Carolina Park Elementary
2025-26 Parent-Student Handbook

Dear Carolina Park Elementary Families,

Welcome to a new school year at Carolina Park Elementary. This handbook is here to help you and your child become familiar with our school's procedures, policies, goals, and expectations. We encourage you to read through it together and refer to it as needed throughout the year. The handbook is available electronically for your convenience.

We hope it answers many of your questions, but please know that we are always happy to help. If you need anything clarified, feel free to call us at 843.856.8060.

Building strong relationships between home and school is very important to us. At Carolina Park, we truly value the connections we share with our students, families, and the community. These relationships help us create a positive and successful learning environment for all.

We are excited to partner with you and look forward to a wonderful year ahead.

Please click on this link to acknowledge receipt of this handbook.

Sincerely,

Rebecca Accolla, Principal

Theresa Ruff, Assistant Principal

Stacy Todd, Assistant Principal

TABLE OF CONTENTS:

IMPORTANT DATES TO REMEMBER
ARRIVAL/DISMISSAL INFORMATION
STUDENT ATTENDANCE
STUDENT BOOKS AND FEES
STUDENT BEHAVIOR EXPECTATIONS
BREAKFAST & LUNCH
LUNCH WITH YOUR CHILD
RECESS
SPECIAL AREA CLASSES
GUIDANCE CLASSES
HOMEWORK PHILOSOPHY
CLASS VISITATION
TEACHER/PARENT CONFERENCES
IDENTIFICATION BADGES
EMERGENCY CARDS
MEDICATION
STUDENT TRANSFERS
REPORT CARDS & INTERIM REPORT CARDS
MTSS (Multi-Tiered System of Support)
LOST & FOUND and ITEMS FORGOTTEN AT HOME
CELL PHONES, WATCHES & OTHER DEVICES FROM HOME
CCSD TECHNOLOGY ACCEPTABLE USE POLICY
STUDENT DRESS CODE
FOOD POLICY
CHARLESTON COUNTY FIELD TRIP POLICY
SEXUAL HARASSMENT PREVENTION/POLICY
DENIAL OF MEDIA RELEASE
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

IMPORTANT DATES TO REMEMBER

Parent Conferences – Teachers will hold conferences with parents in order for parents to receive the first report card. Conferences will be held near the end of the first marking period.

CCSD Calendars

ARRIVAL/DISMISSAL INFORMATION

ARRIVAL	7:00-7:25AM
SCHOOL BEGINS	7:25AM
PM ANNOUNCEMENTS/DISMISSAL	2:25PM

MORNING ARRIVAL:

Bus riders:

Buses will arrive at the bus loop. Buses will unload at 7:00 and students will enter the building through the Kaleidoscope entrance. See afternoon bus section below for tracking information.

Car riders:

We run two car rider loops. The main loop is located at the front of the building and the side loop is located in the bus area. We have two lanes in the main loop which allow us to stack additional vehicles if needed. In the main loop, as you approach the building the two lanes merge to one lane for drop-off. The unloading area is along the full length of the sidewalks. Please be sure to pull all of the way forward and make sure that your child is ready to exit in the mornings when you stop. We have raised crosswalks in both loops. Please do not park on these crosswalks. It is also important that parents remain in vehicles at all times while in our car rider lines. Car rider drop-off will begin at 7:00 and end at 7:25 each morning. Please do not release your children from your vehicle until the bell rings at 7:00. If you arrive at school after the 7:25 bell has sounded, please park and walk your child to the main office for sign-in as they are considered tardy to school.

Walkers and Bike Riders:

We are so excited to provide the opportunity for many of our students to walk and/or ride bikes to school. Please ensure that your children use sidewalks leading up to our campus and our sidewalks once on campus. We have bike racks available for students to use. Walkers and bike riders will enter the school through our back entrance near the gym (if they enter from Darrell Creek Trail) or our main entrance (if they enter our campus near our library).

