff should be told, so that only authorized persons use the number. **Please notify the office staff in writing** when changing address, telephone number, place of employment or email address. Parents may also update their contact information using Final Forms found at: [LR5 Registration Home](#)

The Leader in Me Magnet

The Leader in Me is an innovative, school wide model that emphasizes a culture of student empowerment and helps unleash each child's full potential. Applying *The 7 Habits of Highly Effective People*, teachers and students internalize timeless leadership principles that nurture the skills students need for success in the 21st century.

The Leader in Me is a whole-school transformation model that acts like the operating system of a computer – it improves performance of all other programs. It produces transformational results such as higher academic achievement, fewer discipline problems and increased engagement among teachers and parents. Better yet, *The Leader in Me* equips students with the self confidence and skills they need to thrive in the 21st century economy.

H. E. Corley strives to fill our school with students who are responsible, who show initiative, who are creative, who know how to set goals and meet them, who get along with people of various backgrounds and cultures, and who can resolve conflict and solve problems. *The Leader in Me* is not an event and it's not a curriculum, it's ubiquitous leadership development – meaning everywhere and all the time. Instead of "teaching leadership every Tuesday at 1 p.m.," our teachers will use an integrated approach and make leadership training part of everything they do. So the model impacts everything – the traditions, events, organization, culture, instructional methodologies, and curriculum of the school. Our teachers will tell you, "it's not doing one more thing; it's doing what you're already doing in a better way."

Check out *The Leader in Me* website ... www.theleaderinme.org

The Montessori Magnet

The mission of the HE Corley Elementary Montessori Magnet is to prepare each child for success through experiences that enable all students to learn in a way that is meaningful and at a pace which is personalized. The Montessori Method is used to engage students in learning in multi-age classrooms that foster cooperation rather than competition. Respect for diversity among learning styles, development, and needed experiences leads to responsibility for one's own learning.

The Montessori Method was developed by Dr. Maria Montessori. Through careful and critical observations of children from birth to twenty-one years of age, Dr. Montessori found that children experience sensitive periods, or windows of opportunity for growth and learning. Understanding these sensitive periods, Montessori teachers match appropriate lessons and materials to these sensitive periods when learning is most naturally absorbed.

Children are natural learners and contain all of the potential needed for learning within them. Together, the teacher, the child, and the environment create a learning triangle. The classroom is prepared by the teacher to encourage independence, freedom within limits, and a sense of order. The child, through individual choice, makes use of the environment to develop himself, interacting with the teacher for support and guidance.

At H.E. Corley Elementary Montessori Magnet, our work focuses on creating an environment to enable students to become self-directed learners, self-confident, independent, to have respect for self, others, and the environment, to have a sense of community, and to maintain concentration and focus.

Mission Statement

Our mission at H. E. Corley Elementary School Leadership Magnet and Montessori Magnet is to empower students to lead and learn from experiences and to apply that knowledge for the good of self and others through collaborative teamwork.

We incorporate a school-wide implementation of the leadership program through a combination of instruction, expectations, activities, and student incentives. The 7 Habit components are incorporated and reinforced in the daily schedule by promoting and recognizing:

- good character
- participation in healthy activities and making wise choices
- students putting forth their best effort
- good manners and following school rules and established expectations in classrooms, cafeteria, hallways, and at programs
- thinking and acting with a positive attitude
- serving and helping others

Grade level leadership assemblies are held at the end of each semester to recognize and celebrate various student achievements.

Belief Statements

- Students are the primary focus of all decisions.
- Children learn best in a safe, positive and nurturing environment.
- Creativity and problem solving are fostered through multiple learning opportunities.
- Student growth is enhanced when students are actively engaged in rigorous, relevant learning.
- Interactions are built on trust and mutual respect.
- The unique leadership qualities of our school community are valued and appreciated.
- Every staff member is responsible for uncovering the potential of every student through positive relationships that foster student learning.
- Community service is an integral part of education.
- Communication between home and school enhances learning.
- Healthy living enhances learning.
- Living the 7 Habits will strengthen the quality of our lives.

Let's join together to teach the mind by encouraging the heart!

Absences

Please review the [D5 Elementary Attendance Guidelines](#). A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the day. State law and a district policy set specific rules for lawful and unlawful absences. A note is required for each absence and should be sent to school no later than the student's third day back. Excuses can be provided through: email to school staff, our website-online excusal, faxed (803) 476-4020 or a physical handwritten note. After three consecutive unlawful, or a total of five unlawful absences, the principal and/or principal's designee will work with the parent to improve student attendance. Students who continue to be absent unlawfully will be referred to Family Court. In order for an absence after the tenth one to be approved by the principal, one of the following must apply:

- The written excuses shall be from a physician, dentist, or other recognized licensed/certified medical practitioner, or legal officer.
- The absence shall be due to serious illness or death in the student's immediate family.
- The absence shall be due to the observance of recognized religious holidays of the student's faith.
- The absence shall be a consequence of participation in school-related activities that have received prior approval

of the principal or designee.

- The absence shall be due to suspension from class or school.
- The absence shall be due to other extenuating circumstances acceptable to the principal.

The decision rendered by the school principal may be appealed to the Board of Trustees for final determination. A student who has a serious illness or injury, which will make him absent for a week or more, may be eligible for instruction at home by a certified teacher. The office can provide more information. Whenever possible, medical, dental, and other appointments should be made for non-school hours. More information on [D5 Attendance](#) can be found here.

Chronic Absenteeism

Any student in grades K-12 who misses 50% or more of the instructional day for any reason for 10% (or more) of the enrollment period. All types of absences (excused, unexcused, or suspensions) contribute to chronic absenteeism. Please be mindful of any and all time that students are missing from class. Absenteeism that builds over time has a direct correlation to student academic performance. [Please click here for more information on Chronic Absenteeism.](#)

Animals at School

For the safety and protection of our children, we request that family pets such as dogs and cats not be free to follow children to school. Every attempt will be made to call the owner of animals found on school grounds, but we will be compelled to ask the county to pick up animals if they continue to stay on the campus. Animals brought to school for activities such as Show and Tell, Pet Day, etc., must be in a cage or on a leash and shots be up to date. Bringing an animal/pet to school must be pre-approved by Ms. Harris. Teachers are encouraged to have live animals in the classroom as part of the learning environment. In an effort to teach children more about being responsible citizens, students often are given the opportunity to care for these classroom pets. For health reasons, no animals are permitted in 4K or 5K classrooms.

