

South Hill Elementary School

1290 Plank Road

South Hill, Virginia 23970

August 2015

Dear Parent(s)/Guardian(s) and Students:

Welcome to South Hill Elementary School! Whether you are a returning students, new to our school, or starting school for the first time, we know that you share with us the excitement of a brand new school year. On behalf of the faculty and staff, we are glad to have you as part of the South Hill Elementary School family, and we look forward to the opportunity to work with each of you to help your child experience a productive and successful school year.

As we prepare for the exciting learning opportunities expected in the upcoming school year, please take time to read over the Parent/Student Handbook with your child. The Parent/Student Handbook is provided to answer questions about the policies and procedures of Mecklenburg County Public Schools as well as the expectations and activities specific to our school. I urge you to keep your copy of the Parent/Student Handbook handy for quick reference as questions arise throughout the school year.

Please remember that your active participation in our school is vital to the success of your child. Let your child know that school is important through your words and actions. When home, community, and school work as a team, we can expect great things for and from our children. I encourage you to communicate regularly with your child's teacher, attend meetings and conferences, and join the PTO. Your support is wanted and needed. If we can be of any assistance to you at any time, please feel free to call us at 434-447-8134. We look forward to serving you and challenge you to make this your best year ever.

Sincerely,

Michele G. Icenhour, Principal

MISSION STATEMENTS

MCPS Mission Statement and Motto

Foster a culture of excellence where proud students and educators become the craftsmen of beautiful, quality work.

“How Well are the Children?”

Vision Statement

Build a model, twenty-first century learning, organization that cultivates thoughtful, engaged citizens prepared to contribute to the prosperity of the county, commonwealth, nation, and world.

South Hill Elementary School Statement

South Hill Elementary School believes that by fostering a positive learning environment, we empower everyone to achieve and succeed. Through teamwork, students and staff will be valued, supported, and challenged to reach their highest potential.

We are “STARS”----Students That Achieve Rigorous Standards!!

By building a culture based on Habits of the Heart and Mind; **R**espect, **E**ffective communication, **C**reativity, **I**ntegrity, **P**erseverance, **E**veryone will make a **“RECIPE for Success!!”**

Building a school culture

Throughout the school year, you will receive information about Habits of the Heart and Mind. These habits will be “lived” school wide. Our habits include: respect, effective communication, creativity, integrity, and perseverance. Everyone will learn ways to follow these habits to build a strong, positive culture in our building. We encourage parents to stress these habits at home as well as offer reminders for your child to use them at school.

MCPS SCHOOL CALENDAR 2014-2015

SHE CALENDAR OF EVENTS 2014-2015

(Next Pages)

SCHOOL HOURS

The school day begins at **8:55 a.m.** and ends at **3:35 p.m.** each day unless otherwise noted on the MCPS Calendar. Parents that choose to drop off students in the morning may do so as early as **7:45a.m.** Students who are dropped off before 8:30 will enter by way of the car lot. A staff member will direct the students to the cafeteria. Students may eat breakfast. During this time, students can read, color, or play a quiet game. Staff will be available for supervision. At 8:30, these children will be dismissed to homeroom and buses will unload. In the afternoon, students will be dismissed as follows:

3:28 Pre K K and car riders

3:31 Grades 1-2

3:35 Grades 3-5

BELL SCHEDULE

Note: The required instructional day for elementary student in Mecklenburg County Schools begins at **8:55 a.m.** and ends at **3:35 p.m.**

8:30 a.m. Buses will unload and go to breakfast or homeroom.

8:55 a.m. Students are to be in homeroom classes. Tardy bells rings.

Morning announcements are made. Students arriving to school after this time will be marked **tardy**.

Parents must sign in students in the main office and list the reason for tardiness.

3:35 p.m. Students are dismissed. A change in time or routine way of going home must be accompanied by a **written note** from the parent. We will follow the child's normal routine without a note from the parent.

Dropping off/Picking up students

Parents may choose to drop off and pick up students following the stated procedures for South Hill Elementary School.

Morning Drop-Off:

- › **Students may be dropped off from 7:45-8:55. Tardy bell rings at 8:55 (parents must sign in late students)**
- › Parents are to follow the traffic pattern. PLEASE DO NOT GET OUT AND MOVE CONES!
- › Weather permitting, staff members will be available to help your student out of the vehicle. Please refrain from stopping and getting out of your vehicle as this impedes traffic.
- › Once your student has gotten out of your vehicle and safely on the sidewalk, please follow the exit traffic pattern to leave the parking lot.
- › Parents are encouraged to follow this procedure and refrain from parking in the lot to drop off their student.

Afternoon Pick-Up:

- › **Car riders are dismissed at 3:28p.m.**
- › Parents are to follow the traffic pattern. PLEASE DO NOT GET OUT AND MOVE CONES!
- › Staff members will be positioned outside to assist with loading.
- › Please refrain from stopping and getting out of your vehicle as this impedes traffic.
- › Do not park in the pick-up line.

Procedures for Signing Students out of school

1. Parent, Legal Guardian, or other designated adult must come into the office.
*Emergency cards are flagged for any students that may have custody or other legal orders.
2. **A valid photo ID** must be presented, even if the person picking up is the parent or legal guardian.
3. Once a request has been made for pick-up of a child, the Emergency Card must be checked.
*If the person picking up the child is not on the Emergency Card, the school must have received prior written notice before dismissing the child.