Parent Drop-off:
Morning parent drop-off is for parents who wish to walk their child to the school's entrance in the mornings. Parents will park in either the front or side parking lot and use the sidewalks leading to the raised crosswalk in that area. Parents are to escort students all the way across the crosswalk and to the front doors at either the main entrance or the Kaleidoscope entrance. Under no circumstances are students allowed to walk unescorted at any point in our parking lot, nor cross traffic at any point other than the raised crosswalk.

AFTERNOON DISMISSAL:
Bus riders:

- Buses will depart from the bus loop between 2:35-2:45. Parents are able to track their student's bus via the First View 1.0 Tracking app.
- Customer Service is: 1-888-889-8920 / (513) 419-2921 or support@firstviewapp.com
- CCSD uses one code for its schools: **N6G3F**
- The Instructions for English and Spanish can be found at these links.

All Kindergarten students who ride the bus home are required to have a red tag affixed to their bookbag. Students who have a red tag are not permitted to be dropped off at any other stop nor may they walk home on their own. If a student with a red tag has an older sibling (2nd grader and above), the sibling must be dropped off at the same bus stop. A parent/guardian of a student with a red tag must also be present at the bus stop. When at the bus stop of a red tagged child, the driver determines that the student does not have supervision present or when at the bus stop of a red tagged child the driver determines that the information on the tag is incorrect; the driver will notify their supervisor, via radio and will follow instructions given by his/her supervisor. If, for any reason, the driver cannot reach their supervisor, they will return the red tagged child to his/her school before their next route.

You can find more information about First Student and bus information at the Transportation website.

Car riders:
We will begin car rider dismissal at 2:25 each day. Just like in the morning, we will run two car lines in the afternoon. You are welcome to use either line. The main line is Zones 1-4. The bus area line is Zone 5. We have created unique, school-issued placards for you to use. You may request them through our main office. The most efficient way to let us know who you are picking up is to simply hold and show your placard to the

individual entering names as you pass them in the line. **If you forget your placard when picking up your child, you may be asked to bring your driver's license to our main office in order for us to dismiss your child.** When your child's name is read from the placard, they will be told in which zone to meet you.

Walkers and Bike Riders:

By choosing this mode of dismissal (Biker/Walker) for your child you are giving them permission to exit campus with or without an adult. Our ability to supervise students ends once children exit our campus.

We have 2 different biker/walker areas and it is important that you, your child, and your child's teacher are all on the same page to ensure that they are dismissed to the correct location of our campus.

MAIN Biker/Walker Area: Safety is our top priority and we have designed an access point and path in the back right corner of our property (along Darrell Creek trail). The path leads students to the back entrance of the school where multiple bike racks are located. We encourage students who walk and/or ride bikes to use this entrance/exit in the mornings and afternoons. If parents wish to meet walkers and/or bike riders in the afternoons they will meet them on the side of the sidewalk outside of the gate at Darrell Creek Trail. Please do not block the sidewalk.

LIBRARY Biker/Walker Area: We have additional bike racks located at the front of our school near our library for students who enter campus from that direction. When exiting as a front biker/walker, students need to wait to cross the street until they reach the roundabout. Students are not to cross the street directly in front of the school during dismissal time.

KALEIDOSCOPE (After-school Program)

Carolina Park has an extended day program sponsored by the Community Education Department. Childcare is provided after school for those who are enrolled. Information can also be obtained from our Director, Diane Tornifolio, diane_tornigolio@charleston.k12.sc.us

Students are dismissed directly from their classroom to Kaleidoscope. We have a well-designed access point for afternoon/evening Kaleidoscope pick-up. Parents may park in the front parking lot right outside of the Kaleidoscope entrance.

Dismissal Changes

Please have your child's dismissal plans finalized before school each day. Of course,

emergencies happen and, naturally, we understand those circumstances. However, we will not be able to repeatedly contact the same students for changes of plans. Please make sure that any dismissal changes are provided no later than 1:50.

