

2026-2027 Student & Family Handbook

Port Royal Elementary School
1214 Paris Ave.
Port Royal, SC 29935
Phone: 843-322-0820 Fax: 843-322-0841
https://beaufortschools.net https://pres.beaufortschools.net

Dear students & families,

This is an exciting time to be a Mariner at Port Royal Elementary School. Our school is deeply rooted in history, and while we honor and preserve our traditions, we are also committed to preparing students for a successful future. Throughout the school year, we will focus on developing positive character traits and effective habits that promote personal growth, leadership, communication, and collaboration—essential skills for all 21st-century learners.

Strong communication between home and school is essential to your child's success. I encourage you to review your child's Red Communication Folder each day for important notes, updates, and correspondence from their teacher. Please take every opportunity to connect with your child's teachers and our staff. Ask questions, share ideas, offer to help, and participate in the many opportunities available to support your child's educational experience.

We welcome families to visit during lunch, attend special events, and volunteer in classrooms. Parent-teacher conferences may be scheduled at any time to discuss your child's progress. Teacher email addresses are available on our website. If you have questions or need assistance, please contact our school at 843-322-0820 or email me at vicki.goude@beaufort.k12.sc.us.

It is an honor to serve as the principal of Port Royal Elementary School and to lead such a dedicated faculty and staff. I look forward to working together to help our students develop positive character traits such as perseverance, empathy, and respect, while building the academic skills needed for future success. Thank you for your partnership and continued support of teaching and learning at Port Royal Elementary School. Together, we will remain on course toward our destination—excellence!

Welcome to the 2026-2027 school year!

Vicki Goude, Principal

Who can help me?

Principal: Vicki Goude
Assistant Principal: Alicia Rouse
Office Manager: Yvonne Simmons
Data Specialist: Regina Johnson
Bookkeeper: Doris Bowers
Counselor: Arriel Young
Social Worker: TBD
Technology: Maureen Murphy

Vision & Mission

Port Royal Mariners build a community where everyone is respectful, responsible, engaged, and well rounded. Our mission is to educate, empower, and engage students through:

- cooperation & communication
- community involvement
- challenging & innovative curriculum
- social & emotional development
- safe & inclusive environment

General School Facts

Grades Served: Pre-Kindergarten to 5th Grade
Motto: Staying On COURSE: Destination—Excellence
Colors: Navy blue, white, and red
Mascot: Mariners
Logo: Compass
Digital Weekly Newsletter: The Mariner's Message

Uniforms:

Tops—Solid color **navy** blue, white, or red collared shirts

Bottoms—Solid khaki or navy **(cargo pants and leggings are not allowed).**

Shoes—Closed toe/rubber soled shoes are required (for safety during physical education class and outdoor activities)

Belts are required on bottoms with belt loops.

Unhooded Sweatshirts/Sweaters—must be solid navy blue, white, red, or be an official school spirit sweater, in order to be worn inside the building.



No coats or jackets will be permitted inside the building.
Please contact our social worker at 843-322-0820 if you are in need of support with uniform items for your child(ren).
For a complete description of the district dress code, along with actions and consequences for uniform violations, please visit http://beaufortschools.net.

Important Information:

- **Tardies:** Students must be in the classroom by 7:45 a.m., or they are reported as tardy. Excessive tardies will be addressed by school personnel, including the counselor and social worker.
- **Absences:** A written excuse must be sent for each absence within 3 days. Lawful absences include student illness, death/serious illness of immediate family member, recognized religious holiday, prearranged absence for other reason/extreme hardship at the discretion of the principal. Truancy is defined by the state as three consecutive

unexcused absences or five total unexcused absences. Frequent absences may result in a review for retention. Please avoid unnecessary absences. Absences will be addressed by school personnel including our social worker and administration. (see BCSD Regulation SS-5 Student Attendance)

- **Parents' contact information:** All contact information must be updated, accurate, and current on the emergency card in the office. This includes home, cell, and work phone numbers, email addresses, as well as physical and mailing addresses. Updates must be made in writing and accompanied by district required documentation (mortgage/lease/rental agreements and utility statements).
- **Things to leave at home:** Items that can create a distraction to instruction need to be left at home. PRES is not responsible for lost, stolen, or damaged items brought from home. Items that cause distraction will be taken from the child and held until claimed by the parent. Unclaimed items will be donated to charity at the end of the school year. Appropriate disciplinary action will be taken for items that violate the BCSD Progressive Discipline Plan Student Code of Conduct.
All personal electronic devices and communication devices must be turned off and stored in a locker, pocket, purse, backpack, or other non-visible secure location from the school start time to the school end time.

