

Joseph S. Shanklin Elementary School 2018-2019

Learning Through Leadership



121 Morrall Drive
Beaufort, SC 29906
843.466.3400
fax 843.466.3472
ses.beaufortschools.net

Celestine LaVan Ed.S, Principal
Elizabeth Rivera, Assistant Principal

Joseph S. Shanklin Elementary School
Learn. Lead. Make a difference.

2018-2019 Student & Family Handbook

Welcome to the 2018-2019 school year! I am very excited about this opportunity to serve the students and families of Joseph S. Shanklin Elementary School.

The District Handbook Student Code of Conduct for 2018-2019 which contains the Student Behavior Code, is available on the school and district websites. In addition to the *District Handbook*, we are providing you here with some general information about what we do to support your child at Joseph S. Shanklin Elementary. Teachers will go over this handbook with their class during the first few days of school.

You are welcome to visit in the school to volunteer, to have lunch with your child, and to participate in family events. We protect our instructional time from disruptions, but our teachers welcome your help in the classroom. Conferences may be scheduled with teachers to discuss individual student's progress before- and after-school. Teacher email addresses are available on our website at ses.beaufortschools.net. We pride ourselves on our *family-friendly* customer service so no problem or concern is too small to ask us. Feel free to contact us at 466-3400 or email me at celestine.lavan@beaufort.k12.sc.us.

The students, faculty, and staff of Joseph Shanklin Elementary will have a laser-like focus on teaching and learning to make great academic strides in the upcoming years. By working together, we will continue to provide a meaningful, high quality education for all our children. The faculty and staff join me in thanking you for your support of learning at Joseph Shanklin Elementary, where *We learn, lead and make a difference!*

Celestine LaVan, Principal

GENERAL SCHOOL INFORMATION

School Mission Statement

Our mission is to empower students to learn, lead and make a difference.

School Vision: Building an empowered community of confident leaders and life-long learners who will positively impact the global society.

School Colors: Burgundy and white

Mascot/Logo: Sand dollar

Website: ses.beaufortschools.net

Grades served: Pre-Kindergarten--Grade 5

KEY INFORMATION!

❖ **Tardies:** Students must be in the classroom by 7:45 a.m. or they are reported as tardy. Excessive tardies will be addressed.

❖ **Absences:** A written excuse must be sent within 3 days of student's return to school for each absence, for every child. Three unexcused absences or more will be addressed.

❖ **Parents' contact information:** Keep all information **current** on the emergency card in the office.

❖ **Cell phones, toys, etc.:** These items are prohibited on campus.

❖ **Restaurant Food:** Help us support our school district nutrition goals! Parents and students are not to bring in "fast food" for breakfast or for lunch. Soft drinks are not permitted.

❖ **Textbooks and agenda books:** These are provided for students. Lost or damaged textbooks or lost agenda books must be paid for, and a replacement will be issued.

❖ **JSES uniforms:** Solid color burgundy, gray, white, or black collared shirts with khaki, navy or black bottoms. Pullover hooded sweatshirts are prohibited. Outer coats are not to be worn in the classrooms.

❖ **Gifts for students:** Items (including flowers, gifts, balloons, birthday cakes, cupcakes, etc.) for children will not be accepted or delivered at school.

Joseph S. Shanklin Elementary School
Learn. Lead. Make a difference.

HOW TO BE AN INFORMED PARENT!

Knowing what is going on at Joseph Shanklin Elementary is very important, and we do several things to help keep our Joseph Shanklin school family informed. Take advantage of these opportunities:

- ❖ **Read** the school newsletter.
- ❖ **Receive School Messenger phone calls/emails/texts** about important news.
- ❖ **Read our notice board/marquee** out front.
- ❖ **Check and sign your child's agenda book** nightly. *Also check book bags for important information that is sent home!*
- ❖ **Call or email us!** We want to hear from you with comments, questions, compliments, and concerns.

AGENDA BOOKS

Agenda books are issued to every child in grades 3 through 5. They are to be used as a daily assignment book and communication tool. Please look for notes from your child's teachers, and use this tool to communicate with your child's teacher. Planning and organizational skills are an important part of learning, and this agenda book is intended to help your child take responsibility for their materials, assignments, and learning. Students will be charged for replacement books if the original is lost. More information about this important organizational tool will be shared by your child's teacher in the classroom.

ARRIVAL AND DISMISSAL

With safety as our first concern, we feel supervision of our students is our priority! Car riders must be dropped off after 7:15 am and picked up in the front drive only at dismissal.

All students are dismissed from their classrooms at 2:45 p.m. All students are escorted to the bus and car rider area by their teachers.