Early Dismissal

If a parent must pick up a child early for a doctor's appointment, etc., the parent must send a note stating the reason and time the child will need to leave school. The parent must come to the office to sign out the child. A child will not be called to the front office until the parent arrives. If someone other than the parent/guardian must pick up a student, the individual must be listed on the child's emergency card. Picture identification will be required. Please include a phone number where you can be reached for verification. **Please do not pick up your child between 2:00-2:25 unless it is an unavoidable emergency. Dismissals during this time are incredibly disruptive to our classes as they wrap up the school day.**

Emergency Dismissal plans

It is essential that we have a dismissal plan on our Carolina Park Emergency Card for each student in the event that a weather emergency results in the early dismissal of students. Local media will announce school closings.

STUDENT ATTENDANCE

A high student attendance rate is crucial and students are expected to attend school regularly. Because of this, student attendance is one of the criteria by which we are evaluated by the State each year. If a student is absent, he/she is expected to present a written excuse signed and dated by the parent/guardian, or provide a doctor's excuse, within 3 days of the absence. Emails, texts and/or faxes are no longer accepted by CCSD as documentation of an absence. Any student who fails to bring a valid excuse to school automatically receives an "unexcused" absence. All public schools are expected to meet a State standard regarding student attendance. We will schedule conferences with parents after 3 consecutive, unexcused absences or 5 cumulative, unexcused absences. For a student to achieve perfect attendance they must be present (and on time) EVERY day.

Student Tardy Policy:

Students are expected to arrive at school on time. Entering the room even a few minutes late is disruptive to the tardy student, to the other children in the classroom, and it delays the beginning of the school day. Any student who enters the building after 7:25 will be marked tardy in the front office. **We will notify parents when their child has been tardy 5 times. After the tenth tardy, the parents will receive a**

letter from the administration and will be required to come in for a conference. There will be no exceptions to the policy except illness or a doctor's appointments.

STUDENT BOOKS AND FEES

Each student will receive a supply/fee list. Instructional fees are due at the beginning of the school year. The money from fees is used for consumable supplies, subscriptions and classroom activities. Parents may make payments on-line. Every effort must be made to collect all fee money. A student entering any time during the year must pay full price for new workbooks. If a student transfers, he/she will take those workbooks with him/her. When a student transfers out of the school, please see that all state textbooks and library books are returned. While we want our students to enjoy reading both textbooks and library books, we hold them accountable for their care and return. **If a lost, state-issued book is found after it has been paid for, a refund from the school will not be issued.**

STUDENT BEHAVIOR EXPECTATIONS

We will follow the CCSD Code of Conduct and CCSD Progressive Discipline Plan for all students.

The CCSD Code of Conduct can be found at the following link:
CCSD Progressive Discipline Plan (PDP)
CCSD Code of Conduct
CCSD Code of Conduct (Spanish)

In the Carolina Park Elementary community, we believe every student has the right to learn in a safe, clean, and pleasant environment. We will help students understand reasons for and learn the skills of self-control while developing positive attitudes and behaviors toward self and others. In order to reach our academic and social goals, parents, teachers, and staff will assume an active role in implementing our behavior expectations.

Educators are responsible for teaching and learning. We are committed to a rigorous academic program for all students.

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

Students are responsible for following our schoolwide expectations and focusing on learning.

Our school wide expectation at Carolina Park is for our coyotes (students) to "Be leaders of the PACK!"

PACK stands for Pride, Accountability, Commitment and Kindness

Referral to the Administration:
We regard disruptive behavior that results in a referral to the Principal/Assistant Principal as **VERY SERIOUS.** Referral to the Principal/Assistant Principal only occurs after the teacher has tried several classroom management interventions. **In all cases, the Principal/Assistant Principal will conference with the student and contact parents.**

Each discipline referral must be signed by a parent and returned to school the following day.

If in the rare occurrence that your child is suspended from the bus, they still must arrive at school on time.

To help eliminate the loss of or damage to toys, electronics, and/or valuables, students are not to bring these items to school. Your child's teacher will let you know if an exception to this rule needs to be made.