- **Restaurant Food:** Help us support the BCSD Wellness plan by not bringing in "fast food" for breakfast or lunch. Meals purchased from commercial restaurants (Burger King, Subway, McDonalds, etc.) are not allowed in the cafeteria during lunchtime. Soft drinks are not permitted.
- **Textbooks, red folders, and library books:** These are provided for students at no cost. Replacements for lost or damaged textbooks, red folders, or library books must be paid for.
- **Computer Devices** are issued to students for instructional use. Please review the Acceptable use policy. Damage to devices can incur fees for repair or replacement.

How to be an Informed Parent

Knowing what is going on at Port Royal Elementary is very important, and we do several things to help keep our Port Royal families informed. Please take advantage of these opportunities:

- **Read *The Mariner's Message:*** This is our weekly newsletter that is sent electronically (unless parents request a hard copy). A link is emailed & texted to parents through Parent Square. Please make sure you have signed up for and downloaded the **ParentSquare app.**
- **Read the classroom newsletter:** This comes directly from classroom teachers and is posted in **ParentSquare** (unless parents request a hard copy).
- **Sign up on our website:** Navigate to http://pres.beaufortschools.net for school information.
- **Grades & Attendance:** Sign into the **Parent Portal** under the Families tab. Once you log on, you can check your students' attendance records and grades in real time. A password is available from our data specialist, Regina Johnson.
- **ParentSquare phone calls, emails & texts:** Automatic phone calls will be sent periodically to update families and to remind them of scheduled events, changes or cancellations, and other important information. Please accept ParentSquare texts and add emails to your inbox acceptance.
- **Respond to our surveys:** We ask for your ideas, opinions, and suggestions in *The Mariner's Message* and we want your feedback so we can improve our programs.
- **Review your child's red communication folder nightly:** Please look for notes & assignments in the red folder.

- **Call or email us:** We want to hear from you with comments, questions, compliments, and concerns. Nothing is too big or too small for us to handle.
- **Facebook:** Follow us on Facebook for good news about our school including photos.

Red Communication Folders

Red Communication folders are issued to every student school wide. They are used as a daily assignment tracker and communication tool. Please look for notes from your children's teachers and use this tool to communicate with your child's teacher. Planning and organizational skills are an important part of learning, and the folder is intended to help your child take responsibility for his/her materials, assignments, and learning.

Morning Drop Off

- Do not drop off students prior to 7:15 at any time. It is not safe. PRES **does not** provide early morning care services and can only supervise students beginning at 7:15 when employees are on duty.
- Car riders must be dropped off in the back circle drive on 12th St. Do not drop students off at the front entrance on Paris Ave.
- Walkers and bike riders enter the building through the front main entrance door beginning at 7:15 a.m.
- Bus riders enter the building through the front main entrance door.
- Students are greeted throughout the building by teachers and staff members along the way. Instruction begins at 7:45. Students are marked tardy if they are not in their **classroom** at 7:45.
- Please do not expect an impromptu conference with a teacher in the morning because that is instructional time. We do not permit parents to walk students to class for this reason and for their independence. *Kiss & Go* at the entrance and staff will ensure all students find homerooms safely.

Pick-Up Tags and Dismissal Procedures

- Students will only be released to parents/guardians who show a valid pick-up tag. Without a tag, parents/guardians will be required to park, enter the front office, and present a valid photo identification.
- A parent/guardian listed on the approved pick-up list will be issued one pick-up tag free of charge after providing valid photo ID. Additional tags are $3 each. The purpose of the pick-up tag is to allow the holder to efficiently pick up his/her child without having to show a photo ID each time.
- Teachers on car rider and walker duty will read the names of your children from the pick-up tag & radio staff so your children can be called to come outside to meet you. Students are then escorted to their waiting parent or vehicle for a safe and secure delivery. Dependent walkers who wait for a parent/guardian are dismissed from the side playground door.
- Students who walk or ride their bike home independently exit from the front of the building and are escorted off of school property across the main crosswalk. These students must have a signed independent walker/biker permission slip on file with us.
- After working through the first few days of pick up to teach everyone our system, the pick up of students from various dismissal locations will end at 3:05. During the first few days it takes a bit longer. Many folks arrive well before dismissal, which is fine as long as everyone stays in the car or stands outside the door respectfully. Arriving after 3:05 is problematic. We begin calling parents at 3:05 to verify pick up. Late pick up of

