

Stono Park Elementary School Handbook

Title I School



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Charleston, SC 29407
(843) 763-1507 fax (843) 769-2248

Principal: Mrs. Kimberly Richards
Assistant Principal: Dr. Sandra Williford

Message from the Faculty

Welcome to the 2024-2025 school year at Stono Park Elementary School. Thank you to all of our families for choosing and supporting education at Stono Park Elementary. We count it a great honor to be able to serve you and your child(ren). We have made positive strides in the past years and we remain committed to fostering a program of excellence. We have an open door policy and are always happy to speak with parents/guardians about the progress and needs of their children. We believe that it is important that we work together to ensure the success of our children, so we urge you to call or come by the school if we can assist you in any way.

Kimberly Richards, Principal

Stono Park Elementary School's Mission Statement

The mission of Stono Park Elementary, working in partnership with students' families and the community, is to ensure that SPES scholars have access to high quality instruction which is defined as being able to access rigorous academic content and develop age-appropriate social emotional skills, thereby providing them with the ability to think critically, persevere through challenges and positively interact with different cultures, which will afford them a life filled with opportunity.

Visitor's Policy

Parents and other adults must enter the building through the front office to be scanned through our visitor management system and receive a visitor's badge. This is to ensure the safety of the students and staff. Thank you for helping us with this very important and necessary safety policy. Please silence or turn off cell phones when you enter the building.

ACADEMIC SUCCESS:

“Achieving Academic Excellence for All” is important at Stono Park Elementary School. We want every student to be successful and that is possible if we work together. Some helpful hints to ensure that your children have positive experiences in school are:

1. Avoid absences, tardies and early departures
2. Arrange prompt pickup home after school
3. Plan for quiet homework time as well as safe play time
4. Plan for good nutrition and good personal hygiene
5. Schedule a conference any time you have a concern and attend scheduled conferences
6. Attend as many school functions as possible
7. Plan an early bedtime Sunday-Thursday
8. Visit the school and volunteer when possible
9. If your child is on medication, do not let the medication lapse
10. Keep the home/school communication lines open and contact information up to date

At the school, we have the following in place to ensure success:

1. Open line of communication between parents, administrators and teachers
2. Parental and community support
3. Highly qualified teachers
4. Positive recognition of student achievement
5. Rigorous, culturally relevant curriculum inclusive of small group instruction
6. Character Education Focus
7. Staff Development to stay current on “Best Teaching Practices”
8. Parent Teacher Association
9. Literacy & Math Intervention Program for students who qualify for additional academic assistance
10. Gifted & Talented program for students meeting the district criteria

ATTENDANCE POLICY

Arrival:

- Students may start arriving at school at 8:05 a.m.
- Instruction begins at 8:30 a.m.
- Students arriving after 8:30 a.m. must be signed in at the Front Office by an adult and will be considered tardy.

Pick Up:

- Dismissal begins at 3:25 p.m.
- Please try to avoid appointments or afterschool activities that require early pick-up.
 - Early pick-up ends at 2:30 p.m. Regular dismissal procedures must be followed after 2:30 p.m.

Absences:

- All students are expected to be present and participate in all scheduled class periods.
- It is understood that students may be absent at times but please have students present at school except for legally excused reasons.
- Absences that are considered to be excused are:
 - Medical/illness or injury that would endanger student's health and the health of others
 - Death in the family
 - Religious observances
 - Court appearances or legal appointments
- Please obtain documentation from the doctor/court/appointment to submit when the student returns to school so the absence can be excused.
 - Absences will only be excused for the dates written on the documentation provided.
- Parent notes may be written for excused absences.
 - Notes should be submitted to the office within 3 school days of the student returning to school.
 - Parent notes must include:
 - Date(s) of absence(s)
 - Full name of student
 - Reason for absence
 - Signature

Tardies:

- Students arriving after 8:30 a.m. will be considered tardy.
- Once a student is tardy 10 times, a Conference will be required to address and resolve the tardy concerns.
 - Residency verification may be requested as part of the conference.