Positive Reinforcement:
We know that Carolina Park students are an exceptional group of young people and we emphasize cooperation, respect, and responsibility. Therefore, we recognize appropriate and exemplary behavior. We also agree that while students deserve and earn rewards, they should not be rewarded materially for expected behavior. We will, of course, continue to encourage positive behavior through our monthly P.A.C.K. meetings. In addition to each teacher's plan for positive reinforcement, our schoolwide discipline plan includes:

*Appearance on our News Show *Positive Calls Home *Positive Notes
*Specific Verbal Praise *Celebrations
*Invitations to Read to the Principal / Assistant Principal

THE HOUSE SYSTEM AT CAROLINA PARK ELEMENTARY

Four Houses, One Pack

The Purpose

The purpose of our house system is to create an environment where students feel safe and connected throughout Carolina Park (more than just their homeroom/switch classroom). Our goal is to foster authentic relationships between students across all grade levels. We want students to feel like they are part of a team; therefore making school a place where students want to be each day!

The Goals

1. Provide a respectful and nurturing school environment
2. Increase student achievement: academically, socially and emotionally
3. Cultivate intrinsic motivation within our students
4. Boost student and family engagement and school spirit
5. Aid students in becoming successful leaders
6. Develop new friendships, civic awareness, and overall student identity
7. Provide students with the opportunity to engage with student and faculty mentors outside of their classroom

House Sorting

All students and staff will belong to a house for life. Sorting will be left up to fate. We believe that whatever house one gets is the house they are meant to have. Incoming Kindergartners and new students will spin the wheel to determine their house.

House Points & House Winners

All members of the house will work to earn points for their house. House points will be awarded by all staff members to students who show Pride, Accountability, Commitment, and Kindness. At the end of the school year, the house with the most points will be awarded the top prize crowned House Winner. The House will be celebrated by the entire school!

BREAKFAST & LUNCH

Applications for the Free and Reduced Breakfast and Lunch Programs are linked below. Parents and students are encouraged to prepay for meals on a minimum of a monthly

basis. Students will be allowed to pay the daily fee. Breakfast begins at 7:00a.m. Please use the link below to create an account for your child that allows you to load money onto your child's account.

Online Payment Setup
Free & Reduced Lunch Information

LUNCH WITH YOUR CHILD

If you would like to visit the cafeteria and have lunch with your child on his/her birthday we would love for you to join us. Please make the teacher aware ahead of time. If your child's birthday lands on a weekend please visit on the Friday or Monday around the weekend. Due to space limitations in our cafeteria we are unable to accommodate parent visitors on days other than their child's birthday. Friends from the class are not allowed to join the birthday lunch.

RECESS

Recess is scheduled each and every day. Students must remain within the main playground area within the teacher's sight. Teachers will instruct children concerning safety rules of the playground.

SPECIAL AREA CLASSES

Students will rotate through special area classes on a daily basis. Below you will find contact information for the special area team:

- Art - Ms. Rogers - jessica_rogers@charleston.k12.sc.us
- Drama - Ms. Skovron - jennifer_skovron@charleston.k12.sc.us
- Library - Ms. Epps - emily_epps@charleston.k12.sc.us
- Music - Mr. Dickinson - william_dickinson@charleston.k12.sc.us
- P.E. - Coach Thomas - dirk_thomas@charleston.k12.sc.us
- P.E. - Mr. West - christopher_west@charleston.k12.sc.us
- S.T.E.A.M. - Ms. Hoey - lara_hoey@charleston.k12.sc.us

GUIDANCE CLASSES

The Guidance Program at Carolina Park is designed to meet the needs, interests and concerns of our parents and students. Your child will receive lessons and guidance instruction from our Guidance Counselors. Some of the many classroom guidance topics cover character education, using good manners, school citizenship, and friendship. Small group guidance sessions are also offered during the school year on topics such as divorce, social skills, and anger management. Letters requesting parent's

permission for children's participation are sent before they are allowed to be involved in small group sessions. Our Guidance Team is available during school hours at 843.856.8060. If you have questions or concerns, please contact a member from our guidance team:

- Ms. Liedberg - lucille_liedberg@charleston.k12.sc.us
- Ms. Robinson - teri_robinson@charleston.k12.sc.us

HOMEWORK

We believe that spending time with family each day is critical to the welfare and happiness of children. We believe it is important for families to interact with each other through such activities as reading, writing and talking about their day. Playing games together is an excellent activity to promote cooperation and good sportsmanship, as well as making learning fun.