**If the person picking up the child is not on the Emergency Card and the school has NOT received prior written notice, the office staff must contact the parent and have verbal permission before dismissing the child.

4. The adult must sign the student out using the computer.
5. The child will then be called to the office for dismissal.

SOUTH HILL ELEMENTARY STAFF

See following pages

TITLE ONE INFORMATION

Title One is a program that funds instructional personnel to work with students who need extra support in the areas of history, math, reading, science, study skills, and any other area(s) of concern. South Hill Elementary School has several Title One teachers who work with students in grades K-5 to improve student success. Teachers may work in a small group setting or within the classroom setting. Teachers will provide extra practice with work that has already been introduced by the homeroom teacher. Teachers may also provide assistance if a student has been absent and missed any lessons and/or tests that need to be made up.

South Hill Elementary School
1290 Plank Road
South Hill, Virginia 23970

August 13, 2015

Dear Parent/Guardian,

On January 8, 2002, the No Child Left Behind Act of 2001 (NCLB) was signed into law. Section 1111(h) (6) (A) states that as a parent of a student in South Hill Elementary School, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Michele Icenhour, Principal, at 434-447-8134.

Sincerely,

Michele Icenhour, Principal

Title One School Letter

**South Hill Elementary School
Title I
Parental Involvement Policy**

South Hill Elementary School recognizes that the education of each student is a responsibility shared by the school, the student, and the student's family. South Hill Elementary School endorses parental involvement and encourages the regular participation by all parents in the education of their child(ren). South Hill Elementary School is designated as a school-wide Title I School.

- The school will convene an annual parent meeting during the month of September.
- The school will establish a quarterly meeting schedule. Meeting agendas and minutes will be available to parents.
- Meetings/Workshops will be scheduled at varying times of the day to meet parent schedules.
- The school will establish a Title I Advisory Council and Council meetings will be open to all parents.
- The Council will be comprised of administrator(s), Title I staff, teachers and parent representative(s) from each grade level.
- The school will provide curriculum/assessment information to all parents.
- The Title I Advisory Council will review data with school staff and provide input relative to the School Improvement Plan.
- The school will provide parents with a copy of the school's Parental Involvement Plan in the student handbook.
- The Title I Compact/Survey will be sent to parents twice a year to collect data regarding parent involvement and concerns. Any noted concerns will be forwarded to the school district level and addressed when establishing goals for the following school year.
- The Parental Involvement Policy will be developed by the Title I Advisory Council and reviewed/amended annually.
- The Parental Involvement Policy will be available to parents of English as a Second Language (ESL) students.
- The school's Parental Involvement Policy supports the Division level policy.
- The school will provide timely information about programs, parent/teacher conferences, daily schedules, school events, supply lists, and contact information via SchoolMessenger, newsletters, school calendar, school/County website and other varied media outlets.

Parental involvement is the centerpiece of Title I

- Parents are full partners in their child's education and are encouraged to be actively involved in his/her success.
- The school will include parents, as appropriate, in decisions relating to the education of their child(ren).
- Parents are encouraged to attend meetings, workshops, and conferences at the school level.
- Parents will be responsible for completing and returning the Title I Compact twice a year.

- Parents may participate by volunteering at school, serving on various teams and committees, observing the operation of the Title I Program, assisting with the evaluation of the success of the Title I Plan, and offering suggestions for improvement.

GRADING SCALE

- MCPS will use a 10 point grading scale.
- 100-90 A
- 89-80 B
- 79-70 C
- 69-60 D
- 59-below F

Parent Portal will be available to parents this school year to view student progress online. More details will follow for parents interested in participating.

HOMEWORK

Homework for K-2 will consist of 30 minutes for Reading and written work combined.

Homework for 3rd-5th will consist of 60 minutes for Reading and written work combined.

These times are approximate for students. Some students may take more time and some may take less time.

INTERIMS AND REPORT CARDS

Report cards will be issued each nine weeks. Teachers will be responsible for interim reports each nine weeks. Guidance will be the Report Card Runners for South Hill Elementary. There will be two parent visitation meetings for parents and guardians of elementary students during the school year. These are very busy days and teachers often see the majority of their students' parents. Please refrain from holding lengthy conferences with teachers on that day. If you need to discuss matters in great detail, schedule an appointment for another day with the teacher.

October 21 report cards/Elementary Visitation 4:00-6:30

January 11 report cards

March 16 report cards/Elementary Visitation 4:00-6:30

May 25 report cards given on last day of school

Homeroom teachers will attach the Progress Report form to the front of interim reports for each student. The form is to be signed by parents and returned to the homeroom teacher on the following day. (See form) Dates for interims:

September 21, 2015

February 08, 2016

November 16, 2015

April 18, 2016

*Elementary students will take report cards home on the last day of school. If your child is absent on the last day, the report card will be in the school office for you to pick up during office hours.

SCHOOL REPORT CARD

The school's report card from DOE can be found on our school website: she.mcpsweb.org. A paper copy can be provided upon request.

TESTING

Please mark these important dates on your calendar.

IMPORTANT DATES TO NOTE:

Spring SOL testing window:

April 11-June 24 3rd, 4th, and 5th grade

Division Testing:

Reading: August, November, & March

Math Assessments will be at end of units. Student Growth Assessments are in August and March.

