

Dear Carolina Park Elementary Families,

This handbook was developed to familiarize you with Carolina Park Elementary School's procedures, policies, goals, and expectations. We appreciate you taking the time to review its contents with your child. Please read this handbook together and refer to it periodically throughout the year as needed. This handbook is available through our website in an effort to make it more accessible and paperless.

Hopefully, the information in the handbook answers many of your questions. We are always available to clarify any school matter. Please do not hesitate to contact us at 843.856.8060.

A close home/school relationship built on mutual trust and respect is absolutely necessary to promote the best interests of our children. At Carolina Park Elementary we take pride in the relationships that we form with students, parents and the community at large. It is through these relationships that we are able to establish and maintain success as an excellent school. We look forward to working with you this year.

Sincerely,

Michael Antonelli, Principal

Kyle Smalls, Assistant Principal



pull all of the way forward and make sure that your child is ready to exit in the mornings when you stop. We have a raised crosswalk at our main entrance. Please do not park on this crosswalk. It is also important that parents remain in vehicles at all times while in our car rider line. Car rider drop-off will begin at 7:00 and end at 7:25 each morning at the school's main entrance. It is okay for parents to arrive at the car rider line prior to 7:00. **However, please do not release your children from your vehicle until faculty members arrive to car duty at 7:00.** The route for cars is outlined on the attached map. Car rider pick-up will begin at 2:30 each afternoon at the main entrance. We have created unique, school-issued placards for you to use. You may pick up placards at our Meet the Teacher Day on August 16<sup>th</sup> or you may request them through our main office. These placards will help us to create a safer environment for our students who are dismissed through the car rider line. Please place the placard on the passenger's side sun visor. This will assist us to move the car rider line as quickly as possible. **If you forget your placard when picking up your child, you will need to bring your driver's license to our main office in order for us to dismiss your child to you.**

### **Additional Car Rider Information:**

In order for the car rider system to move along at a steady and safe pace, there are certain rules that must apply:

1. **Cars will stack in two lines and then merge into one line at the cones.** Children will not enter or exit their cars until they are in the drop-off/pick-up area at the end of the line where staff members are on duty.
2. Children must remain in the specified drop-off/pick-up area where there is adult supervision. Children will not be permitted to meet parents in the parking area.
3. The bus area is for buses only. It is very dangerous for children and adults to walk between or around buses.

### **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. 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 enter and exit through the gate at Darrell Creek Trail. By choosing this mode of dismissal 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.

### **Parent Drop-off/Pick-up:**

Parent drop-off is for parents who wish to walk their child to the main entrance in the mornings. Parents will park in the front parking lot and use the sidewalks leading to the main (raised) crosswalk. Parents are to escort students all the way across the crosswalk and to the canopy area. Under no circumstances are students to walk unescorted at any point in our parking lot, nor cross traffic at any point other than the raised crosswalk. Parent pick-up is for

parents who wish to park in the front parking lot and walk up to the school. In order to efficiently move through our afternoon dismissal this pick-up area will be dismissed first and parents must be present and waiting adjacent to the cafeteria at 2:25. Students will be dismissed and parents will escort students along the nearest crosswalk and to the parking lot. If parents are not present to pick students up from this area students will be sent to wait in the main office.

**Kaleidoscope (After-school program):**

We are excited to have a well-designed access point for afternoon/evening Kaleidoscope pick-up. Parents may park in the front parking lot and simply enter the entrance marked Kaleidoscope.

**Important note regarding golf carts:**

The Mt. Pleasant Police Department has given clear direction that golf carts are considered vehicles. Golf cart use should follow all rules and procedures outlined for vehicles. Under no circumstances should golf carts be driven on sidewalks or other areas not designated for vehicles.

**Dismissal Changes:**

**For the safety of our students, we are unable to always take phone requests for student dismissal changes.** A student must have all his directions for any changes in his/her afternoon schedule before he/she leaves home. 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.

**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.

**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 4 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 appointment.

**RECESS**

Recess is scheduled each and every day. Students must remain within the main playground area within the teacher's sight. Teachers must notify the office of unauthorized adults who are on the school grounds. Teachers, students, and parents are requested to immediately report any safety hazards concerning the playground equipment, broken glass, or other dangerous objects. Teachers will instruct children concerning safety rules of the playground. Parents are not allowed to supervise students during recess.

**HOMEWORK PHILOSOPHY**

We believe that spending time with family each day is critical to the welfare and happiness of children. Rather than spend the evenings completing worksheets, workbook pages and projects, 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 television 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:

<u>Grade</u>	<u>Maximum Nightly Minutes</u>	<u>Maximum Weekly Minutes</u>
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. Please do your 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.
- For those teachers who share students, work together to ensure that your combined expectations meet the maximum minutes outlines above.