students requires parents to park their car and enter through the main office to officially sign students out. You must then present a valid photo ID, or your PRES approved Pick-Up Tag.

- **All students must be picked up no later than 3:05 p.m.**
- To minimize disruptions in instruction and to ensure that maximum learning time occurs, checking out students within 30 minutes of the end of school will not be permitted. *EARLY SIGN-OUT for students ends at 2:15 p.m*. except in the event of an emergency approved by the principal.

Afternoon Bus Dismissal

Students who return home by bus report to the bus dismissal area. The bus is an extension of school. You will find the rules for riding the bus and consequences for violating the rules as part of the Beaufort County School District Progressive Discipline Plan and Code of Conduct. They are just what you would expect them to be – be reasonably quiet, always sit down on the bus; in effect, students should do their part to make the bus trip as safe as possible. Failure to follow bus rules can result in losing the privilege of riding the bus. Safety is of the greatest importance, and all bus rules are enforced.

Changes in Transportation

Any transportation changes must be recorded in writing. Notes or emails are needed to make the changes you request to your child's transportation plan. Please make these changes prior to 2:15pm. Please clearly identify the date and duration of the change. Emailed transportation changes must be sent to PREStransportationchanges@gmail.com **prior to 2:15**. Emails to any other may not be viewed in time for changes. If you wish to make permission changes to the adults listed to pick up your child, you will need to come into the office to make those changes in writing. No changes can be made to remove or authorize additional adults by email, fax, or phone.

Attendance, Absences, and Tardies

- Students must be in school on time in order to learn! Students are expected to attend school regularly and must present a written excuse, signed by a parent/guardian, following *each* instance of an absence.
- Absences from school are considered either excused or unexcused. Any student who fails to bring in a valid excuse (within 3 days) will automatically receive an unexcused absence. The only excused absences that are acceptable are a child's personal illness that would endanger their health or the health of others, a serious illness or death in the students' immediate family, recognized holidays of their faith, or medical, dental, mental health, or other health services that must be scheduled during school hours. Truancy is defined as three consecutive unexcused absences or a total of five unexcused absences. It is very important for students to bring in excuses upon returning from an absence. In cases where we have not heard from parents after several days of absence, the school Social Worker and district office personnel will be notified for follow-up. A written Attendance Intervention Plan will be developed to ensure compliance with the SC Compulsory Attendance Law.
- Tardy students disrupt the learning environment and negatively impact student learning. Consistently arriving late to school or being signed out early may be establishing a pattern of nonattendance; and excessive numbers of tardies and early sign outs will be addressed by school personnel, including the social worker and administration. Tardies and early sign outs may also be deemed a behavior code violation and addressed under provisions of the Beaufort County School District Student Code of Conduct.

The Instructional Program

- Port Royal Elementary School faculty and staff focus on the learning needs of each child to ensure a rigorous, standards-driven curriculum that incorporates skills and concepts required for South Carolina students. Each day, students will have a minimum of 90 minutes of mathematics and 120 minutes of literacy instruction, with additional instruction in health, science, and social studies. Academic Arts classes are offered by certified teachers in Art, Music, Media Science, STEM lab and P.E. In addition, students will have lessons with the school counselor.
- The South Carolina State Board of Education requires schools to use the SC College and Career Ready Standards (SCCCRS). These are posted on the school web site. Beaufort County educators continue to align the curriculum standards for each grade level with appropriate instructional strategies and assessments. We use district curriculum maps to ensure a guaranteed, viable curriculum for all children, tailored to the uniqueness of Port Royal Elementary School and our Project Based Learning grade level units.
- We are striving for quality, not quantity, regarding homework assignments each evening. Homework is designed to be practice for what has been taught in class, and the purpose is to extend the learning through additional reinforcement. It also serves to inform parents about what students are currently learning. Students should be able to complete their homework independently, with minimal assistance from parents. It is very important that your child continue to read every night. Please look for your child's Read Every Day (R.E.D. Reading) Log. The more students practice reading, the better they are at fluency, comprehension, and vocabulary development.