Cafeteria Guidelines

School District Five offers a student nutrition program that meets USDA Meal Pattern standards. This means students will receive a breakfast that provides one-fourth of the Recommended Daily Allowance and a lunch that provides one-third of the Recommended Daily Allowance. District 5 Student Nutrition

website can be found at <https://www.schoolnutritionandfitness.com/index.php?sid=1554486153373>. Information including meal prices, menus, nutritional information, and frequently asked questions can be found at this website.

**Fast food and soft drinks are
not allowed in the cafeteria.**

Student Meal Accounts

It is strongly encouraged that parents/guardians make meal payments in advance. Please take advantage of the options to prepay your student's meal accounts. Prepaid meal accounts help the lunch lines go faster and gives students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things other than lunch. Please register your student/students at www.linqconnect.com

We encourage all households to complete a Free and Reduced Meal Application. This can be done online. To apply please also go to www.linqconnect.com and click on meal applications once you have signed in. If you need assistance in completing this form, please contact the school social worker or guidance counselor. Assistance may be available and eligible recipients will receive the regular school lunch at a free or reduced cost. If you have any questions or concerns, please contact the Director of Student Nutrition at 803-476-8153.

Meal Charge Policy

Students will be allowed to charge one regular lunch meal per day. Extra sales are not allowed to be charged. The full Student Meal Accounts and Charge policy can be found online at the District 5 webpage under Student Nutrition.

- Parents/Guardians will be notified weekly of students who have negative balances. This notification may be email, phone, or a letter sent home with the child.
- Once the student's account reaches \$15.00 of unpaid meals the student's Principal will send a letter showing charges and explaining that the debt can be turned over to a collection agency and the State of South Carolina's

Department of Revenue for garnishing wages and/or income tax refund at the end of the school year if the debt is not settled. The parent/guardian is also responsible for the meal charges.

No meals allowed to be charged for the following: adults, visitors, or staff members.

In order for a student to eat in the cafeteria, he/she must bring money daily or pay in advance in weekly, monthly or yearly increments. Cash and checks will be accepted as payment. Returned checks will be going directly to Nexcheck for collection. For your convenience, you may also go online and use www.linqconnect.com to put money directly into your student's account.

Parents may be notified via note and/or phone call when their student's account balance is low. We request that you do not send or bring carbonated beverages, food from fast food restaurants, cookies, candy, etc. to school.

Meal Prices for the 2024-2025 School Year

Student Breakfast Prices

Full Price \$2.80

Reduced Price \$0.30

Student Lunch Prices

Full Price \$3.50

Reduced Price \$0.40

Adult Meal Prices

Breakfast -\$3.50

Lunch - \$5.50

EXTRA MILK PRICE

* \$0.50 per carton for all grade levels

Ice Cream/ Other Snacks

May be for purchase in cafeteria
on certain days

CNN (Corley News Network)

Each morning at 7:35 a.m., "CNN," our morning video broadcast, is produced live for everyone at school. Each day, important messages are shared with our students and staff. Children are frequently incorporated in the telecast. It is important for children to be in their classrooms for this program each morning, since this is our avenue for sharing morning announcements.

Communication

H. E. Corley Elementary School and School District Five want to keep parents informed throughout the school year. VIP folders containing school papers and important announcements are sent home with students (grades **PreK– 5**) every Thursday. *The Crocodilian*, our bi-weekly newsletter, will be sent via email every other Thursday. It contains important school and community news and a calendar of upcoming events. Classroom and district newsletters and announcements are also sent home regularly with students. Information is also shared via our website, www.lexrich5.org/heces, Twitter ([@hecorleyelem](https://twitter.com/hecorleyelem)), Facebook and Instagram ([@hecorleyelem](https://www.instagram.com/hecorleyelem)) and on our marquee in front of the school. Our phone notification system will be utilized to share important dates & events.

If you have any questions or concerns throughout the year concerning your student, your student's teacher is your first point of contact.

Compliance with the Telephone Consumer Protection Act (TCPA)-Use of Automated Telephone Notifications

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated cell calls/texts to your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information/emergency.

The District requires that you provide notice of any changes in the contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

Delivery of Items to Students

The school will not accept for delivery to students any flowers, balloons, and other similar items. Local florists and other businesses that offer delivery of products to students have been notified of this policy.

Devices

All students have the option of checking out a device for school and home use. **By choosing to receive a District Issued Mobile Device, parent and student have agreed to the following:**

I agree to pay the school/district cost to repair or replace the device or accessories if the item becomes lost, misused, abused or multiple accidental damages occur.

I agree to follow all District 5 mobile device usage rules as stated in the Mobile Device Guide and the Acceptable Use Agreement. Documents are available at [iFive Instructional Technology](#)

I understand that if I transfer to another school **within District Five**, my device and accessories will transfer with me until the completion of 8th grade or 12th grade.

Information about the district issued device agreement can be found here: [District Issued Device Agreement](#)

The District Five Elementary School Student Behavior Code

The District Five Elementary School Student Behavior Code will be sent home with each child at the beginning of the school year. District discipline policies, established through the collaborative efforts of students, parents, teachers, and district officials, will be strictly enforced. Parents are responsible for reading and understanding the district's discipline code. Any questions about the district discipline policy should be addressed to the school principal or assistant principal.

Students should understand that the rules and regulations set forth in this handbook apply not only to activities within the school but also to student conduct on school buses and other school sponsored activities.

This year the handbook will also be available on-line. To access, click on the following link [Code of Conduct](#) or go to the D5 home page (www.lexrich5.org), Student Services and Planning, Important Documents.