*There will be a monthly writing prompt for grades K-5

Please make every effort to have your child at school on time every day prior to and during testing and allow him/her to remain at school for the entire day. It is extremely important that appointments, vacations/trips, etc., be scheduled at times that do not interfere with the school day, as there will be ongoing daily instruction and review to prepare the students for testing.

Expedited Testing: The state Board of Education says that elementary and middle school students who fail Standards of Learning (SOL) tests by narrow margins (375-399) may be retested before the end of the year — provided that school divisions first secure parental permission.

MOMENT OF SILENCE

The Mecklenburg County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. The teacher responsible for each class shall make sure that each student:

- (1) remains seated and silent and
- (2) does not disrupt or distract other students during the moment of silence.

The moment may be used for any lawful silent activity, including personal reflection, prayer, and meditation. However, the teacher responsible for each class shall not influence, not to pray or meditate, during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

By using the habits, the school rules listed will be easy to follow.

PLEDGE OF ALLEGIANCE

The Mecklenburg County School Board requires the daily recitation of the Pledge of Allegiance in each classroom of the school division. During the Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts. Student who are exempt from reciting the Pledge based on religious, philosophical, or other grounds, shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge.

SCHOOL RULES

Students and parents should familiarize themselves with the division policies on student attendance, discipline, and bus conduct. These are located in the South Hill Elementary School Handbook and the Mecklenburg County Public Schools Attendance, Conduct and Dress Code website. The following rules are established for students:

- Cafeteria:**
1. Talk quietly in the lunch line and at the table.
 2. Walk to the dining table.
 3. Use good table manners.
 4. Stay seated.
 5. Clean your area.

- Assembly:**
1. Enter and exit quietly.
 2. Listen and be attentive.
 3. Stay seated.
 4. **No one is permitted to leave an assembly except for an emergency or parent pick-up.**

- Hallways:**
1. Walk at all times – running inside the buildings is not permitted.
 2. Walk on the right side of the halls and stairways.
 3. Walk quietly.
 4. Enter doorways on the right.

- Restrooms:**
1. Enter and exit quietly.
 2. No playing.
 3. Wash hands.
 4. Keep floor free of paper.

- Playground:**
1. Appropriate footwear is required. (Tennis Shoes and sneakers).
 2. Take turns in organized activities.
 3. Be friendly.
 4. Respect others.
 5. Play safely – no fighting or rough games that involve tackling, pushing, or shoving.
 6. Jumping from equipment is never permitted.
 7. Stay away from doorways.
 8. Cell phones, electronic games, mp3 players and other such devices are not allowed on the playground.
 9. Line up quickly when told to do so.
 10. Students are not allowed to re-enter the building or leave the playground area without the permission of the adult on duty.

Bullying: Bullying will not be tolerated by any student at South Hill Elementary School.

BULLYING

Any student exhibiting this type of behavior will be **required to attend two (2) sessions with the Guidance Department during their recess time.** Parents will be notified by the Guidance Department. Further incidents will result in other disciplinary action as noted in the Mecklenburg County School Board Code of Conduct.

PTA

All elementary schools in Mecklenburg County have active PTA's. The PTA serves the students in many ways, and thus serves the school. To function effectively, the PTA needs to volunteer workers with a broad range of talents and skills. All parents and family members are urged to join the South Hill Elementary PTA and to become participants on one or more of the working committees.

Membership dues for the 2015-16 school year will be \$5.00 per person.

ATTENDANCE PROCEDURES

MCPS Policy

Students are required to attend 3 ½ hours of the instructional day (8:55-3:35) to be counted present. Children who have been present each day, will receive a NOT BEEN ABSENT certificate at the awards assembly.

*School Board policy requires that any student who is absent from school must provide an excuse note by the parent or guardian. The excuse note may be a written note signed by the parent or guardian or a verified excuse from phone contact between the parent and guardian and a member of the attendance staff. If an excuse note, either written or through phone contact, is not received by the school by the close of the second day after the student has returned, the absence is recorded as unexcused.

There are times when a student is unable to attend school. Each parent or legal guardian having charge of a child enrolled in MCPS shall inform the school each day his or her child is absent all or part of any school day. Schools will make reasonable effort to contact a parent or legal

guardian of each absent student every day and a log will be kept of contact attempts. Absences that may be considered excused upon receipt of a valid written note or other form of notice approved by the school from the parent or guardian on the day of the student's return to school include:

- illness (if over two days, the school may require a note from the physician);
- medical and dental appointments
- court appearances

It is important to note that the policy for Mecklenburg County Public Schools states, "If a student accumulates more than twenty (20) absences all year long, including days missed because of late enrollment, the student may not be eligible for credit.

Any extended absences must be approved by the Principal prior to the absence. The Principal will be the judge of the validity of any excuses

Any student who arrives to school or class after the 8:45 a.m. tardy bell has sounded will be considered "Tardy". She/he is required to report to the office first! A parent/adult must sign the student in and the office will issue a "Tardy Slip" to the student. The student will report to his/her homeroom teacher first and turn in the Tardy Slip. The homeroom teacher will then direct the student to the appropriate class, according to the child's schedule.

Court Involved Students

Students already involved with the Juvenile and Domestic Relations Court, specifically court ordered to attend school regularly either as part of an existing truancy plan or terms of probation, *or other court order* will automatically be referred to the court service unit upon the **first** unexcused absence. Those times are recorded within the computerized attendance system as **tardy** or an **early dismissal**.