We believe parents who encourage an active lifestyle by discouraging idleness and by helping guide their children's time into wholesome activities provide their children with tools and experiences for healthy bodies and minds. We believe that playing video games and viewing screens for excessive periods of time negatively affects school performance and health. Please encourage children to play outdoors, join sports teams, etc. in an effort to stay healthy and active.

Carolina Park's Homework Policy is as follows:

Grade	Maximum Nightly Minutes	Maximum Weekly Minutes
Kindergarten	10	40
1st & 2nd grade	20	80
3rd grade	30	120
4th grade	40	160
5th grade	50	200

Homework Requirements:

- Nightly reading and math practice/problem solving.
- Teachers may assign specific topics or subjects for reading.
- For the most part, teachers will not send home workbooks as homework assignments.
- Major projects are to be completed at school.
- Many students have heavier commitments on particular days during the week. Teachers will do their best to give homework assignments for the week to allow for students to complete extra homework on some nights and leave other nights to be homework-free.

CLASS VISITATION

Carolina Park parents are welcome to visit the school. Stop by the school office upon arrival. You will receive an identification sticker to wear while you are in the school. For the safety of our children, teachers are required to enforce our visitation policy. **Please do not visit your child's class without first establishing an appropriate visit time with your child's teacher.**

- Please notify the office and the teacher if a classroom observation is desired.
- During all visits (classroom, cafeteria, etc), we ask that your cell phones be turned off and out of sight. Taking photos of children other than your own are not permitted.
- On a case-by-case basis, and when deemed appropriate, outside therapists or special education providers may schedule an observation in the school setting. This observation should include a clear purpose, must be scheduled at least 48 hours in advance with an administrator, and must conclude within thirty minutes. As we are working as a team to help each child, we ask that copies of notes/documentation be provided to the front office upon check-out.
- All observations require 48 hour advance notice and MUST be approved by the administration.
- A member of our administrative team will accompany all observers throughout their visit.
- Observations are not to exceed 30 minutes.

TEACHER/PARENT CONFERENCES

Teacher/parent conferences are more effective and productive when teachers can prepare for the conferences and have all necessary information for parents. Please schedule conferences in advance with your child's teacher.

IDENTIFICATION BADGES

All staff, visitors, volunteers, substitutes, and any adults in the building must wear identification badges. Staff members must wear their photo identification badges at all times during the school day. Teachers will not permit parents or other visitors to enter their classroom without required identification. All visitors must check in with the office. Staff members are expected to ask any adult without identification to please check in with the office. This is for the safety of all our children.

EMERGENCY CARDS

Emergency cards will be available at our Meet the Teacher event. Please complete both sides, sign and return to your child's teacher. Once the school year is in session, parents need to update their information through the main office should changes occur.

MEDICATION

Medication/Medical Procedures:

(CCSD policy JLCD-Assisting Students with Medications)

CCSD schools are currently allowed to dispense a limited list of over-the-counter medications with parental consent. Please see the clinic emergency card for the list. Any medication to be administered at school requires a Doctor's Order form to be completed by the parent and the doctor. Medication must be provided by the parent in the original, sealed, properly labeled container. Any medical procedure (such as blood sugar checks, tube feedings) to be performed at school requires a Doctor's Order form to be completed by the parent and the doctor. Doctors Order forms are available from the school nurse or online at:

CCSD Medication/Procedure Doctors Order Form (English)
CCSD Medication/Procedure Doctors Order Form (Spanish)

Under no circumstances is a child to transport any medication (over-the-counter, prescribed, etc.) at any time.