Truancy:

- Students will be considered Truant if they miss 3 consecutive or 5 total full days without a legal excuse submitted to the school.
- Once Truant, a Truancy Conference will be required to address and resolve the attendance concerns.
 - Residency verification will be requested as part of the conference.
 - If you do not reside in Stono Park's attendance zone, you may be required to register your child at the neighborhood school in the attendance zone where you live.
- If the absences continue, a Second Truancy Conference will be required with the School Administrator.
- If attendance still doesn't improve, then a referral to CCSD's Department of Alternative Programs and services will be made to further intervene.
- Stono Park Elementary School will follow CCSD's Truancy Intervention Policies & Procedures.

Students will be recognized quarterly for perfect attendance. Attendance is a requirement for promotion. If your child has to be absent, please send a valid written excuse to the office within THREE days of the absence. It is very important for your child to **be on time each day and stay until school is dismissed.** Tardies and early outs should only be necessary for medical reasons/emergencies. Early outs after 2:30 p.m are discouraged, so that we can limit interruptions to instruction and ensure a safe/orderly dismissal for everyone.

[Attendance and Tardy Policy](#)**Transportation Change:**

To change your child's regular mode of transportation you must notify the teacher in writing the morning of or by class DOJO.. For safety reasons, **PHONE CALLS TO THE FRONT OFFICE WILL NOT BE ACCEPTED.**

BUSES, BUS DISCIPLINE AND BUS RULES:

Safety on the buses is necessary to ensure each child's wellbeing. The order maintained on the bus is a huge responsibility for the driver and therefore the driver is required to report any disorderly bus conduct to the school administration. Very clear expectations allow the students to know the consequences for failing to follow school bus rules. The bus ride is an extension of the school day, in addition, the following rules and consequences are as follows:

BUS RULES

- Keep hands, feet, and personal items to yourself.
- Sit in the assigned seat and remain seated.
- Profane or obscene language, gestures, or loud noises are not permitted.
- Damaging seats, windows, or bus equipment is not permitted.
- Tobacco products, weapons or other illegal materials are not permitted on the bus.
- Toys are not permitted on the bus.
- Food and drink outside of a lunchbox are not permitted to be consumed on the bus.
- Follow the bus driver's directions.

CONSEQUENCES OF BROKEN BUS RULES

- 1st Referral** The student will be warned by an administrator and the parent will be contacted.
- 2nd Referral** The parent will be contacted and the student may be suspended from the bus for up to 3 days.
- 3rd Referral** The parent will be notified and the student may be suspended from the bus for up to 5 days.
- 4th Referral** The parent will be notified and the student may be suspended from the bus up to 1 month.
- 5th Referral** The parent will be notified and the student may be suspended from the bus for the school year.

For an offense that an administrator considers major, such as any action that endangers the safety of passengers, the driver, or willful vandalism, more severe action will be taken and parents will be notified immediately. Every student must be ensured a safe ride to and from school each day. Have your child in the designated area and ready to board when the bus arrives. Adult supervision is recommended for all elementary students, however it is required for students in Child Development, Kindergarten and First Grade. If there is a problem with the bus, please call First Student Bus Services at 843-823-3928.

CAR RIDER Procedures:

Morning:

- Pull all the way to the next available staff member.
- Do not drop off in the grass.
- Please do not pull around the car in front of you as this is a safety issue for our students and staff.
- Remain in your vehicles.
- Students are tardy after 8:30 a.m. and must be brought into the front office and signed in.

Afternoon:

- You must have a car rider tag. Car rider tags are not available without an ID, or to those not on the student(s) pick up list.
- If you do not have a car rider tag you will be asked to park and bring your ID into the front office so you can be issued one. Once you get your tag you must enter the car rider line.
- There is no picking up from the gate or the front office.
- Please do not pull around the car in front of you as this is a safety issue for our students and staff.
- Remain in your vehicles
- Students must be picked up no later than 3:45 p.m.; there is a \$50 late fee per occurrence.

