



Stono Park Elementary School

Handbook

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Welcome to the 2006-2007 School Year at Stono Park Elementary!

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 all students receive a high quality education, which prepares them to succeed in a complex and competitive world.

DAILY SCHEDULE:

6:55 a.m. - Faculty/Staff Arrive

7:00 a.m. - Students Arrive (Breakfast) **There is no adult supervision before this time*

7:25 a.m. - Tardy Bell

2:25 p.m. - Student Dismissal

12:25 p.m. - Early Release (Sept. 4th, Feb. 12th, Mar. 12th, May 27th)

10:40 a.m. - Half Day Release (Oct. 9th, Dec. 18th)

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.

TRANSPORTATION:

To change your child's regular transportation: Notify the teacher in writing the morning of the change or drop off a written note to the front office. Phone calls to the front office will not be accepted for transportation changes—this is for student safety.

TITLE ONE SCHOOL:

Stono Park Elementary meets the criteria to be a Title I School. We receive federal funding that is used to provide additional staff and resources, and purchase classroom materials that the Title I Team determines to be a need. An annual Parent Meeting is convened during the first part of the year; more information will be posted on class dojo. 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 \$40 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.

UNIFORM POLICY:

All students are required to wear uniforms daily. Proper uniform wear will be strictly enforced to support a positive and focused learning environment.

Tops: Collared polo or oxford shirts (short or long sleeve) or Stono Park T-Shirts

Bottoms: Tan, navy, or khaki pants, skirts, jumpers, or knee-length shorts (No jeans, leggings, or stretch pants. Leggings/tights may be worn only under skirts or dresses)

Shoes: Closed-toe shoes only

Additional Guidelines: No hoodies allowed. No other t-shirts or jeans, unless it's a designated dress-down day. Clear Bookbags are required.

VISITOR POLICY:

You must have a Valid ID!! All parents and visitors must enter the building through the front office. For the safety of our students and staff, all visitors are required to check in through our visitor management system and wear a visible visitor's badge at all times while on campus.

We appreciate your support in following this important safety protocol. As a courtesy, please silence or turn off your cell phone upon entering the building. **To meet with a teacher: Please schedule a conference** in advance. Mornings are not ideal due to classroom preparation. Call the office or send a note to arrange a time that works for both you and the teacher. Scheduled conferences allow the teacher to give you **their full attention**.

ELECTRONIC DEVICES ON CAMPUS:

Refer to the CCSD Student Code of Conduct for full policy details:

<https://boardpolicyonline.com/?b=charles&s=245807>. Cell phones and communication devices (including smartwatches) may not be used during the school day. Devices must be turned off (not on vibrate) and stored in a bookbag or lockbox in the classroom during school hours. Devices that disrupt learning will be confiscated:

1st offense: Returned to student.

2nd offense and beyond: Parent/guardian must retrieve the device.

Repeated offenses: Device may be held until the end of the school year.

ATTENDANCE POLICY:

Perfect attendance will be recognized quarterly. Regular attendance is required for promotion. If your child is absent, please submit a valid written excuse within 3 days. Students should arrive on time and remain at school until dismissal. Tardies and early check-outs should be limited to medical emergencies only. Early check-outs after 1:30 p.m. are strongly discouraged to minimize instructional disruptions and support a safe, orderly dismissal.

Absences

*Students are expected to attend all scheduled classes unless absent for legally excused reasons, including: Illness/injury, Death in the family, Religious observances, or Court/legal appointments.

*Submit documentation (doctor/court note) upon return; only listed dates will be excused.

*Parent-written notes are accepted and must be submitted within 3 school days of return with the following information included: Students full name, Date(s) of absence, Reason for absence, and Parent/Guardian signature.

Tardies

*Arrivals after 7:30 a.m. are marked tardy.

*After 5 tardies, a conference is required and residency verification may be requested.

Truancy Policy

*A student is considered Truant after 3 consecutive unexcused absences or 5 total unexcused absences.

*A Truancy Conference will be required to address attendance concerns.

*Residency verification will be requested.

*If you live outside Stono Park's attendance zone, you may be required to enroll your child in your zoned school.

*Continued absences will result in a Second Truancy Conference with the school administrator.

*If attendance does not improve, a referral will be made to CCSD's Department of Alternative Programs and Services for further support.

*Stono Park follows all CCSD Truancy Intervention Policies & Procedures.

TRANSFERS AND WITHDRAWALS:

Records will be sent directly to the new school upon their request.

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

- *The student will return all library books and any other school property.
- *The student will pay for any debts such as a lost textbook, pictures, etc.
- *The parent/guardian must come to the office and fill out a district withdrawal form.

Parent/Family Lunch Visits

For the safety and security of our students, parents and guardians are not permitted to enter the school during regular lunch periods to eat with their student. Unscheduled lunch visits can disrupt the school day and create security concerns. Throughout the year, families will be invited to participate in designated family events, lunches, and volunteer opportunities. We encourage families to attend these scheduled events.

BUSES, BUS DISCIPLINE AND BUS RULES:

Student safety on the bus is a top priority to ensure every child's well-being. Maintaining order on the bus is the driver's responsibility, and any disorderly conduct will be reported to school administration. The bus ride is considered an extension of the school day, so students are expected to follow all school rules while riding. Clear expectations and consequences help students understand the importance of bus safety and respectful behavior.