Field Studies

Field studies enhance learning, giving children knowledge through experiences that bring curriculum standards to life. These will be offered during regular school days, and fees may be requested for families to cover the cost. A general permission slip is sent home with the initial school packet that allows you to grant permission for your child to participate in short walking trips around the Town of Port Royal, while specific permission slips will be sent home for more extensive trips.

Assessment and Grading

Teachers use a variety of informal and formal assessments including norm-referenced tests, teacher-made tests, publisher tests, common assessments, anecdotal notes, running records, checklists, rubrics, and performance assessments to use as evaluations to guide instruction and to use in a summative form for grading purposes. Additional assessments, including state-mandated tests such SCREADY, and norm-referenced tests such as iReady, are administered to measure progress and to inform instruction to meet the needs of all children. Notice of district and state assessments will be provided in *The Mariner's Message* as they occur during the year.

Progress Reports and Report Cards

Progress reports and report cards will be sent home each quarter. Please be sure to acknowledge receipt of this important information by signing and returning the accompanying envelope to school with your child.

Parent Conferences

Parent conferences are encouraged to take place regularly (at least once per quarter), and on an

as-needed, or as-requested basis. We are striving for 100% participation for parent-teacher conferences on the district scheduled day in October!

Class Celebrations

Each class may schedule two celebrations (usually before Winter Break and at the end of the year) that will occur at the end of the day. Birthday parties will not be a part of the school day. Our District Student Wellness Policy charges us with setting guidelines for refreshments served at parties, celebrations, and meetings during the school day. These items must be store bought, and the original packaging must not be opened. Parents are welcome to bring a *healthy snack* to the office and leave it for the class. For more information on the District Student Wellness Policy, please visit http://beaufortschools.net.

Safety and Security

We have a Town of Port Royal Police Department School Resource Officer (SRO) assigned to our school. The goal is to provide a safe and secure environment for students and staff.

All doors remain locked at all times. All visitors report to the front door and use our doorbell to announce yourself and request entry. Staff will request valid identification to sign students out of school.

All volunteers must have an approved volunteer application on file to spend time volunteering with students.

Volunteer Screening

All adults volunteering to work in the school, chaperone field studies, and serve in a mentoring capacity must complete an online application at https://www.beaufortschools.net/community/volunteer in order to undergo a background check. The screening includes references and a SLED check. The district will process the application for FREE, and grant permission for individuals to interact with students. In the event of an unsuccessful screening, district and school safety procedures will be enacted. This application is valid for two calendar years and must be resubmitted prior to its expiration date.

Emergency Management Practices and Protocol

The safety of our students and staff is a priority. Regular drills, preventative practices, and proactive procedures will continue to occur throughout the year. *Please notify us of any safety concerns you may have.* Fire, tornado, earthquake, intruder, bomb threat drills, school lockdowns, and emergency evacuation drills are conducted on a regular basis. Students are taught how to respond in an emergency and how to evacuate the building safely. BCSD will use Standard Response Protocols posted throughout the school (HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER).

Photo ID Required

We welcome visitors, guests, and volunteers to our school. For your child's safety, and the safety of all, visitors must sign in using a valid photo ID (such as a driver's license or Passport), at the check-in station in our front office before entering the school. No one without a photo ID and proper clearance will be allowed access to the building. A printed visitor's badge will be provided for each visitor. These badges must be worn in a clearly visible location at all times while inside the school.

If you are picking up a child from school, you must be the child's parent/guardian or be on the emergency pickup list for the child and have proper ID with you.

Emergency Contact Information

Students' Emergency contact information will be automatically populated with the information that the parent provides during the initial enrollment/re-enrollment period. This information must be updated annually and kept current for each child in case of an emergency. Parents must notify the office of any changes during the school year. Changes to the dismissal list must be made in writing and in person. Please include home, cell, and work phone numbers, along with your home and email addresses.