Walkers/Bike Riders:

- Established at the beginning of the school year
- Must live in within walking distance of the school

CLINIC:

Our school nurse is on duty daily (Monday- Friday)

Accidents The school makes every effort to provide a safe environment for all of the children. In the event of an accident the school nurse or a member of the staff will render first aid and notify parents as necessary. Parents must keep emergency cards updated in case the school needs to reach them.

Medications All medication must be registered with the school office. A Charleston County School District medication form must be completed by the physician and parent and be on file in the school clinic. Medication will be administered by our nurse. It must be in the original container labeled with the child's name and dosage. At the end of the year, parents must return to collect the medicine.

CODE OF CONDUCT:

Please review and discuss the CCSD Student Code of Conduct with your child. Should you have any questions when reviewing the Code of Student Conduct, please contact us. You may access an electronic copy of the CCSD Student Code of Conduct on the CCSD [website](#) or you may call the office to request a copy.

COMMUNICATION:

PowerSchool Parent Portal gives parents access to real-time information including attendance and grades. Parents are able to participate in their student's progress, and teachers can share information with parents and students. To access the Parent Portal (<https://powerschool.charleston.k12.sc.us/public/>), parents/guardians and students sign in from Charleston County School District's PowerSchool Parent Portal login screen. No special software is needed. All you need is a computer with Internet access and your own user information (a username and password will be provided to you by the school district). You may use your home computer, a computer at a public library or anywhere that you have Internet access.

Graded papers will be sent home in a special folder each week on Wednesday. Please look over your child's papers and talk with your child about them. Interim Reports will be sent home every 4 1/2 weeks and Report Cards will be sent home every 9 weeks. Teachers will send home newsletters to keep you informed about the activities and topics your children are studying. Teachers and/or parents may request conferences as needed. Communication is very important to make sure everyone is working on the same goals. Please forward suggestions and feedback about our school program to the principal or guidance counselor. You can expect a timely response from an administrator.

Parents can also stay up to date by visiting our school's webpage (<https://stonopark.ccsdschools.com>), Facebook (<https://www.facebook.com/stonoparkelementary>) and Twitter account (@stonoparkelem). **ClassDojo** is used schoolwide for communication. Parents can sign up to receive text messages by downloading the app or by entering this link: <https://www.classdojo.com/invite/?s=534d77acaf7381ef04001877>

DAILY SCHEDULE:

8:00 a.m.	Faculty/Staff Arrive
8:05 a.m.	Students Arrive (Breakfast) <i>*There is no adult supervision before this time</i>
8:30 a.m.	Tardy Bell
3:25 p.m.	Student Dismissal

DISCIPLINE:

It is very important to have a strong discipline policy to ensure safety and to provide an appropriate learning environment. Children feel secure and safe when they know what is expected. The classroom rules and school wide rules have been developed using the **Positive Behavior Intervention Support (PBIS) Model**.

The following expectations are a part of our school-wide discipline plan:

SURF

S	Safe
U	Unified
R	Responsible
F	Focused

We follow the CCSD Progressive Discipline Plan. Review 360 is the district's online referral management system. Parents can access their child's referrals through MyPortal.

ELECTRONIC DEVICES ON CAMPUS:

No student may use a cell phone or portable communication device (smart watches, etc.) on school property during the school day. During school hours cell phones and/or communication devices must be turned off (not on vibrate mode) and stored out of sight. Devices that disturb the learning environment will be confiscated. The device will be returned to the student on the first offense. A parent or guardian must come to the school to retrieve the device beginning with the second offense. Multiple offenses will result in the device(s) being held until the end of the year. Using a cell phone or communication device may include but not be limited to text messaging, taking pictures or videos, playing games, receiving and/or sending calls. Students may not activate video cameras at any time unless they are directed to by a teacher or administrator. Please reference the CCSD Student Code of Conduct for the specific policy.

EMERGENCY CARDS:

Parents/Guardians must complete an emergency card for their children at the beginning of the school year. The school office must have a current address and telephone number at all times in case of an emergency. Please notify the school as soon as possible when moving, changing telephone numbers or place of employment, etc. This is to ensure the safety for every child by providing a means of communication if needed. In the event of an emergency dismissal, students who normally walk to school, ride a bike, or ride in a car will be held until a parent arrives. Please note that we are not permitted to relay identifying information regarding students via telephone.