BREAKFAST AND LUNCH PROGRAMS

Breakfast will be served from 7:45 a.m. to 8:45 a.m. Children who qualify for free or reduced-price meals will receive those benefits for both breakfast and lunch.

Student:		Adult:	
Full Price Lunch	\$1.80	Lunch	\$2.95
Reduced Price Lunch	.40	Breakfast	1.25
Full Price Breakfast	.70		

Reduced Price Breakfast .30

Milk .50

STUDENTS ARE EXPECTED TO HELP KEEP THE CAFETERIA CLEAN AND ATTRACTIVE AND TO CONFINE THEIR EATING OF FOOD TO THE CAFETERIA, WHETHER THEY PURCHASE MEALS AT SCHOOL OR BRING FOOD FROM HOME.

In keeping with the school division's Student Wellness Program,
STUDENTS ARE NOT ALLOWED TO BRING BOTTLED OR CANNED SOFT
DRINKS TO SCHOOL OR USE THE SNACK AND SODA MACHINES IN THE
ROTUNDA.

Times to Arrive/Depart	Line 1	Line 2	Line 3
10:45-11:15	Peacock/Pully	WOLLENBURG	SHOMO
10:50-11:20	DEAN	PARROTT	CORUM
10:55-11:25	WILSON	MARTIN	R. COLEMAN
11:00-11:30	REESE		
11:05-11:35	SALLEY	MW COLEMAN	WALKER
11:10-11:40	SYKES	MCQUAIN	CAGE
11:25-11:55	FLETCHER	VAUGHAN	CALLAHAN
11:30-12:00	CLARY	CAMPBELL	EMERSON
11:40-12:10	REED	MANNINO	BARNES
11:45-12:15	EDMONDS	BACON	
11:50-12:20		POOS	ELLIS
12:00-12:30	SMILEY	NICKERSON	MOORE
12:05-12:35	EGGLESTON	THOMPSON	HENDRICK
12:10-12:40			
12:25-12:55	CLARK	EDWARDS	S. MARTIN
12:30-1:00	S. CALLAHAN	PEEBLES	BROWN

Every student is expected to go through the lunch line to get lunch, unless he/she has brought lunch from home.

Extra milk may be purchased as the student goes through the line.

It is the policy of the Mecklenburg County School Division that students **not** be allowed to borrow meal money from the school cafeteria. *Parents are encouraged to apply for free or reduced-price meals if they are unable to pay full price for their child's meals.* Those students who pay for meals are encouraged to pay for their meals by the week or by the month. If a parent wishes to pay for their

child's meals weekly, the money should be sent on the first school day of the week. Likewise, if they pay monthly, the money should be sent on the first school day of the month.

It is the responsibility of every parent to *make sure that provisions have been made for his/her child's meal each day.* Parents are welcome to have lunch with their child(ren). Please call the school and let café staff know so that enough lunches can be prepared.

For the convenience of our parents, students, and staff, school breakfast and lunch menus will be sent home monthly by the student and also may be found on the school's website at she.mcpsweb.org.

PARENT/TEACHER COMMUNICATION

Good communication between parents and school personnel is important for development of a meaningful educational program for children. A valuable way to gain knowledge of your child's development is through parent/teacher conferences. Teachers will be happy to talk about the progress your child is making.

On Monday, your child's teacher will send home the previous week's work. These papers give you your best opportunity to monitor your child's progress and potential report card grade. Please remember that grads can change quickly in the last three weeks of a grading period and teachers cannot "see the future". That is why the weekly papers are your best way to keep up with the progress of your child.

SCHOOL CLOSINGS

School closings, because of inclement weather, will be announced on major radio stations and through the *School Messenger System*. Unscheduled closings due to equipment failure or weather may also occur. Each child should know where to go if an emergency arises and school is dismissed early. It is important that you complete the form provided and return it to the teacher immediately.

It is imperative that the school is informed when parents change a contact number or address for any reason.

School Messenger

School Messenger will be the method of receiving announcements concerning school cancellations, delays, or information. More information about how to register for this program and update information will be forthcoming.

EMERGENCY INFORMATION

Accurate information concerning each child **is a must**. The emergency card information must be completed by parents and returned to the child's homeroom teacher on ***the first day of school***. Please make sure you provide complete (detailed) information regarding phone numbers where you, or a responsible adult, may be reached in an emergency situation. Each child's Emergency Card is kept in the office and is used by our school's staff for the purpose of contacting a parent or responsible adult in an emergency.

Mecklenburg County Public Schools implement the rapid notification service, *School Messenger*, which is available to our students and their families at no charge. The system uses the phone numbers that parents provide on the Emergency Card when students are registered or at the beginning of the year. It is, therefore, very important that parents provide only the contact numbers they want called in the event of a school delay, closing, or emergency and to receive other school related messages.

Parents are also required to list names and phone numbers of all persons who have permission to sign out and pick up their child from school.

No one other than a parent or legal guardian will be allowed to pick up or sign a child out from school unless:

- He or she is listed as a responsible adult on the child's Emergency Card
- The school principal has received and approved a written request from the child's parent or guardian. The request must be signed by the parent/guardian and must specifically name the person(s) who is/are to be allowed to pick up the child.