Counseling Program and Social Worker Services

School counseling is provided in a variety of ways to support students. Our school counselor will conduct whole group lessons as well as individual and small group counseling throughout the year. Our school counselor and school social worker provide a comprehensive, developmental counseling program for our students. If parents would like their child to talk to the school counselor or social worker, please contact the school office to make arrangements.

Meals

Our school is participating in the Community Eligibility Provision provided through the Healthy Hunger Free Kids Act. All students enrolled at PRES will receive a healthy breakfast and lunch daily free of charge. Meal applications are not required for meals.

Lunch With Your Child

We encourage parents to join their children at lunch by bringing a packed lunch or by purchasing a school meal. Outside lunches purchased from commercial restaurants (Burger King, Subway, McDonalds, etc.) are not allowed in the cafeteria during lunchtime.

Money and Valuables

Students should not bring cash to school unless requested for payment of trips, book fairs, or other school sponsored events. We *strongly encourage* families to use the on-line payment system to *avoid* students carrying money. Download the free app at www.myschoolbucks.com and create a free account. All money should be sealed in a clearly labeled envelope and turned in to the teacher as soon as your child enters the classroom. The school cannot be responsible for lost or stolen money, or other valuables.

School Improvement Council (SIC) and Family Involvement

- Please join our SIC to support our school! You may join and weigh in on important school related policies and procedures and implement practices that benefit our school community and goals. All PRES family and community members are encouraged to participate to enjoy time together and strengthen the relationships that support teaching and learning at Port Royal Elementary.
- We strongly encourage family participation in students' learning through Family Events such as our Back-to-School Meet and Greet, Open House, math, literacy, and STEM nights and musical performances.

RESPECT YOURSELF, RESPECT OTHERS, RESPECT YOUR ENVIRONMENT!

- Students are expected to come to school ready to learn and to respect themselves, respect others, and respect their environment at all times while on school grounds and on school-sponsored trips (this includes walking and/or riding to and from school).
- Parents will be notified if student behavior disrupts instruction and climate of the school. Administrative actions will consistently adhere to the *BCSD Progressive*

Discipline Plan Student Code of Conduct, which can be found and viewed online at http://beaufortschools.net.

Character Education-Direct Classroom Instruction

- Before we can expect every student to model the appropriate behavior, we must first ensure that all students are taught and have the opportunity to practice displaying the positive character traits that we desire.
- All students will receive direct classroom instruction illustrating the importance of utilizing good character and displaying positive behavior. Each day, all homeroom classes will participate in a class morning meeting where rules and expectations are discussed and practiced in engaging ways such as storytelling, role playing, and modeling. These character traits are also infused within our daily classroom content, so students are able to keep learning and practice how to show RESPECT.
- Rules and expectations are also taught and reinforced through classroom lessons facilitated by the school counselor and school social worker.
- Students who consistently display RESPECT and character attributes throughout each month are eligible to be recognized as a Mariner of the Month for their homeroom class. One student from each homeroom class is recognized for displaying the current character trait consistently during that month. Selected homeroom students are recognized at our monthly crew rally. One student is selected by the school panel and is nominated for recognition at the district level.
- Students who are unable to consistently display RESPECT and character attributes throughout each marking period will receive verbal warnings, in addition to individualized interventions that address modifying the undesired behavior.

Responsive Classroom

- The Responsive Classroom approach is embraced by our school faculty and students as a positive way to foster not only academic competencies, but also social-emotional competencies. School faculty and staff members create a safe and joyful learning experience for all students. The use of Responsive Classroom strategies each day includes starting and ending each day with a positive tone for learning and a sense of community by engaging in morning meetings and closing circles and establishing a shared purpose throughout the school and community. School staff members use effective, positive language that promotes academic and social growth.
- We are actively implementing Responsive Classroom practices and Crew team building that will reinforce appropriate behavior and character development. All K-5 students are assigned to a CREW. CREWS will be recognized at the monthly schoolwide CREW rally.

Honor Roll

We will acknowledge 3rd-5th grade students who achieve the Principal's Honor Roll (earning all A's in ELA, Math, Science, & Social Studies on their report card) and that achieve the Honor Roll (earning all A's and/or B's in ELA, Math, Science, & Social Studies on their report card) during our quarterly Anchored in Achievement Award Celebration. Additional awards include B.U.G (Bring up a letter grade in ELA, Math, Science, or Social Studies) and Perfect Attendance (no absences, tardies, early dismissal).