Early Dismissal

When it is necessary for students to be dismissed early from school, a note should be sent to the teacher indicating the time for the dismissal. It is necessary for the parent/guardian to come into the office and sign the student out. In cases of an emergency, the parent/guardian or designated person may come to the school office and arrange for early dismissal. Please make every effort to schedule appointments and events after school hours as early dismissals affect instructional time. **No students will be released for early dismissal after 2:15 p.m. After 10 early dismissals you must have approval from an administrator before signing your child out early.**

Emergency Procedures

In the event an emergency occurs at school, we request that parents not call the school office. This practice ties up the telephone lines, and we cannot make the necessary calls for the needed assistance. As soon as possible, school officials will attempt to notify parents via the Rapid Emergency Calling System if their child has been injured. The parents of uninjured students will be notified either by telephone or by a note sent home with the student indicating the nature of the emergency. If possible, these students will be sent home by their usual mode of transportation.

Emergency School Closings

Below you will find District Five's procedures for early dismissal. The transportation office will make a recommendation to the superintendent by 6 a.m. as to whether roads are suitable for school bus traffic. If the superintendent determines that school should be canceled, he will notify the Director of Community Services who will, by 6:30 a.m., notify Emergency Preparedness, local television and radio stations, and he will initiate the telephone chain.

Enrollment

Only students whose parents/guardians reside in the School District Five attendance zone may attend H.E. Corley Leadership Magnet School. An exception is made for children of district employees, once they receive authorization from the district in which they reside and School District Five. Exceptions are also made for parents/guardians of students who own property in School District Five, assessed at over a \$300 value, in their name. School District Five requires parents/guardians to provide either a property tax bill or a rental contract for their home address, along with two different utility bills (telephone, cable, water, sewer, gas, electricity) that are current and listed in the name of the parent/guardian.

At the time of enrollment, the student's state issued, long form, birth certificate and SC immunization record are required. The parent enrolling the student should be listed on the student's birth certificate and have a state issued picture ID available to be copied. When applicable, verification of legal guardianship, including court orders and custody agreements, will also need to be provided by the guardian.

If a family moves from H.E. Corley's attendance area during the school year but still live within the limits of School District Five, the parent/guardian may choose for the student to remain at H.E. Corley Leadership Magnet School for the remainder of the school year and for years to come, simply by completing a Letter of Intent stating that the parent/guardian will provide transportation for the student to and from school each day. A Letter of Intent needs to be completed at the time of the move and between school years.

If a family moves out of School District Five's attendance area during the school year, they must obtain permission from the superintendent of the school district to which they are moving, in order for the student to complete the current semester at H. E. Corley before transferring to the student's school district of residence. Parents will have to provide transportation once they have moved out of H. E. Corley's attendance area.

Event Behavior

In order for students to be safe and exhibit good manners, school rules and expectations are in effect at all school events, both during and after school hours. **Students will not be allowed to leave the supervision of their parents. They must be with the adult with whom they came at all times.** During meetings, performances, and all events, all students should:

- ✓ stay with the adult with whom they came
- ✓ remain quietly seated during the meeting/ performance using their best listening manners
- ✓ applaud respectfully at the appropriate time
- ✓ exit with the adult with whom they came

Health Room

The health room is operated daily under the supervision of our registered nurse. First aid will be administered for minor illnesses and injuries occurring at school, and a record will be maintained on each child. It is requested that students be kept at home when they are sick, have undiagnosed rashes, or a fever (100 degrees or higher).

All medications and/or other medical supplies, such as inhalers, epipens, and diabetic supplies, must be checked through the school nurse. Emergency and prescription medications (anakit, epipens, and inhalers) that need to be kept with the student at all times require the physician's signature on the Parental Consent for Medication Form.

The school nurse does not supply medications. The only medications given will be those brought to school **in the original container** and accompanied by written permission on a standard form supplied by the school. Telephone permission is not acceptable. Because of the relationship of aspirin to Reye's Syndrome, aspirin will not be administered at school unless a written prescription, signed by a physician, is presented. **Only medications that are prescribed four times a day or more often will be administered during school hours.**

All medications in the Health Room must be dropped off and picked up by a **parent**. Medications will not be given to your child to carry home. Medications to be taken daily on a regular basis will be kept at school and given as ordered by a physician.

Parents should notify the school nurse of any special health needs. The school should also be kept up-to-date on any changes in a child's health status and any changes in telephone numbers of those persons to be contacted in an emergency. **Please note that the health room has its own telephone line. The number is 476-4009.**

Extra clothing will no longer be available in the nurse's office. Please make sure that your child has a change of clothes at school for emergencies.

Instructional Overview

The instructional program in School District Five elementary schools focuses on language arts, math, social studies, and science. Students also attend weekly classes in music, art, foreign language, physical education, and the computer lab. Strings are available to fifth grade students. Student Council, and Safety Patrol are available to fourth and fifth grade students. For family-friendly access to what your student needs to learn in their grade level subject areas, please [click here](#).

Special education classes and programs for the academically gifted are also part of the curriculum along with reading and math intervention. The services of psychologists, school counselors, occupational and physical therapists, itinerant vision and hearing teachers, and speech therapists are available as needed for students with Individualized Education Plans (IEP's).

Language Arts

At H.E. Corley Elementary, we embrace a comprehensive literacy program grounded in the science of reading. Our approach integrates the instruction of reading, writing, listening, and speaking, with the primary goal of nurturing life-long readers and writers who possess a profound love for language and proficiency in its use.

Adherence to Standards: Our teachers meticulously implement the South Carolina and District Five Language Arts Standards. Students receive direct, systematic instruction in various areas:

- **Phonemic Awareness and Phonics:** Foundational skills for decoding and encoding words.
- **Language and Word Study:** Expanding vocabulary and understanding word structures.
- **Guided and Independent Reading:** Developing fluency and comprehension through structured and self-selected reading.
- **Writing:** Strengthening skills through a structured writing process.

Critical and creative thinking skills, as well as study skills, are woven into our language arts program to ensure comprehensive literacy development.

Reading Instruction

Our reading instruction is anchored in evidence-based practices to build strong, independent readers. We use a diverse array of resources:

- **Leveled Texts, Newspapers, Magazines, and Trade Books:** Providing a wide range of reading materials to

suit various reading levels and interests.