EMERGENCY PROCEDURE

South Hill Elementary has an Emergency Response Crisis Plan that establishes protocols and procedures in the event of a school emergency. In accordance with the crisis management

plan, assessments and drills will be performed throughout the school year. Teachers will direct their students to the proper drill/evacuation procedures. Visitors who are present on school grounds during a drill/evacuation should remain with the teacher being visited. It is extremely important that students and visitors follow the teacher's directions very carefully. Be aware that:

- Students are not permitted to use cell phones or other personal communication devices at school and especially not during a drill or actual emergency.
- Only authorized law enforcement, fire department, rescue squad and other officially designated persons should respond to any school during an incident.
- Parents/guardians are encouraged not to call the school during a crisis event, and should not come to school to remove their children during a crisis or threatened event, unless informed to do so by the school administration.
- In the event of an actual emergency, the school administrator or central office administration will notify the parents and the public of the following: the situation, what is being done to protect students, if and when the school will close, and when and how the students will be reunited with their families.
- It is suggested that parents/guardians become familiar with their child(ren)'s individual school ERCM protocols and follow them.

FAMILY LIFE

The Virginia Board of Education provides standards of learning and curriculum guidelines for a comprehensive, sequential family life education curriculum from kindergarten through grade 12. The guidelines instruction as appropriate for the age of the student in family living and community relationships; abstinence education; the value of postponing sexual activity; the benefits of adoption as a positive choice in the event of an unwanted pregnancy; human sexuality, human reproduction; forms of contraception; dating violence; the characteristics of abusive relationships; steps to take to avoid sexual assault, and the availability of counseling and legal resources, and, in the event of such sexual assault, the importance of immediate medical attention and advice, as well as the requirements of the law; the etiology, prevention and effects of sexually transmitted diseases; and mental health education and awareness. All such instruction shall be designed to promote parental involvement, foster positive self-concepts and provide mechanisms for coping with peer pressure and the stresses of modern living according to the students' developmental stages and abilities. Parents and guardians have the right to review the family life

education program offered by their school division, including written and audiovisual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of family life education instruction. A copy of Virginia's Family Life Education Standards of Learning can be found at:

www.doe.virginia.gov/VDOE/studentsrvcs/familylife.shtml

Information on Eating Disorders will be distributed to grade 5 children in their PE class.

FIELD TRIPS

Field trips are an important extension of our school curriculum. Each participating student must have a permission form signed by the parent or guardian. In order for your child to benefit from these activities, appropriate behavior from all students is necessary.

GIFTED AND TALENTED EDUCATION (GATE)

During the school year, students who meet the standards for the Gifted and Talented program in grades 4 and 5 will spend one day with the GATE resource teacher at South Hill Elementary. Grades K-3 will have a pull-out time of 45 minutes once a week at South Hill Elementary.

ACCELERATED READER

Accelerated Reader (AR) is a computerized reading program that has been proven to be a very effective tool in improving reading in the classroom and increasing library circulation. The AR program provides students the opportunity to practice reading at their level, establish goals for their reading, and aid in the development of a love for reading and learning. As a motivator, students receive points for their participation in the program. After a certain number of points have been accumulated, students are able to redeem the points for a reward. One additional benefit to this program is that a reading level is determined according to the progress a student makes while demonstrating mastery of various comprehension levels. Please encourage your child to **read every day.**

COURTESY CLUB

This year in efforts to promote positive communication and manners, South Hill Elementary School is starting a "Courtesy Club". Our focus is to work on phrases like: **please, thank you, yes/no, may I?, excuse me, and I'm sorry.**

Each homeroom teacher will select one (1) student each nine weeks to be in the “Courtesy Club”. Students will receive: *A “special” adventure at an off campus location and * A T-shirt.

Children will also have their names placed in a pot for a grand prize drawing at the end of the year.

Please encourage your child to use nice manners at school, at home, and in the community. By doing this, they are learning a great way to communicate with others!!!

HONOR ROLL

To be eligible for honor roll, the student must not earn any grade below a “B” on his or her report card for that particular grading period. This includes grades in **all subjects. You must have only A’s and B’s each nine weeks to be eligible for Yearly Honor Roll.**

To be eligible for Principal’s list, the student must not earn any grade below an “A” on his or her report card for that particular grading period. This includes grades in **all subjects. You must have all A’s each nine weeks for Yearly Principal’s List.**

To honor and recognize outstanding academic achievement, Honor Roll and Principal’s lists of students names’ will be submitted to local newspapers. Photos will be sent to the local newspapers when time permits.

GUIDANCE

Character Education

In accordance with state guidelines, our curriculum includes a Character Education Program. Each month will feature character words. Please follow through with these character traits in your child’s home environment. Studies indicate that strong personal character is essential to great achievement. We must work together as a school, home, and community to ensure that our children reach their maximum potential both academically and personally. Every month each homeroom teacher will select the student in his/her class whose behavior has best exhibited the character word designated for that month. These students will be recognized for their accomplishment.

Character Education Word of the Month

CHARACTER TRAITS. Habit of the Heart and Mind

Character Counts –TRRFCC – Terrific Kids using the Six Pillars of Character

September – Trustworthiness **October** – Responsibility **November** – Respect

December – Service Learning Project

January – Fairness **February** – Caring **March** – Citizenship **April** – Review of Six Pillars
of Character tied to TEST PREP

HEALTH and WELLNESS INFORMATION

Allergies

It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings or foods. This information should be provided to the school nurse, who will see to it that the appropriate personnel are notified. If your student is transported to school by bus, the bus drivers should also be provided with this information.