Bus Rules

- *Keep hands, feet, and personal items to yourself
- *Sit in your assigned seat and remain seated at all times
- *No profane language, gestures, or loud noises
- *Do not damage seats, windows, or any bus equipment
- *No tobacco, weapons, or illegal items allowed
- *Toys are not permitted on the bus
- *No eating or drinking
- *Always follow the driver's instructions

Consequences

To maintain safety on the bus, students are expected to follow all rules. When a rule is broken, the following steps will be taken:

- 1st Referral - Student receives a warning from an administrator, Parent/guardian is contacted.
- 2nd Referral - Parent/guardian is contacted. Student may be suspended from the bus for up to 3 days.
- 3rd Referral - Parent/guardian is notified. Student may be suspended for up to 5 days.
- 4th Referral - Parent/guardian is notified. Student may be suspended for up to 1 month.
- 5th Referral - Parent/guardian is notified. Students may be suspended from the bus for the remainder of the school year.

Serious Offenses

Any behavior that endangers passengers or the driver, or involves willful vandalism, may result in immediate and more severe consequences. Parents will be notified right away.

Reminders for Families

- *Ensure your child is ready and waiting at the designated stop when the bus arrives.
- *Adult supervision is required for students in Child Development, Kindergarten, and 1st Grade, and recommended for all young students.
- *For any bus-related concerns, contact 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 7:30 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 reenter 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 2:45 p.m.; there is a \$1.00 per minute late fee per occurrence due upon pick up.

WALKERS/BIKE RIDERS:

- *Must live within one mile of the school.
- *Will enter and exit the school through the push gate near the marquee.
- *Any students arriving or departing campus by vehicle MUST use the car rider line.

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>

EMERGENCY CARDS:

All emergency cards will be printed from your students' school registration. 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.

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.

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, 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.

HEALTH & WELLNESS POLICY:

Stono Park Elementary School is committed to providing a safe school setting for all of our students. We also believe that teaching children to eat in a healthy manner is an important life skill. The high number of life-threatening food allergies coupled with the extreme increase in childhood obesity has caused us to make a few changes to our food practices as we are committed to providing a safe school setting for all of our students. Working together, we can help our children learn to choose healthier lifestyles and ensure that all children are safe at school. Thank you in advance for your support of the following practices:

- *Food is not to be used as a reward or consequence on a daily basis. If there are special circumstances, please see the principal.
- *We are greatly reducing the amount of food sent to school. Lunch and snacks from home are always allowed. Food for scheduled classroom celebrations or special events (ex. Valentine's Day, Halloween, etc.) will be balanced.
- *Fast food or store **bought meals** will not be accepted in the front office. We welcome and encourage you to bring lunches purchased outside of school for our Special Person's Lunches.
- *Please encourage your child to finish any breakfast items - fast food or home breakfast prior to exiting their vehicle in the morning.
- *Items to be eaten in the classroom during daily snack shall be healthy. Please avoid sending in junk food items for snacks. A list of recommended items includes: apples, bananas, raisins, grapes, carrots, strawberries, cucumbers, oranges, melon, blueberries, green and red peppers, celery, dried fruit mix, craisins, mini V8 juice cans, popcorn (low in butter), pretzels, cheese, chips (baked), Gogurt®, plain yogurt, sugarfree JelloR, plain pudding cups, cereal bars, trail mix, cheerios, granola bars, saltines, goldfish, rice cakes, applesauce, mini whole grain bagels, mini Muffins, Chexmix®, and yogurt covered raisins.
- *The availability of candy will be greatly reduced and only used for rare, educational purposes.
- *The use of food as rewards will be limited (ex. pizza parties).
- *Water bottles are always welcome. Please ensure students are only bringing water to school. This helps limit pests in the classroom when the inevitable spills occur. 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.

*We encourage parents to come and eat lunch with their students during our special events.

SCHOOLWIDE BIRTHDAY POLICY:

Birthdays are considered important days at Stono Park Elementary School. Parents are allowed to send in a treat on their child's birthday. Items we encourage you to send in include healthy treats, non-edible treats, mini cupcakes, or cookies. Please coordinate the day and time for your child's birthday treat with your child's teacher. Students must be able to carry their treats on their own. Balloons, flowers, and other large items should be reserved for celebrations at home with family. Our office staff is very busy and does not have time to deliver birthday treats to classrooms.

PHYSICAL ACTIVITY POLICY:

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. Recess monitors or teachers will encourage students to be active, serve as role models by being physically active alongside the students whenever feasible, and provide alternate movement activities on the playground as well as frequent movement breaks within the classroom.

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.

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.

DISCIPLINE:

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

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.

BULLYING PREVENTION POLICY:

At Stono Park Elementary, we are dedicated to providing a safe and supportive environment where every student can learn and grow. Bullying, discrimination, harassment, or intimidation of any kind is strictly prohibited.

Bullying is a repeated, intentional act meant to hurt, insult, or threaten someone. It can happen: on school grounds or buses, at bus stops, during school events (on or off campus), or in any setting where the school is responsible for the student.

Our Expectations

- *Students, staff, and families work together to create a respectful, responsible school community.
- *All staff use proactive strategies to prevent problems and teach students positive behavior.
- *Students are expected to take responsibility for their actions and respect others.
- *Students: If you're being bullied, or know someone who is, tell a trusted adult right away.
- *Staff: Must report all incidents to the principal or their designee.
- *Families and Community Members: Are encouraged to report anything concerning.