- **Savvas South Carolina myView Literacy Textbook:** Approved by the SC Board of Education and approved by the School District 5 Board of Trustees

These resources help foster a deep knowledge and love of different literary genres while teaching essential reading skills.

Writing Program

Our **Savvas South Carolina myView Literacy** textbook employs a writing program that utilizes a writers' workshop, emphasizing the writing process at every grade level. This process includes:

- **Prewriting, Drafting, Revising, Editing, and Publishing:** Encouraging students to see writing as a journey.
- **Cross-Curricular Writing:** Encouraging students to write for real audiences and specific purposes across different subjects.

We encourage all staff members to model writing as a vital life skill and demonstrate its importance in everyday communication.

By combining the science of reading with a love for language, H.E. Corley Elementary is dedicated to developing proficient, enthusiastic readers and writers.

enVision Mathematics

The new enVision Mathematics South Carolina helps develop deep conceptual understanding, assess learning, and use student data to inform instruction. Concepts are introduced through a problem-solving experience called Solve and Share. It facilitates rich classroom conversations that promote growth mindset and result in deeper conceptual understanding. The interactive text increases engagement and deepens understanding of math ideas. Students explain their thinking, solve problems, and make it their own. Differentiation options for each lesson encourage and challenge students of all learning levels. Problem-based Learning and Visual Learning help kids see the math and deepen conceptual understanding. The visual learning gives students greater access to concepts and makes key math ideas explicit through instruction. Students can explore and complete interesting projects. Starting on a firm foundation of conceptual understanding, students can connect and apply math ideas in amazing ways. Higher Order Thinking problems ensure students are grasping mathematical concepts. The Manipulative Kits engage learners in problem solving, sorting, patterns, measurements, mathematical operations, and communicating mathematical ideas.

Library/Media Center

The Library Media Center (LMC) is the hub of the instructional program. Students in preschool through 2nd grade have a scheduled media time each week. They check out books, learn about literature and how to locate information in the library. The library media specialist coordinates activities and programs to complement classroom instruction.

Grades 3 through 5 are expected to visit the LMC throughout the school day. Classroom teachers and the library media specialist collaborate on research projects. Teachers are expected to ensure that children have the opportunity to check out books every week. Students gain valuable literacy skills they will need to be successful throughout life.

Computer Education

All classrooms are equipped with multimedia computers and Smart Boards connected by a local network, as well as the school district's network. Internet access is available throughout the school, and technology is integrated fully in our curriculum. Technology lab instructors provide weekly instruction in keyboarding, internet use, and word processing in a variety of programs. Please visit the H. E. Corley website. (www.lexrich5.org/heces)

Gifted Program

In District Five, identification of gifted and talented students begins in second grade. Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility. Every student is screened every year for possible identification. The state of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement, a student must meet the eligibility criteria in two out of the following three dimensions:

Dimension A: Reasoning

Students must score at or above the 93rd percentile on the composite or one of the subtests of a nationally normed aptitude test. Students are eligible for placement based on aptitude score alone if they score at or above the 96th percentile on the composite score of a nationally normed aptitude test.

Dimension B: Achievement

Students must score at or above the 94th percentile on total reading and/or total math on a nationally normed achievement test (fall or first MAP of the year) or score at the advanced level for Language Arts and/or Math on state required end of the year testing.

Dimension C: Academic Performance

Academic performance is only applied if the student has already met Dimension A or B. Students must achieve a performance standard of four on a five-point scale on verbal or non-verbal performance tasks. A parent organization, Parents Active in Gifted Education in District Five (PAGE FIVE), involves parents in each school.

Information regarding Gifted Programs in School District 5 can be found at [Instruction / Information about Gifted Students](#). If you have questions about our gifted program at HEC please contact Assistant Principal Jason Beber.

Special Services

District Five provides opportunities for all students, including those with physical, mental, emotional and/or learning disabilities. Each elementary school offers a combination resource programs taught by teachers certified in learning disabilities. These programs serve students who need minimal support and who spend most of their school day in their regular classrooms.

Students needing more than three hours a day of special instruction or those needing programs for specific disabilities may be served at schools other than H. E. Corley. The district provides transportation when students must participate in classes outside of their regular attendance areas.

We believe that all children should be served in the least restrictive environment possible during the school day. For this reason, many special needs students are mainstreamed into the regular classroom setting and some students, when they can be appropriately served, are fully included.

Information regarding Special Services for students with disabilities can be found at [Instruction / Special Services](#). If you have any questions specific to your student or programs at HEC, please contact Administrative Assistant Principal Julie Carothers.

Guidance Program

The elementary guidance and counseling program of District Five is designed to help all students acquire the skills necessary to be responsible, productive, and successful members of society. This is accomplished through a wide range of preventive, educational, and responsive services. Counselors are student advocates whose purpose is to help all children achieve optimal growth in their intellectual, physical, social, and emotional development, gain the maximum from their educational experience, and be prepared to meet the challenges of a diverse and changing world.

The guidance program is both an integral part and an independent component of the total educational program. Guidance standards, adopted by our school board, set expectations for students in the areas of personal wellness, interpersonal skills, and career development. In order to provide students the opportunity to develop these competencies, counselors teach guidance lessons, conduct small group counseling sessions that are growth-centered, problem-centered, or crisis-centered, counsel individually with students, consult with parents, consult with teachers, and coordinate special programs.

Classroom guidance lessons focus on three standard areas and may include such topics as understanding feelings, peer relations, conflict management, understanding individual strengths and abilities, and career education. Small group counseling activities are designed to help students develop coping skills to deal with difficult or unchangeable life events, increase problem-solving abilities, and develop confidence in decision-making. If you would like to review any guidance materials, or if you have concerns about your child's participation in group guidance activities, please contact the school's guidance counselor. Parents may withdraw their child from classroom guidance lessons by notifying the principal and counselor in writing. Alternative activities will be provided for students who do not participate in guidance activities. If you are interested in the guidance services at H.E. Corley, please contact the guidance counselor, Ms. Adrian Sampson, at asampson@lexrich5.org or (803)476-4005.