GRADES:

K-2 grades are reported using the State Rating Scale of C= Consistently Demonstrates; E=Emerging; N=Not Met; NA= Not Assessed. The grading scale for 3rd -5th is: A=100-90, B=89-80, C=79-70, D=69-60, F=59 or below. A report card will be issued to each student after each nine week period. Interim reports are issued midway through the grading period. If your child is having difficulty, please monitor your child's work and keep in close contact with the teacher. Parent conferences are generally scheduled for after school so as not to disrupt the teaching and learning process.

GUIDANCE:

Guidance in the elementary school is concerned with the mental, emotional, social, physical and educational developmental needs of the students. Students will participate in classroom guidance on a weekly basis along with individual and group counseling as needed. Small groups will meet periodically throughout the year to target specific concerns such as anger control, study skills, etc. Parents/Guardians will be notified about small group participation so they can decide if their child should participate. The guidance counselor, Crystal Rivers is available to meet with parents to discuss any educational or social/emotional concerns in regards to their children.

HEALTH & WELLNESS:

Stono Park is committed to the whole child. Following our mission statement at the end of this handbook, please read our health and wellness policies.

HOMEWORK:

Homework assignments are meaningful and reinforce skills studied during the day. Each teacher will communicate a homework policy for extra practice to occur in the evenings Monday through Thursday. It is helpful if the student has a set time and place to study. Please encourage your child to read daily. **The most important thing a student can do to improve academically is to read at home daily and practice math facts.**

MEAL PROGRAM:

We are a Community Eligibility Provision School. This means that breakfast and lunch are free for all students at SPES. Students will also receive an afternoon snack. Please refrain from sending in additional snacks and treats. If a student must bring an item to have with their lunch, it must be an individual serving size. Sharing of food is not permitted.

PARENT PROGRAMS:

Stono Park will have parenting programs offered during the 2024-2025 school year. Programs may include literacy tips, health & wellness, homework tips and other interesting topics.

PARTIES/CELEBRATIONS

You may contact your child's teacher to schedule a time for special celebrations. Treats being brought into the school should be healthy and nutritious as we aim to align with the district's emphasis on wellness. Examples of these items are fresh fruit or fruit cups and yogurt. Sugary food items (cupcakes, cookies), sugary drinks and candy are *not* permitted. Please refrain from bringing in balloons and other large items that can cause a distraction.

SCHOOL TESTS:

Each year the State Department of Education and the Charleston County School District administer specific tests. The Pre-K classes will take the SC Readiness Assessment and the DIAL 4 Readiness Assessment at the beginning of the year and periodically throughout the

year. Students in K-1 will be assessed with FastBridge, occurring throughout the year and parents will be informed of their children's progress during individual conferences. Students in grades 3 through 5 will take a standardized test in the spring which is SC READY. Students in K -5th grade test on the computerized iReady Assessment which will be administered at three intervals during the school year. Parents/Guardians will be kept informed of their child's progress. Please feel free to schedule a conference with your child's teacher or the principal to discuss the results of your child's test scores. A parent/guardian, the teacher and student will develop an appropriate plan to support students not performing on grade level.

SPECIAL EDUCATION PROCESS:

If a student is having academic, behavior or emotional problems, the teacher or parent/guardian may request an individual problem solving meeting by the school psychologist. If the results of the meeting indicate the need for testing, the parent/guardian will be invited to a meeting with the psychologist, teacher and principal to discuss. Following the testing, if applicable, an appropriate educational plan for the student will be developed. The available programs are: Learning Disabled, Emotionally Disabled, Autistic, Educable Mentally Disabled and Trainable Mentally Disabled. In addition to these programs, students may qualify for special assistance in Speech or Occupational Therapy. 504 Plans are available for students with any diagnosed condition that interferes with learning, such as attention deficit disorder or asthma. Please contact our guidance counselor for more information on 504 plans.