**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:

[https://www.ccsdschools.com/UserFiles/Servers/Server\\_2973281/File/Families/Student%20Code%20of%20Conduct/1718/StudentCodeofConduct\\_Elementary3\\_2017-18.pdf](https://www.ccsdschools.com/UserFiles/Servers/Server_2973281/File/Families/Student%20Code%20of%20Conduct/1718/StudentCodeofConduct_Elementary3_2017-18.pdf)

Spanish version:

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Back%20to%20School%20Resources/1718/StudentCodeofConduct\\_Elementary\\_Spanish2\\_2017-18\\_aug8.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Back%20to%20School%20Resources/1718/StudentCodeofConduct_Elementary_Spanish2_2017-18_aug8.pdf)

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 discipline system.

**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 schoolwide expectation at Carolina Park is for our coyotes (students) to “Be a leader 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 signed by a parent and returned to school the following day.

If in the rare occurrence your child is suspended from the bus, they still must arrive at school on time. Students should not arrive before 7:00AM. Tardies and absences due to bus suspension are unexcused. It is of equal importance for the safety of the student that parents pick up their children at dismissal time at 2:25.

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. There will be no candy or gum rewards. In addition to each teacher's plan for positive reinforcement, our schoolwide discipline plan includes:

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

**STUDENT BOOKS AND FEES**

Each student will receive a supply/fee list. Instructional fees are due at the beginning of the school year. Parents may make payments on-line, or make checks payable to Carolina Park Elementary and return to your child’s teacher. 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.**

### **BREAKFAST & LUNCHES**

Applications for the Free and Reduced Breakfast and Lunch Programs will be provided by CCSD at the beginning of the year. 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.

Student breakfast \$1.40	Student lunch \$2.25	Adult breakfast \$2.00
Reduced breakfast \$.30	Reduced lunch \$.40	Adult lunch \$3.75 Milk \$.50

### **CLASS VISITATION**

Carolina Park parents are welcome to visit the school. Please notify the office and the teacher if a classroom observation is desired. 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.**

### **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. Conferences are required for parents to receive report cards after the first marking period.

### **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 when in our charge.



## **EMERGENCY CARDS**

Emergency cards have been sent home. 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 Doctors Order form to be completed by the parent and the doctor. Doctors Order forms are available from the school nurse or online at:

[http://www.ccsdschools.com/Departments\\_Staff\\_Directory/Academic\\_Division/HealthServices/](http://www.ccsdschools.com/Departments_Staff_Directory/Academic_Division/HealthServices/)

**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 will need to come into the office to transfer your child.

## **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 Kim Hoffman, our Guidance Counselor. 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. All students will participate in whole group Guidance classes unless parents opt out by contacting Kim Hoffman directly. She is available during school hours at 843.856.8060. If you have questions or concerns, please give her a call.

### **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 Kelly, [diane\\_kelly@charleston.k12.sc.us](mailto:diane_kelly@charleston.k12.sc.us)

### **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:

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Back%20to%20School%20Resources/1718/IJNDB.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Back%20to%20School%20Resources/1718/IJNDB.pdf)

### **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. Fridays are Spirit Days and we ask that all faculty and students wear Coyote Gear on Fridays. 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 1/2" 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, or headgear are not allowed (hats may be worn at recess on cold days).
- Hoods may not be worn indoors.
- 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 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 busses.**

### **SEXUAL HARASSMENT PREVENTION/POLICY**

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Divisions/Learning%20Services/Academics/Guidance%20and%20Counseling%20Services/2017BTSResources/PARENT%20letter%20Eng.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Divisions/Learning%20Services/Academics/Guidance%20and%20Counseling%20Services/2017BTSResources/PARENT%20letter%20Eng.pdf)

Spanish version:

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Divisions/Learning%20Services/Academics/Guidance%20and%20Counseling%20Services/2017BTSResources/Parent%20letter%20Sp%20\(1\).pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Divisions/Learning%20Services/Academics/Guidance%20and%20Counseling%20Services/2017BTSResources/Parent%20letter%20Sp%20(1).pdf)

### **DENIAL OF MEDIA RELEASE**

There will be many opportunities for our students to be in the news and media. If you do NOT want your child to participate please complete and return the form below to our main office.

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Divisions/Strategy%20and%20Communications/Back%20to%20School%20Resources/DenialMediaReleaseForm20172018.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Divisions/Strategy%20and%20Communications/Back%20to%20School%20Resources/DenialMediaReleaseForm20172018.pdf)

Spanish version:

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Back%20to%20School%20Resources/DenialMediaReleaseFormSpanish20172018.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Back%20to%20School%20Resources/DenialMediaReleaseFormSpanish20172018.pdf)

### **Family Educational Rights and Privacy Act (FERPA)**

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Back%20to%20School%20Resources/1718/FERPAnotice20172018.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Back%20to%20School%20Resources/1718/FERPAnotice20172018.pdf)

Spanish version:

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Back%20to%20School%20Resources/1718/FERPAnoticeSpanish201718REV2.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Back%20to%20School%20Resources/1718/FERPAnoticeSpanish201718REV2.pdf)

**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!**