STUDENT TRANSFERS

As soon as a parent knows the date of transfer, please notify the teacher and the office in writing. We need this information a minimum of two days prior to leaving. You may need to come into the office to transfer your child.

REPORT CARDS & INTERIM REPORT CARDS

Report Cards will be emailed at the end of each nine weeks for students in Kindergarten-5th grade. Interim reports will be emailed to parents at the middle of each nine weeks for students in Kindergarten-5th grade.

MTSS (Multi-Tiered System of Support)

- We believe that your child's success begins in the classroom. The partnership between the teacher and parent is critical towards ensuring that your child receives the support they need. If you have academic or behavioral concerns regarding your child, you are encouraged to schedule a conference with your child's teacher to develop a plan to help your child experience success.
- With any academic or behavioral concerns, strategies utilized within the classroom are the first step. If those are unsuccessful, students may be

considered for interventions or additional support.

- If additional support is needed, the classroom teacher will reach out to our leadership team for additional guidance.

LOST & FOUND and ITEMS FORGOTTEN AT HOME

Students are encouraged to be responsible. Unclaimed items are donated to charity on the last Friday of the month. **We strongly recommend that you label your child's belongings (jackets, hoodies, water bottles, etc.) to ensure it can be returned to its proper owner.**

In an effort to limit the amount of interruptions to the classroom, please do everything possible to have your child bring everything needed when they arrive each day. We recognize that on occasion students will forget something and, if it is essential (backpack or lunch for example), you are welcome to bring them to our front office. If your child forgets his/her water bottle they will have opportunities to use water fountains here at school. We will not accept water bottles and other non-essential items at our front desk as this causes an unnecessary disruption to the classroom.

CELL PHONES, WATCHES & OTHER DEVICES FROM HOME

We recognize that some of our students have cell phones, watches and other devices that can send and receive messages throughout the day. Our policy is that these devices are turned completely off and placed away in bookbags during the entire school day (7:00-2:25) while on campus. Even if these devices have a silent or school mode, they are to be turned off and in book bags while school is in session.

CCSD TECHNOLOGY ACCEPTABLE USE POLICY

Our students are fortunate to have access to technology through computers, iPads, Chromebooks, etc. Please review the CCSD Acceptable Use Policy below:
Technology Acceptable Use

STUDENT DRESS CODE

The goal of our dress code is to provide parents and students with a wide variety of clothing options, while ensuring that student attire does not interfere with instruction. All students are expected to wear appropriate clothing that complies with the CCSD Code of Conduct. Carolina Park Elementary T-shirts are available for purchase and event shirts will also be sold throughout the year. Every Tuesday will be a PACK Day in which students will wear their Carolina Park attire. House Spirit Days will also occur on the first Friday of each month and students will be asked to wear their House colors. Thank you for ensuring that your child adheres to our dress code policy.

- Shoes with a closed toe are required (backless shoes and those with greater than a

½" heel are not permitted).

- Athletic shoes should be worn on PE days.
- Shorts and skirts must be at least as long as the child's pinkie fingertips when arms are fully extended beside the legs.
- When leggings are worn, the accompanying top must be an appropriate length.
- Halter tops and tops with spaghetti straps are not allowed. Shirt straps must be at least the width of two fingers. Please help us instill this early, as it is difficult to say that younger students can wear these items and older students cannot.
- Shirts must cover the midriff, back and chest.
- Hats, bandanas, hoods or headgear are not allowed indoors (except for special events).
- Clothing must fit properly: not oversized or too tight, and pants must fit at the waist.
- Clothing and accessories may not display profanity, suggestive phrases, weapons, and/or offensive/inflammatory graphics or statements.
- Any attire, bracelets, necklaces, accessories, etc. that are determined to be unsafe or a distraction to the learning environment are not allowed.
- Perfumes and colognes should not be worn as some students can be highly sensitive to them.
- Students not in compliance with the dress code may be supplied a change of clothes by the nurse.