TITLE ONE SCHOOL:

Stono Park Elementary meets the criteria to be a Title I School. We receive federal funding that is used to purchase additional staff such as the interventionists, to purchase classroom materials, and provide other resources that the Title I Team determines to be a need. An annual Parent Meeting is convened during the first scheduled PTA meeting and you are invited to attend. There is also a Title I Plan housed in the media center and every one is invited to stop by and read it in its entirety. Although we are Title 1, we still rely on parent support to ensure that our scholars have access to additional classroom materials, in-house visitors, internal & external field trips that the current budget does not allow for. We charge a student activity fee of \$25 per child. This student activity fee will be used directly to improve the student experience. We thank you for partnering with us in making sure our scholars continue to receive high-quality educational experiences.

TRANSFERS AND WITHDRAWALS:

The following procedures should be followed if withdrawing or transferring a student:

1. The student will return all library books and any other school property.
2. The student will pay for any debts such as a lost textbook, pictures, etc.
3. The parent/guardian must come to the office or send a written request stating the withdrawal date, new address and name of the new school (if known). **Records will be sent directly to the new school at their request.**

UNIFORMS:

All students are expected to wear uniforms. Proper wear of uniforms will be strictly enforced. Our uniform top consists of a collared polo shirt. **Any collared solid color polo shirt** may be worn (no graphics). **The uniform bottom colors are tan, navy or khaki.** Uniform shorts may be worn but must be fingertip length. Jeans and stretch pants are not part of our uniform. Please help your child to have a successful day and get off to a good start by making sure he/she is dressed appropriately. The following articles of clothing make up Stono Park's uniform:

SHIRTS OR BLOUSES WITH A COLLAR

Oxford or polo style, short or long sleeve (any solid color)

Shirts are to be tucked into pants/skirt/shorts

PANTS, LONG SHORTS (knee length), JUMPERS OR SKIRTS

If there are belt loops*, a belt should accompany students in 2nd-5th grade (any solid color noted above)

Leggings or tights may be worn only under skirts or dresses

SHOES

Closed toe shoes

Stono Park T-shirts may be worn only on Fridays, with uniform bottoms. Other t-shirts and jeans are not permitted unless a dress down day is specified.

Hoodies are not permitted

VISITS AND CONFERENCES:

All visitors must report to the office to receive a visitor's pass before going to the classrooms. All CCSD schools utilize a visitor management system that screens guests against a national sex offender registry. If a parent/guardian is on campus to observe or help in a classroom, a visitor's pass is still necessary. **Additional children should not accompany the parent/guardian on these visits.** Please schedule a conference with your child's teacher so that a convenient time can be arranged for both parties. Dropping in at the beginning of the day is not a good time for the teacher because all of the students are getting ready for the day and they all need their teacher's attention. Please call the school office or send a note via your child so that a time that is good for both the parent and the teacher can be determined. The teacher can give you his/her undivided attention during a scheduled conference.

STONO PARK BELIEF STATEMENT



We the scholars of Stono Park Elementary believe that we should always be responsible for our own actions, treat others with respect and dignity, and strive daily to be the best we can be.

Health & Wellness Policies

Water Drinking Policy

Drinking water can contribute to good health and schools are in a unique position to promote healthy dietary behaviors, including drinking water. Ensuring that students have access to safe, free drinking water throughout the school environment gives them a healthy alternative to sugar-sweetened beverages before, during, and after school. Access to safe, free drinking water helps to increase students' overall water consumption, maintain hydration, and reduce energy intake, when substituted for sugar-sweetened beverages. In addition, adequate hydration may improve cognitive function among children and adolescents, which is important for learning.

Here at Stono Park Elementary, we are committed to providing students, faculty, and visitors with free, safe, and unflavored drinking water throughout the day. Students are permitted to carry a clear, non-glass bottle containing water in the hallways and classrooms. Students are encouraged to refill their water bottles throughout the day. Faculty and visitors are strongly encouraged to be role models for students and drink water in the hallways and classrooms.