Student Online Quick Pay

Families can now view and pay their school fees through our online payment system found at [Rycor Student Online Quick Pay](#). All student fees will be paid through this link. This includes: technology fees (including loss or damage), strings fees, field trips, library fines, and lost or damaged books. If for some reason money paid is not used, no refunds will be given. Instead, a credit will go on the student's account. This account follows the student as long as they remain at a school in District 5 of Lexington and Richland Counties.

Field Trips

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. **Students are required to have written permission** from a parent or guardian prior to going on a field trip. All trips are chaperoned by school personnel and may be assisted by parent volunteers. **Fees are charged for field trips. Fees will need to be paid through the [Student Online Quick Pay](#). Field trip fees are non-refundable.**

If a bus is used for transportation, a fee will be charged to cover the expense. Specific information about departure and arrival times, destinations, clothing, food, and pocket money will be provided prior to the field trip.

It is often necessary to limit the number of **chaperones**. Teachers will designate specific people as chaperones. **All students, teachers, and chaperones are expected to ride the bus to and from the specific destination.** Field trip chaperones are present to help students have a safe, educational experience. **No other siblings may attend.** Chaperones should adhere to the procedures established by the teacher.

Designated field trip chaperones MUST be approved through the district office following the procedures for approval of volunteers. In order to become an approved volunteer, reach out to your child's teacher to ask for a volunteer application form and return to the school along with a copy of the front and back of a driver's license or state issued id. Approval can take several weeks. Upon approval, your child's teacher or the school will let you know of your approval. Prior to the start of the field trip, please come to the school at least 24 hours in advance between the hours of 7:00am-4:00 pm with your driver's license or state issued ID. Your license or ID must be scanned into the Ident-A-Kid system. The Ident-A-Kid system will provide you with a yellow sticker that you will then give to the office staff who will pass it along to your child's teacher. Your child's teacher will provide you with the sticker the day of the field trip. You must wear the sticker at all times to, from and during the field trip. Thank you for your understanding in this safety matter. Also, your application may be submitted to the S.C. Law Enforcement Division (SLED) for a background check, a sex offender background check and the Department of Social Services (DSS Child Abuse Registry). Based on information received from these agencies, you may not be permitted to become a volunteer.

In the event that a field trip is canceled, the amount paid will be credited to the student's account.

Lost and Found

Students and parents should check the "lost and found" rack at school when items are misplaced. Lost and found items will be donated to local charities bi-monthly. Reminders will be provided through CNN Morning Show, afternoon announcements, social media, newsletters, etc.

Money at School

Whenever possible, payments should be made by check for school pictures and PTO purchases. If your child needs to bring cash to school for any reason, it should be the exact amount and the money should be placed in an envelope with his or her name, the amount enclosed, and its purpose written on the outside. Neither the teacher nor the school can be responsible for lost or misplaced money.

Notes Required from Parents

The school requires notes from parents explaining the following:

- absences and tardies
- requests for early dismissal
- requests to miss recess or physical education
- permission for field trips
- permission to go home with another student (by car or day care only)
- prolonged absences from school (trips, hospitalization, etc.)
- changes in usual method of transportation home
- authorization to administer prescription medicine
- allergies/allergic reactions (insects, milk, etc.)
- specific medical treatment or special health needs

Please ensure that any changes to dismissal are sent to both the teacher and the school registrar, in writing, at least two hours prior to dismissal as to avoid confusion and ensure student safety.

Nutrition Guidelines

District 5 Health and Wellness Policy can be found at the following link: [D5 Wellness Policy](#)

- Chewing gum, flavored ice bars and candy will not be served or sold during the school day and may not be used as a learning incentive or reward.
- "Other foods" may contain no more than 35%, by weight, of sugar or other artificial sweeteners.
- Other foods will be defined as foods other than those served as part of the school meal, including snacks from vending machines, a la carte sales and food for special functions. Other foods will not include items brought to school by individual students for their own consumption.
- Foods must be in compliance with the Institute of Medicine (IOM) recommended nutrition standards for foods in schools:
 - o <200 calories
 - o <35% of total calories from fat
 - o Zero trans fat (<0.5 g per serving)
 - o <35% of calories from total sugars
 - o <200 mg sodium
- During the instructional day, foods that come from home with the purpose of sharing among students must be store bought, packaged foods.
- [D5 Approved Snack](#) list can be found on the district website under Student Nutrition.

Parent Involvement Policy – District Written Policy

District Five encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their children. The District recognizes each parent as their child's first teacher and acknowledges the powerful influence of parents on their child's life. The District, therefore, is committed to developing family-friendly schools, offices, and programs to welcome and serve parents and families in positive and supportive environments.

Parents are involved in the development of the LEA (Lead Education Agency) plan and the process of school review and improvement by being part of a planning team that develops an overall Parent Involvement Policy. In addition, all parents are surveyed. This plan is distributed to all parents with children participating in Title I schools and to the community at large. An annual evaluation of the effectiveness of parent involvement will be conducted.

District Office staff provides technical assistance, coordination, and support to participating Title I schools. To assist these schools, District Office staff will be available to assist in the writing of the Title I grant, assist in procurement, attend school improvement/renewal team meetings, assist the schools in implementing effective parent involvement activities and Parent-Teacher organization meetings. Additional responsibilities will be to provide assistance in any

area requested to bring about school improvement and increase parental involvement. The District will assist each school in the development of a school-level Parent Involvement Policy. District Office staff will also see that state and federal guidelines are followed.

The schools and parents will build the capacity for strong parental involvement by entering into School-Parent-Student Compacts with staff and families of students attending Title I schools. Compacts are signed by the Principal, Teacher, Parent, and Student. Efforts to increase parent involvement will also include annual conferences to accommodate varied family schedules. In addition, an annual meeting for parents/families of students served in Title I schools will be held to provide information on Title I legislation, instructional programs and the desired outcomes for students of Title I Targeted Assistance schools. Parents will impact policy-making via opportunities to serve on School Improvement Councils, completion of parent surveys, preview of Title I plans in each school Media Center and/or serving as mentors or through other volunteer efforts. Schools will provide a number of Parenting activities during the year such as Technology, Literacy, Math/Science, Fine Arts, Testing, Cultural Celebration, Academic Information, and other student performance/academic presentations.