Food Services must have a statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

Head Lice

Students will be free of lice and nits. Lice checks can be scheduled school-wide or by classroom at intervals during the year, or on demand, at the discretion of the principal. If there is reason to suspect an infestation on a child, a lice check can be requested by the teacher.

LICE PROTOCOL:

1. When a child is suspected of having head lice, the child should immediately be sent to the principal with a note asking that his / her head be checked.
2. Each school should have a person trained in lice identification.
3. The child will have his/her head checked in a private setting. If the child has an active case, he /she will be isolated from other children. The child will be kept in an office area and will only be allowed to sit on non-fabric, non-cushioned seats. We will not assume responsibility for washing students' heads for the family.
4. The parents of the infested child will be notified to pick up their child. If the parent(s) cannot be reached, the child should remain in isolation in the office. If there is no phone and the child says a parent is home, the principal may transport the child home. (Send the appropriate letter home.) The student will be excluded from school **until he/she returns**

with verification of treatment (e.g. label or box top from lice shampoo or doctor's note) and has been rechecked by the principal. This recheck will certify that there are no lice and no nits. If either is present, the child is to be sent home again. Appropriate treatment includes any over-the-counter lice shampoo prescribed by a doctor. **After ten (10) days children are to be re-treated by parents as per instructions, and re-treatment verification should be provided.**

5. It is appropriate and recommended that the principal send a letter home to the classmates when a student is infested. A letter to the entire school population should be reserved until a large number of children have been infested. When children are out of school due to lice, they should be treated as if they were out with a health-related issue and make-up work could be provided.
6. It is also appropriate and recommended to check the heads of siblings, playmates, and classmates of the infested child.
7. A child who is not properly treated will be re-infested again 7-10 days after the first treatment. School personnel should check the infested child's head as deemed necessary with the final check being 7-10 days after the initial treatment. If the child is infested again, he/she is to be sent home with another letter saying that the child is re-infested and that the initial treatment was not effective. The child is to be checked daily before the school day begins and sent home if necessary. The school personnel will review the proper procedures with the parent and check for problems or omissions.
8. **If a child is re-infested a third time within a six- to eight-week period,** school personnel will contact the Department of Social Services for follow-up with the parent.

Injuries and Illness

If it is determined that a student is ill or has sustained an injury that requires more than assistance given in the classroom, that student will be brought to the office immediately for further evaluation by the school nurse. If parent contact is necessary, every effort will be made to notify the parent or responsible party listed on the student's emergency card.

It is imperative that the information on the student's emergency card be kept current. In most cases, your child will need to be picked up by a parent or designee so that a decision can be made on the treatment needed. Adequate facilities and staffing are not available to allow us to isolate sick or injured children for an extended amount of time; therefore, your prompt response is essential.

**NORMALLY, IF A CHILD IS TOO SICK TO BE IN CLASS,
HE/SHE IS TOO SICK TO BE IN SCHOOL.**

If a student is ill and requires extended time out of school, **parents must call the school to request homebound instruction**. A licensed physician must indicate **in writing** that the child cannot attend school, in order for a child to qualify for this service.

Medication: Administration and Storage

We attempt to discourage the administration of medication during school hours and request that, whenever possible, medication doses be scheduled at times other than during school hours. We recognize, however, that this is not always possible and will cooperate in the administration of medication that **must** be given during school hours.

School Board policy states that prescription medication may be given to children only when the medication is provided to the school in the original prescription container. Medication that does not require a prescription must also be provided to the school in its original container. Medications sent by any other method will not be accepted. Please do not send more than a thirty (30) day supply of medications to school.

The parent is also required to complete and sign a Medication Consent Form. This form gives the principal, principal's designee, or school nurse your permission to administer the required medication to your child, and must be turned in to the office **before** your child can receive any medication at school.

All medications sent from home **must** be left in the office and returned directly to the parent/guardian. **NO MEDICATION** will be provided for any child by the school. Under **no circumstances** will a student be permitted to keep medication in the classroom or other area of the school property. Please be aware that for purposes of definition and identification, the term "medication" refers not only to oral medications, but also includes cough drops, nasal/throat sprays, ointments, salves, and any other topical lotions or creams used for health-related problems or conditions.

Aspirin and other medications are not to be given to children by teachers. **THIS IS FORBIDDEN BY STATE LAW.**

Limited English Proficient (LEP) Students

School divisions receiving federal funds to provide LEP programs must inform the parents of LEP students of the following:

- the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program
- the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement

- the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
- how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child
- how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
- the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child
- information pertaining to parental rights that includes written guidance detailing
 - the parents' right to have their child immediately removed from such program upon their request and
 - the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available.
- information pertaining to parental rights that includes written guidance assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the division

PROGRAMS

Grade level programs will be presented at designated times as listed in the Calendar of Events in this Handbook

End of the Year Awards programs will also be held for each grade level. Please refer to the Calendar of Events in this Handbook for the date of a specific grade level's program.

SEARCH OF STUDENT PROPERTY

The principal may search a student's desk or book bag if the administration has reasonable belief that article or materials exist which would be injurious to the student or which are likely to pose a threat to others or to the maintenance of discipline and order in the school.