School Nurse Information

If you are concerned about your child's health while at school, please communicate any questions directly to our school nurse by phone **843-322-0836** or by email

Holly.Mehrer@beaufort.k12.sc.us

Please scan code for the BCSD website student health and wellness page. Here is where many required health related forms and/or district policies are located.

Prescribed Medication and OTC Medication

PRES nursing staff can administer approved **prescription** medications delivered to us by an **adult** in the original container with a signed medication form by doctor and parent giving us permission to administer it. The form can be found on the district website. Children cannot have any medication in their possession. Please make sure to email our nurse to set up an appointment to establish all medication administration during school hours. The school district approves select over the counter medications for the current school year that may be administered with parent consent that is completed during school registration.

Lice

From time to time, children arrive at school with lice in their hair. While this is an unpleasant issue, it is a common occurrence in schools. Students who have live lice found at school may remain in school until the end of the day in accordance with Department of Public Health regulations. Requirements for return to school will be required: the student needs to have treatment initiated by parents, removal of live lice from hair, and a letter signed and dated that requirements have been met prior to return. When the student does reenter, a nurse assessment is required, along with case-by-case monitoring.

Asthma

If your child has asthma, a rescue inhaler could be kept in the health office for your child to use as needed for emergencies. Please have your doctor fill out the Asthma Medication Authorization form to give permission and individual treatment guidelines from a physician. A Health/Emergency action plan will be created with the parent and nurse when the medication is prescribed for school use by a physician.

Screenings

Health screenings will be done based on the yearly recommendations established by the SC Department of Public Health. You will be notified prior to the screening dates. Please notify our nurse in writing prior to the screening if you wish to elect your child not be screened for the current school year. If a referral is recommended based on your child's screening you will be notified with a letter sent home in the student's red folder. Please make sure you review this information, sign, and return the letter to complete your child's screening on file.

Allergies

If your child has been diagnosed with a **SEVERE allergy** that requires a physician monitoring and prescribed accommodations, please indicate this on the health card when registering your child for school or notify our nurse. Refer to the medication section above for EPI pen. A school health/emergency plan will be completed.

Injuries

If your child has an injury that requires use of any durable medical equipment (cast/brace/crutches/splint), a physical activity accommodation and/or use of the school elevator, a signed physician note stating specific accommodations must be received at student

arrival to school before entering class.

Change of Clothes

Please make sure your student arrives ready to learn in a clean PRES school uniform. Pre-K, Kindergarten, 1st grade, a student with any history of accidents and/or females during their menstrual cycle, are recommended to keep a change of clothing in their bag or classroom. Accidents do happen; please help your child feel comfortable in these easily embarrassing situations.

Department of Health

Parents/guardians must notify the school within 24 hours after the child has developed a known or suspected communicable illness addressed on the Exclusion List. The SC Department of Public Health frequently updates guidelines for school/children care settings to prevent spread of communicable disease (SC Code Ann. Section 63-13-20). Please scan the QR code for the link to guidelines.

Please scan the QR code for DPH guidelines.

If your child is not feeling well, please follow any physician recommendations and use this quick reference guide:

1. Does your child's illness keep him/her from completing their own self-care activities or participate in their learning?
2. Could your child's illness affect the health and safety of others?

Cough- A mild cough does not necessarily mean that a child needs to stay home. Your child will need to stay home if the cough is constant, causes shortness of breath, problems breathing, or if they have a fever.

Diarrhea- Keep your child home if he or she has 3 or more loose stools in 24 hours. Your child may return when they have no more than 2 stools above normal.

Fever- Keep your child home for a fever of 100.4 degrees or higher. Your child may return when they no longer have a fever for 24 hours without using fever-reducing medicine and well enough to comfortably take part in school activities.

Rash- Keep your child home if the rash is associated with change in behavior, fever, tenderness, oozing, or is an open wound that can't be covered.

Vomiting- Keep your child home if vomiting has occurred 2 or more times in a 24-hour period. Your child may return when well enough to participate in routine activities.

Please provide the school with ALL parent and physician medical notes so absences are coded correctly throughout the year.