The Parenting Program served through Title I will coordinate and join together with other programs by inviting parents to attend parenting classes, Adult Ed classes, workshops and seminars offered by the District and/or state. Additional efforts will be made to work with other community programs to provide information and assistance regarding Title I Targeted Assistance programs.

Regarding funding, the District will reserve not less than one percent (1%) of the total Title I allocation to carry out parental involvement to include family literacy and parenting skills. In addition, each school will reserve at least 5% of their Title I allocation for funding Parent activities.

District Five will also implement the following provisions as set forth by *ESEA*:

- Parental Choice will be offered if a school is labeled as “persistently dangerous.”
- Public School Choice will be offered when a school is labeled as a Focus or Priority School.
- Supplemental Educational Services will be offered for before- or after-school utilizing tutorials, Academic Assistance, or remediation for eligible students in schools labeled as Focus or Priority schools.
- Highly Qualified Teachers will be placed in schools. Parents have the right to ask the school administration if a teacher possesses proper certification to teach the grade and content area he or she has been assigned. The District will ensure that parents are notified if students are taught for more than four consecutive weeks by a teacher who is not highly qualified.

Child Abuse

Any teacher, nurse, counselor, or other school professional acting in an official capacity who has reason to suspect a child under age 18 has been subjected to or adversely affected by physical, mental, or emotional abuse/neglect must report this to the County Department of Social Services or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.

Erin’s Law at Elementary School Level

The South Carolina Code of Law, Section 9-32-30 (G) has been amended so as to provide that “beginning with the 2015-16 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. This instruction must be based on the units developed by the board (South Carolina Board of Education), through the department (South Carolina Department of Education). Pursuant to Section 9-32-20(B).”

At the elementary level, instruction includes topics such as being unique, understanding feelings, being a friend, bathing suits cover private parts, good touch/bad touch, stranger danger, getting adult help, general safety rules for home and

school, technology safety, and understanding peer pressure and media influences. These topics are aligned with the South Carolina Health and Safety Education Standards and the Erin's Law Resource Guide provided by the South Carolina Department of Education. These topics will be covered in many parts of the curriculum, including the developmental guidance program, academic classes, Physical Education classes and school-wide programs.

Gavin's Law at Elementary School Level

Gavin's Law (H.3583) is legislation that makes sexual extortion a felony offense and an aggravated felony if the victim is a minor, vulnerable adult, or if the victim suffers bodily injury or death directly related to the crime.

The bill reads in part, "Local school districts shall collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office, as appropriate, to implement a policy to educate and notify students of the provisions of this act which includes adequate notice to students, parents or guardians, the public, and school personnel of the change in law. The State Department of Education must file a report as to the status of the adoption and implementation of the education policies under this act to the Governor, the President of the Senate, and the Speaker of the House of Representatives, annually by July first of each year."

In November 2023, the School District Five of Lexington & Richland Counties Board of Trustees approved new Board Policy [JICFB](#), "Gavin's Law Implementation." Families may find additional information regarding Gavin's Law on School District Five's [website](#).

Directory Information

According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA) as amended.

Information that the District has designated as "directory information" regarding a student may be released to outside organizations upon request and without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not wish to have directory information about your child released, you must notify the school in writing no later than 30 calendar days after the first day of school.

Textbooks

Textbooks, books from the media center and classroom library books may be issued to students. Textbooks are issued at the beginning of the school year and are collected at the end of the school year. These books are the property of H. E. Corley, School District 5, or the state of SC. Parents may be assessed a fee if these books are lost or damaged while in the care of the student.

Student Records

According to School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA) of 1974.

If a child transfers or enrolls in a school other than H. E. Corley Elementary, his/her records will be transferred to that school or school system upon request. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or in violation of the student's right of privacy.

Withdrawing a Student

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. The school will provide parents with a transfer form listing materials their child is currently using. This form can be hand-carried to the new school so that proper

placement can be made. The new school will then request the child's records from H. E. Corley.

After School Care

Champs Academy partners with H. E. Corley to provide parents with after school care at the school. Program hours are 2:45 – 6:00. Students must be fully registered students in order to attend Champs Academy. For the 2023-24 school year, CHAMPS does not operate on Early Release Days. Please contact the Champs Academy at (803) 201-3724 for more information.

Parent Resource Center

A Parent Resource Center (PRC) is sponsored by our school's PTO and is located in the Guidance Office. Various pamphlets, books, articles, etc. are available to assist parents in raising school-aged children. Resources on topics ranging from attention deficit disorder to sibling rivalry can be found in the PRC. Parents may check out publications and multimedia items from the PRC. They may also check out parenting videos from the media center to view in the PRC. All parents are encouraged to drop by the PRC and take advantage of this resource.

Parent / Teacher Organization (PTO)

H. E. Corley's PTO is a strong, dedicated organization which provides various means of support to children, parents, teachers, staff, administrators, and other areas of the school and community. The organization provides valuable financial as well as volunteer support. PTO meetings are designed to provide information regarding educational and parenting issues as well as to "spotlight" children and programs at Corley. Parents, teachers, staff, and friends of H. E. Corley are encouraged to join and be active members of PTO and the H. E. Corley school family. Our school goal is 100% membership. Contact the PTO President, at hecorleypto@gmail.com for further information.

Phone Messages

Students, teachers, and other staff members may not directly receive telephone calls during the school day except in the case of an emergency. Teachers may not leave their classrooms for telephone conferences with parents. Parents may leave messages for teachers with the school office or on the teachers' voice mail. If the message pertains to transportation arrangements, please leave the message with the office staff. Students may use the school telephone only for emergencies. Arrangements for after school activities should be made before the student leaves for school.

Pictures

Individual student and class pictures are made during the year. Convenient packages are provided for the students to purchase. The school receives a percentage of all sales, and the money is used to support school programs. Our first picture date for the 2022-2023 school year is October 3, 2022. Make-up picture day is scheduled for November 2, 2022. Spring class pictures are scheduled for February 1, 2023. The spring individual pictures date is to be determined.