TELEPHONES - Student Use

(Beepers, Cellular Telephones, Personal Digital Assistants, Radios, iPods, or Similar Electronic Devices)

Students shall not have turned on, in use, or visible a beeper, cellular telephone, Personal Digital Assistant (PDA), or other communication device, radios, IPOD, or other similar electronic device, or headphones or wear such devices at school or on school buses; unless approved for legitimate school use by an administrator.

Students will not be called from class to take telephone calls.

TELEPHONES - Staff Use

To avoid disrupting instruction, please limit telephone calls to teachers for emergencies only. Messages for teachers will be relayed promptly. If you need to speak with a teachers, set up an appointment via a telephone call through the office or email. Teachers will not be called from class to discuss grades, behavior, or other non-emergency items during the day.

TEXTBOOKS AND LIBRARY BOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. **You will be required to pay for lost or damaged books and library books.**

TRANSPORTATION

There is nothing more important than the safety of the children that we serve. Within the last couple weeks we have had some situations that have put children in harm's way. This letter is to review and clarify safety protocols that must be followed to ensure the safety of our children. Please adhere to the following transportation guidelines:

Please understand when dealing with this many children, it is imperative that we follow these protocols to ensure the safety and well-being of all of our children.

PROCEDURE FOR MAKING CHANGES TO STUDENT TRANSPORTATION

- A **written request** for a student to ride a bus other than his/her assigned bus must be signed and submitted by a parent/legal guardian, sent to the child's homeroom teacher, and approved by the principal **before** the student will be allowed to ride the requested bus. Notes should include a phone number so that office staff can verify the note. This must be submitted prior to 1pm.
- Any parent who picks up his/her child **before 3:35 p.m. *is required*** to report to the office and sign the child out.

Prior notification of any change in a student's normal method of transportation is required in writing from the parent/legal guardian before 1:00 p.m.

For your child's safety, NO changes will be accepted after 1:00 p.m. You may send a note or fax a note. Please call to verify we received the fax. Changes can not be made over the phone!!!

Procedures for Bus Riders

Bus transportation is a privilege, not a right.

Parents, Guardians, and Non-MCPS Personnel of students attending Mecklenburg County Public Schools and utilizing school transportation (school buses or cars) must:

1. Discuss transportation safety rules with their students on a regular basis.
2. Have turned in written permission (no phone calls) for their student to ride a bus different from their assigned bus prior to 1:00 p.m. on the day the student is to ride an alternate bus.
3. Any notes for changes in transportation must follow the school protocols that have been established. Your child needs to turn these notes into the school office, not to the bus drivers. These need to be written, dated, and signed by the parent/guardian and include a physical address. If this is not a scheduled stop on the bus route, then your request will not be honored.
4. An adult should be present with elementary children at the scheduled bus stop 5 minutes prior to the schedule pick up time. Middle and high school students need to be at the stop 5 minutes prior as well. You need to have your children at the stop and not in the house or on the porch.
5. If your child misses the bus, do not follow the bus and try to load your child at another stop. This causes a dangerous situation and will not be allowed. Please bring your child all the way to school if they miss the scheduled bus stop.
6. In the afternoon, elementary students will not be discharged without an adult visible to the driver. Car in the yard is not sufficient. Elementary children will be transported back to the school if an adult is not clearly visible to the driver.

7. If your child is suspended off one bus they may not ride any bus within the division.
8. If you have special circumstances for delays or other instances then you should submit a note to the school administration and your child will be added to an alternate bus roster for those circumstances throughout the year.
9. Communicate bus concerns with building administrators.
10. Refrain from entering any county transportation vehicle.

The following rules are established in the interest of the welfare and safety of all student who are transported by bus:

1. Students must be at and remain at designated bus stops, on the shoulder of the road, out of the line of traffic, until the bus arrives. Playing in traffic lanes can be fatal.
2. Students are to avoid crowding, pushing, and otherwise disturbing others when entering or leaving the bus.
3. The driver is in charge of the bus and students who ride the bus. Students must accept this authority of the driver and cooperate with his or her requests.
4. Students shall not carelessly or maliciously damage seats, glasses, or other bus equipment. Students who are responsible for damages and their parents must make arrangements for payment of damages.
5. Each student who rides a bus has a personal responsibility to help keep the bus clean, sanitary, and orderly.
6. Boisterousness and vulgarity on the part of students will not be tolerated.
7. All students must remain seated at all times when the bus is in motion. Students to be discharged must remain seated until the bus comes to a complete stop. This is for the safety of students and must be strictly observed.
8. Students who must cross the highway when getting on or off the bus must cross 8 to 10 feet in front of the bus in clear view of the driver.
9. Students must not talk to the driver while the bus is in motion because it will distract his attention from his duties.
10. Students are not allowed to bring bottles, cans, toys, sharp instruments, candy, potato chips, flowers, or other unnecessary objects on the bus at any time. Students may not chew gum, eat, or drink on the bus.
11. Students shall not initiate fights on the bus.
12. Students are not to stand at any time.
13. Students must never use the emergency door of the bus unless told by the driver to do so or in case of emergency when the front door cannot be used.
14. No objects, such as suitcases, band instruments, etc., are allowed on buses unless they are small enough to be held by the student. No items are allowed in the aisle or under the dash at any time.