Adapted from: <https://www.cdc.gov/healthyschools/npao/wateraccess.htm>

Physical Activity Policy

Physical Activity During the School Day

Stono Park Elementary provides a physical and social environment that encourages safe and enjoyable physical activity for all students, including those with disabilities, special health care needs, and in alternative education settings. Students have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled weekly basis during the entire school year. Physical Activity equipment and facilities are age-appropriate, safe, and available to all students. Teachers are encouraged to provide short physical activity breaks during class time or in between classes (in addition to recess and PE classes).

Recess for Elementary Students

Elementary school students will have at least 20 minutes of supervised recess on all or most days during the school year. The use of physical activity as a form of punishment or behavior management by staff members is prohibited. Outdoor recess will be offered when weather and other circumstances are appropriate for outdoor play. If the school must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Recess will complement, not substitute, for physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being physically active alongside the students whenever feasible.

Bullying Prevention Policy

Bullying, Harassment, or Intimidation

Stono Park Elementary is committed to fostering a safe, positive physical and emotional school environment that promotes learning and creates a climate of trust. Stono Park Elementary prohibits all forms of bullying, discrimination, harassment, or intimidation of a student.

Definition

Bullying is defined as a deliberate, repeated act with the intention to hurt, insult, or threaten another person that takes place on school property, on a school bus or other school-related vehicles, at an official school bus stop, at a school-sponsored activity or event on or off school premises, or at any program or function where the school is responsible for the student.

Rules, Expectations, and Consequences

Stono Park Elementary believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. The development of this atmosphere requires respect for self and others, and for district and community property from students, staff, and community members. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students to grow in self-discipline.

Reporting and Resources

Any student who feels he/she has been subjected to bullying, discrimination, harassment, or intimidation is encouraged to file a complaint in accordance with procedures established by Stono Park Elementary. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community are encouraged to report any act that may be a violation of this policy.

If You are Being Bullied

- Tell an adult that you trust
- Do not show anger or fear
- Calmly tell the bully to stop or say nothing and walk away
- Avoid situations where bullying is likely to happen

If Someone You Know is Being Bullied

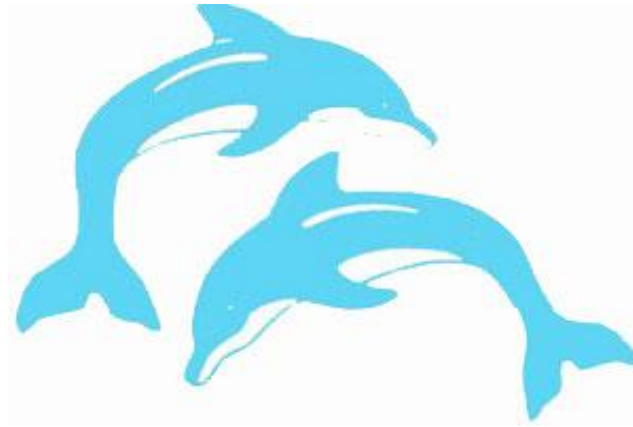
- Don't encourage the bully by laughing or joining in
- If you feel safe, tell the bully to stop
- Help the victim get away from the situation by asking them to come with you
- Encourage the person who was bullied to talk to someone they trust about what happened

Complaints will be investigated promptly, thoroughly, and confidentially. Stono Park Elementary prohibits retaliation in any form against a person who has filed a complaint or report of harassment, intimidation, or bullying. Stono Park Elementary also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. For additional information or resources on bullying prevention, please contact Mrs. Rivers, Guidance Counselor.

The wording in this model policy was adapted from the South Carolina Department of Education's, "Model Policy and Guidance for Prohibiting Harassment, Intimidation or Bullying" and Berkeley County School District Bullying Prevention and Intervention student services. Retrieved from:
<https://ed.sc.gov/districts-schools/school-safety/bullying/model-policyprohibiting-harassment/> <https://www.bcsdschools.net/Page/24219>

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Where We Are 'SURFing to Success'