Positive Behavior Interventions and Supports

Positive Behavior Interventions and Supports (PBIS) is a proactive process for teaching behavioral expectations. PBIS is an on-going district initiative. At H. E. Corley Elementary A Leadership Magnet & A Montessori Magnet, *The Leader in Me* and PBIS go hand-in-hand.

Incorporating PBIS strategies with *The Leader in Me* allows staff and students at H. E. Corley Elementary A Leadership Magnet & A Montessori Magnet to have a common language when discussing behavioral expectations. Behavioral expectations are taught just as academic subjects are taught. This consistency and emphasis support and empower our students to excel as leaders.

PBIS is implemented throughout H. E. Corley Elementary A Leadership Magnet & A Montessori Magnet. You will find expectations posted in all classrooms, restrooms, hallways, the cafeteria and the playground.

Students may receive positive office referrals. Students who receive positive office referrals will be recognized by an administrator. Students are also recognized during our semester leadership assemblies.

For more information about how H. E. Corley Elementary A Leadership Magnet & A Montessori Magnet uses PBIS look in our weekly newsletter, *The Crocodilian*, and classroom newsletters.

Preschool and 4K Students

Blankets brought to school for rest time must be taken home, laundered and returned each week. Please also ensure that all preschool and 4k students have a change of clothes that stay with them at school or are kept in a ziploc bag in the students bookbag.

Procedures for District Wide Mid-Day Closing

In the event that bad weather forces a mid-day closing, the Director of Transportation will confer with the Superintendent who will contact the Director of Community Services, who will notify local media, the emergency preparedness departments and initiate the calling system.

So that we might have accurate contact information for our students, please complete and return the Parent/Guardian Emergency Dismissal Information form found in your information packet.

School Improvement Council

The Corley School Improvement Council will determine its regular meeting dates after the September 2020 elections. Duties, as outlined by state law and board policy, are assisting the principal with preparation of the School Renewal Plan, planning the school budget, and establishing and evaluating instructional goals. All meetings are open to the public and are held in the school's main conference room.

School Improvement Council Members

Elected Parents

Paul Lo Presti, Chair
Darryl Frisk, Vice Chair
Ernest Irby, II, Secretary
Steven Johnson
Katrina McMichael
Kenneth Baxter

Teacher Reps

Brandi Floyd-Francis
Jacquelyn Lynch
Kristi Scheerer, Magnet Lead Teacher

Appointed Committee Representatives

Ja-Nae Epps

Appointed Community Representatives

Pastor Steven Evans

PTO Representative

Kim Allen

Ex-Officio Members

Melanie Harris, Principal
Jason Bebber,, Asst. Principal

School-Wide Expectations

Our school-wide expectations are:

- C-Community-we are a community of learners
- R-Respect-we respect ourselves and others
- O-Organize-we work to be organized in all we do
- C-Celebrate-we celebrate our accomplishments

At H. E. Corley we use Positive Behavior Interventions and Supports (PBIS), a school-wide system approach, to improve school climate and create a safe, effective learning environment. This approach focuses on improving the school's ability to teach expectations and support positive behavior for our students.

Sexual Harassment

School board policy JC and regulation JC-R prohibit inappropriate verbal or physical conduct of a sexual nature at school. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. The policy and regulations define sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or a school-sponsored function is strongly encouraged to tell a parent, teacher, counselor, or principal. Parents who have reason to believe that their child has been subjected to sexual harassment should report this behavior to the principal or assistant principal.

Speech, Hearing, and Vision Screenings

District personnel, according to S. C. Department of Education guidelines, conduct screenings for speech, hearing, and vision. Requests for specific screenings may be made by parents or teachers to the Director of Special Services, 476-8222.

Student Dress Code

The District Five School Board revised the dress code on March 14, 2011. H. E. Corley supports the code and will enforce it as directed by the Board.

Purpose: To establish the basic structure for determining appropriate dress standards for students. In the interest of health, safety, cleanliness and generally accepted standards of decency and decorum among the students in the schools of this district, the board hereby adopts the following policy.

- *In all matters relating to individual dress and grooming, students in this district's schools are required to exercise good judgment, exhibit responsible behavior and endeavor to reflect respect for themselves, their school and their community.*
- *The wearing of clothing, hair arrangements or other personal adornments or embellishments that are disruptive or interfere with the regular operations of school expressly is prohibited.*
- *Students working in areas where rotating machinery is used will wear appropriate head coverings or have their hair cut so it cannot be caught in any part of the machine.*
- *Nothing in this policy is intended to intrude on student dress and grooming prerogatives, as long as, in the exercise of these choices, students do not create a threat to the good order of the school or cause the disruption of any recognized school function. The exercise of such choices by students must be consistent with the public purposes for which the public schools have been established.*

Administrative regulations will be developed with input from parent, teacher and student representatives. All administrative regulations approved by the board will apply districtwide.

Individual schools may have more specific and restrictive dress codes if recommended by the School Improvement Council and approved by the Superintendent or his/her designee. The Administration will make the final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory

which may foreseeably result in the disruption of the school environment.

This administrative rule shall be reviewed on a regular basis with input and advice from parents, teachers, administrators, and students. Subsequent recommendations to the board will be made through administrative channels.

Written notice of the district's policy and administrative rule on student dress will be provided in student handbooks distributed annually to students and parents.

Student Lighthouse Team

The Student Lighthouse Team, composed of third, fourth and fifth graders, represents the student body and is a service organization. In the fall, two representatives are elected from each homeroom. Officers are selected from among all the representatives. The council meets monthly to plan activities supportive of the school and community.