15. Students must have written permission (no phone calls) from parents to the principal if they are to ride another bus other than the one they are scheduled to ride, or if they get off at any stop other than their own stop (emergencies only).
16. Students are not allowed to get on or off the bus at unscheduled stops. They may get off only at scheduled discharge stops with proper permission.
17. Students shall have no cell phones, beepers, or other electronic devices turned on, in use, or visible on the bus unless approved by the building administrator.

Students are expected to abide by the foregoing rules as written. These rules have been approved by the School Board and will be strictly enforced by the school principals, the supervisor of transportation, and other administrative officials. Failure of students to abide by these rules may result in suspension of the privilege of riding a bus until an assurance of acceptable behavior can be obtained from students involve and their parents.

NOTE: The driver is in charge of the bus and the conduct of the students on the bus. The driver has no authority to take disciplinary action on students, and has the responsibility of reporting all violations to the principal of the school attended by the student. The principal has authority and responsibility for disciplinary action. Habitual offenders may be refused permission to ride any bus.

Procedure for Students Arriving/Departing in Private Vehicles

The safety, security, and academic progress of our students remain priorities. Thus, it is important that all of us work together to maintain the best environment for all three. the following procedures will enable our school to function safely and will provide a quiet environment conducive to learning.

1. The school day officially begins at 8:55. Drop off all privately transported students at the car rider entrance between 7:45 and 8:50.
2. If it is necessary for you to bring your child to school after 8:50, you are expected to come in to the office to sign in your child. The child must have a “tardy pass” to enter class.
3. Entrance doors will be secured at 8:50. Please use the front door buzzer system when visiting the school.
4. The school day officially ends at 3:35. If it is necessary for you to pick up your child before the end of the day, please come to the office to sign out your child. Your child will not be allowed to leave with relatives or friends without a permission note from you. Persons picking students up will be required to show a photo ID to office personnel.

5. When picking up your child in the afternoon, please wait in your car in the car rider line. School staff is responsible for dismissing your child at the end of the day. Security and student safety become concerns when parents wait at the exit door or in the building.
6. We begin dismissing car riders prior to the 3:35 dismissal to help reduce congestion and provide security inside and outside the building. An organized and supervised approach to the student pick-up is in place to insure transfer of responsibility from the school to the parent without incident.

Morning Drop-Off:

- › Students may be dropped off from 7:45-8:50. Tardy bell rings at 8:55(parents must sign in late students)
- › Students may not be dropped off prior to 7:45 a.m. because there is no adult supervision.
- › Parents are to follow the traffic pattern. PLEASE DO NOT GET OUT AND MOVE CONES!
- › Weather permitting, staff members will be available to help your student out of the vehicle. Please refrain from stopping and getting out of your vehicle as this impedes traffic.
- › Once your student has gotten out of your vehicle and safely on the sidewalk, please follow the exit traffic pattern to leave the parking lot.
- › Parents are encouraged to follow this procedure and refrain from parking in the lot to drop off their student.

Afternoon Pick-Up:

- › **Car riders are dismissed at 3:28p.m.**
- › Parents are to follow the traffic pattern. PLEASE DO NOT GET OUT AND MOVE CONES!
- › Staff members will be positioned outside to assist with loading.
- › Please refrain from stopping and getting out of your vehicle as this impedes traffic.
- › Do not park in the pick-up line.

- › The afternoon dismissal procedure is designed for safety and timeliness. All parents are encouraged to follow the car rider line and refrain from parking and walking up to the dismissal area. Doing this hinders our ability to dismiss in the safest manner possible.

Procedures for Signing Students out of school

6. Parent, Legal Guardian, or other designated adult must come into the office.

*Emergency cards are flagged for any students that may have custody or other legal orders.

7. **A valid photo ID** must be presented, even if the person picking up is the parent or legal guardian.

8. Once a request has been made for pick-up of a child, the Emergency Card must be checked.

*If the person picking up the child is not on the Emergency Card, the school must have received prior written notice before dismissing the child.

**If the person picking up the child is not on the Emergency Card and the school has NOT received prior written notice, the office staff will make an attempt to contact the parent in the event of an emergency. A student will not be dismissed with another adult unless the office has prior written notice from the parent or legal guardian.

9. The adult must sign the student out using the computer.

10. The child will then be called to the office for dismissal.

WEBSITE INFORMATION

Check Out South Hill Elementary School's Web Page!!!

Please visit our web page at: **she.mcpsweb.org/**

** Be sure to sign up for “**Parent Emails**”. Emails on current events and the latest news at South Hill Elementary School will be sent regularly.**You can also access teacher web pages

from the South Hill Elementary webpage. Here you will find lots of valuable information including the homework calendar for your child's classroom.

VISITORS

- We welcome visitors and parents to our school. For the protection of the students and security of the school, it is required that any person entering the building during the school day come directly to the office. All visitors must sign the visitor register in the office and print a label. You are required to wear the visitor identification at all times. Please return to the office and sign out when leaving. To maintain the high quality of our educational program, we ask that parents give the teacher advance notice and classroom visit be limited to approximately thirty minutes.
- Any celebrations must be scheduled with the classroom teacher. Children who are NOT SHE students MAY NOT attend parties or classroom celebrations. Sibling and relatives MAY NOT attend classroom parties.
- **Conferences must be by appointment. In no instance is a visitor to disturb a teacher during a class. Teachers will not be available for conferences during those times that they are supervising students from 7:45 a.m. to 3:35 p.m. unless prior arrangements have been made with the principal and teacher.**