FOOD POLICY

Carolina Park Elementary is committed to providing a safe and supportive environment for all of our students. We place a high priority on our school food policy as we recognize its power to fuel learning. A vast body of research shows that improved nutrition increases a student's focus, attention, and classroom behavior. These beliefs have resulted in the following food policy for our school:

- We limit the amount of food sent to school, also known as 'outside food'.
- Outside food will only consist of daily lunch, daily snack, food for occasional instructional lessons and scheduled classroom parties (ex. Valentine's Day, end-of-year party, etc.)
- Outside food is not permitted to celebrate children's/faculty member's birthdays. Instead, classrooms have a list of fun, non-food options for children to select in an effort to celebrate their special day. (ex: appear on the morning news show, have a parent come in and read to the class, extra recess for the class, etc.)
- Items to be eaten in the classroom during daily snack shall be healthy. No junk food please.
- Candy will only be used for rare, educational purposes.

CHARLESTON COUNTY FIELD TRIP POLICY

The Board supports the idea of extending the school program by providing learning experiences and other activities away from school which are of value in helping achieve educational objectives. These extensions of classroom instruction and the school program are referred to as field trips. For purposes of this policy, a field trip is defined as any school sponsored activity which takes one or more students away from the school setting.

There are two types of field trips:

1. Instructional Field Trips (extensions of classroom instruction)
2. Interscholastic/Extracurricular Field Trips (extensions of the school program)

Field trips are further classified by the length of time and the approving authority.

1. A field trip which will be completed and students returned to school at the close of the normal school day. Approving Authority -- Principal.
2. A field trip which will be completed and students returned to school after the close of the normal school day or a field trip which will not be completed in one day. Approving
   Authority – Superintendent.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his school program to enable him to participate and shall be counseled as to his obligations in fulfilling them. The administration may place restrictions upon a student's participation when in the staff's judgment his welfare requires it. Charges or fees for field trips may be necessary. No funds are budgeted for field trips. Field trips may be denied because of cost or because the sponsor has not made arrangements for all students in the group to participate.

Students who participate in field trip activities shall be limited to those who are participating in the particular subject or activity and will benefit by achievement of the specific educational objective.

The Superintendent shall develop administrative regulations pertaining to the implementation of this policy.

Adopted: July 14, 1975 Revised: April 2012

*Please be aware that teachers and parents chaperoning field trips are responsible for Carolina Park students. Therefore, please do not bring any other children on school field trips. Chaperones are not allowed to ride the school buses. Volunteer clearance needs to occur at least 72 hours prior to the trip.

PROCEDURES FOR PARENTS WITH CONCERNS

FIRST **Please communicate first with your child's teacher.**

SECOND School Administration

Whenever the Principal, Rebecca Accolla, is not in the building, Stacy Todd, Assistant Principal and/or Theresa Ruff, Assistant Principal, will assume the Principal's responsibilities.

Bus Concerns:

First Student - Mt. Pleasant
Ashley MacDougall (843.823.3909), Kavita Banks-Watson (843.823.3909), & Shawmanek Smalls (843.823.3909)
Theresa Ruff, Assistant Principal (843.856.8060)

HARASSMENT, INTIMIDATION, OR BULLYING POLICY

At Carolina Park, it is important that we consistently provide a safe, positive learning environment that is free from harassment, intimidation, or bullying.

The Board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.
Policy JICFAA Harassment, Intimidation, or Bullying

DENIAL OF MEDIA RELEASE

There will be opportunities for our students to be in the news, media, and social media. **If you do NOT want your child to participate** please be sure that you have completed the media denial form as part of your registration in your Powerschool Portal. Please contact nydia_bordon@charleston.k12.sc.us or rebecca_accolla@charleston.k12.sc.us with questions.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
English version
Spanish version

Thank you for reading through this important information and for working with our school-based team to ensure the best possible learning environment at Carolina Park Elementary School!