Tardiness

The hours of the instructional day are from 7:35 a.m. to 2:40 p.m. Students who arrive after 7:35 a.m. must report to the office to sign in before going to class. Our morning show, "CNN," will be aired at 7:35 a.m. **Any child coming into the classroom after 7:35 a.m. will be counted tardy. This will be consistently enforced. Children who are tardy in excess of 20 times will be required to have a conference with school administration. Any student who obtains 30 or more unexcused tardies may be referred to Family Court. Students must be in attendance at least two and one-half hours of instructional time to be marked present.**

Traffic Flow

In order for our traffic pattern to run smoothly, all parents must follow the guidelines set forth by our School Improvement Council. Imminent danger to the safety of our students and staff occurs when parents choose not to follow the traffic and safety regulations. Local police will closely monitor and enforce our traffic flow patterns to ensure the safety of our students. **Your patience and cooperation in following our traffic pattern are needed to ensure the safety of all our children.**

Arrival

Preschool students, Primary Montessori students, 1st grade students and their siblings arriving at school in private automobiles must enter the school grounds via the staff parking lot which can be accessed from Chadford Road. Kindergarten, 2nd-5th graders, Lower Elementary Montessori, and Upper Elementary Montessori students arriving at school in private automobiles must enter the school grounds via River Song Road. Access to River Song Road can be gained from South Royal Tower Drive or Lord Howe Road. School employees and the fourth/ fifth grade Safety Patrol will be on duty to assist kindergarten students in getting to their classrooms until they are familiar with the routine. **No students should be dropped off or picked up on Chadford Road in front of the school or in the front loop. No parking is allowed along Chadford Road.**

Dismissal

Pre-K, 1st grade, Primary Montessori students and siblings will be picked up from the staff parking area on the side of the school. Students in Lower Elementary Montessori, Upper Elementary Montessori, Kindergarten and grades 2 through 5 will be picked up from the covered sidewalk area near the cafeteria at the back of the school. In order for this process to move quickly, drivers should pull all the way to the fire hydrant, so several cars can load or unload simultaneously.

The front entrance to the school is reserved for daycare vans, mini-buses, school buses and handicapped accessibility. No other drop-offs or pick-ups will be permitted in this area. Handicapped parking with curb cuts and a loading and unloading area for mini-buses are available at the front entrance to the school.

Walkers

Students may use the sidewalks along Chadford Road or walk along the road entering the school grounds from River Song Road. All students, however, are encouraged to use the sidewalks whenever possible. All students who walk to school are to enter the building at the back hallway entrance near the cafeteria. All walkers will be dismissed from the related arts hallway.

Bicycle Riders

Bicycle riders must park their bikes in the racks located near the cafeteria or near the staff parking lot. The bikes should be locked while in the racks. The school cannot be responsible for theft or damage. **Students are to dismount from bicycles and walk them while on school property.**

Late Pick Up

H.E. Corley will provide service to parents/day care providers who are unable to pick up their children by 3:00pm in an emergency situation. After 3:00pm the school will automatically send the student(s) to the Champs after school program for supervision until the parent/day care arrives. The family/day care will be charged \$10.00 every 15 minutes the student is in their care. The fee will need to be paid by check or money order to HEC Champs within 7 business days. This provides a safe environment for our students and a productive environment for our office personnel.

H.E. Corley is no longer able to provide service to parents/ daycare providers who are unable to pick up their children by 3:00pm in an emergency situation. After 3:00pm the school will begin calling contacts and emergency contacts to ensure that students are picked up as soon as possible.

Safe & Secure School Bus Transportation

The safety and security of students, staff, and schools is a top priority for School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions.

The school bus is an extension of school activity. Therefore, students must conduct themselves on the bus in a manner consistent with the established standards.

School District Five of Lexington and Richland Counties must safely transport all bus riders to and from school. Students will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

The bus driver has the responsibility for supervision of students on the bus. From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride the bus are, by law, under the control of school officials. While on a school bus, the bus driver is considered the individual responsible for the safety of the students. In 1979, South Carolina passed a law against misbehaving on school buses and disobeying the instructions of school bus drivers. Students who misbehave on school buses will be punished according to the rules in the Student Behavior Code and the laws of this state. The bus driver is authorized to give directions, assign seats, and to prohibit any action on the bus that may threaten the safety or welfare of any person. When necessary a student may be removed from the school bus in order to prevent or deter inappropriate behavior. Students and staff members are subject to video and audio monitoring while they are on school buses.

The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop.

Kindergarten, 4K and Preschool students will not be released from the bus if a parent, appropriate guardian, sibling or designated individual is not at the bus stop. If an appropriate authorized individual is not at the bus stop the kindergarten, 4K or Preschool student will be returned to the elementary school and parents/guardian notified. Parents must arrange for the student to be picked up at the school. Forms for registering designated individuals are available through the schools or Area Transportation Office.

Visitors to School

Parents and community members are encouraged to visit our school and observe the instructional program; however, permission must be obtained first from the principal or designee. In order to enter the building, you must use your driver's license or state issued ID to sign-in on the Ident-A-Kid system.

In addition, all visitors seeking access to the building will be screened through the OpenGate Weapons Detection System. To facilitate and expedite this process, please limit what you carry on your person and in your pockets. We highly recommend limiting items to car keys, cell phone, and driver's license. All other items/bags should be left in your car.

Please refrain from cell phone use while in the building. Thank you for your understanding with this safety matter.

Volunteers

Volunteers play a major role in the overall success of our school. If you can be here every day, or if you have only one day or one hour to give a year, you are urged to contact the school about volunteering. If you cannot come to the school, there are also many things volunteers can do at home that would help our teachers. Please contact your child's teacher about providing this kind of assistance.

H. E. Corley Elementary, A Leadership Magnet & A Montessori Magnet is a Proud Title 1 School. The funds for the printing of this parent and student handbook were provided by Title 1 parenting supplies.

School District Five of Lexington and Richland Counties welcomes input and suggestions from our community and from our parents concerning Title I programs and funding. The following is a DRAFT of a District Parent Policy we are considering. We are asking parents and community members to review the document and give us feedback, suggestions and/or recommendations for revisions as we work to make this a document that reflects the climate and the needs of our community. Please forward your comments or suggestions to Ms. Kelly Brown, Director of Student Services, School District Five of Lexington and Richland Counties, 1020 Dutch Fork Road, Irmo, SC 29063; FAX to 803-476-8215; or, drop suggestions by the District Office.