To minimize disruptions in instruction and to ensure that the maximum learning time occurs, checking out students **within 30 minutes** of the end of school will not be permitted; EARLY DISMISSALS for individual students end at 2:15

p.m. except in emergencies. If early dismissals become excessive, your child will not be released from school without a doctor's note or a confirmed appointment such as a meeting with an outside counselor. All students must be picked up no later than 3:00 p.m. each afternoon. Law enforcement or Department of Social Services will be called for students who are picked up late from school.

To ensure the safe dismissal of all our children, we do not accept phone calls to change the way children will go home. **Changes in transportation MUST be received in writing. Changes will NOT be accepted via email, phone call or Class Dojo.** Please send a note with your child in the morning or fax a written request for change to 843-466-3472. **No changes will be accepted after 2:15 p.m.** for the afternoon of the change. If a teacher does not receive a note, your child will be sent home according to his/her regular means of dismissal. If you wish to make changes to your child's pick up list, you will need to come into the office to make the change in writing. **No one may walk up to the car rider pickup or bus area to pick up their children-** for your child's safety, we will need to check your photo ID and the children's information in the office. We can only do that after staff is free from car rider and bus duty at 3:00.

ASSESSMENT AND GRADING

Teachers use a variety of informal and formal assessments including norm-referenced tests, teacher-made tests, publisher tests, 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 and norm-referenced tests such as Measures of Academic Progress (MAP), are administered to measure progress and to inform instruction to meet the needs of all children. Notice of major formal assessments will be provided in the school newsletter and on the school website as they occur during the year.

ATTENDANCE, ABSENCES, and TARDIES:

Students must be in school and on time in order to learn! Students are expected to attend school regularly and must present a written excuse, signed by parent/guardian, following each instance of an absence.

Absences from school are considered either excused or unexcused. Any student who fails to bring a valid excuse to school (within 3 days) will automatically receive an unexcused absence. The only excuses that are acceptable are if a child is ill and their attendance in school would endanger their health and 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.

The school will contact the parent/guardian by sending home a letter after a student has unexcused absences for 3 days. Another letter will be sent home if the student has unexcused absences for 5 days. Therefore, 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 the District Office will be notified for follow-up. A written Attendance Intervention Plan will be developed to ensure compliance with state law.

Tardy students disrupt the learning environment and impact student learning. Arriving late to school or being dismissed early may be establishing a pattern of nonattendance; excessive numbers of tardies will be addressed. **Tardies and early dismissals may also be deemed a behavior code violation and addressed under provisions of the Student Code of Conduct.**

Parents are asked to call the main office to request assignments if a student has been absent for two or more consecutive days. Teachers will permit students to **make up work missed during an absence** as long as the student makes appropriate arrangements with the teacher no later than the student's fifth day back at school. The student must complete the work within 10 days after his/her return to school. It is the student's responsibility to secure

and complete all assignments within this time frame.

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. Parents are welcome to bring a **healthy snack** to the office and leave it to be given to the class at lunch. Parents may also join their child for lunch during the regularly scheduled time.

DAILY SCHOOL SCHEDULE

7:15 am	Car riders should be dropped off in front drive circle.
7:45 am	*Instruction begins. *Building doors are locked *Students marked tardy and parents must sign in students at front office. <u>Late arrivals and early dismissals are recorded and will be addressed through Attendance Intervention Plans with the School Social Worker.</u>
7:45 am - 2:45 pm	*Protected Teaching Time *<u>Early dismissals must occur before 2:15 p.m.</u>
2:45 pm	Dismissal

DO NOT BRING TO SCHOOL

Toys, balls, electronics, and games should not be brought to school. These distract from instructional time and can be lost or damaged. Should these items appear, an adult will place them in safe-keeping with an administrator until the parent comes to claim them. Unclaimed items will be donated to charity at the end of the school year. Children are not allowed to bring skates, skateboards, shoes with enclosed skates, baseball bats, hardballs or toy weapons to school.

EMERGENCY CARD

We must have this card updated annually and **kept current** for each child in case of an emergency. It must be completely filled out on both sides and signed by a parent. These cards will be sent home with each child on the first day of school. **Parents must notify the office of any information changes during the school year.** Changes to the dismissal list must be made in writing at the office. Please include cell numbers and email addresses. Please keep phone numbers current, in case of emergency.

FAMILY INVOLVEMENT AND SUPPORT...COMMUNICATE!

Parental involvement is one of the most important factors contributing to student achievement in school! Effective two-way communication is critical to the success of each student. Parents and guardians are welcome in our classrooms as volunteers and guests, as long as instruction is not disrupted. We welcome your comments, ideas and suggestions. Teachers are available by phone and by email during non-instructional times, and we constantly improve our website to make it more family-friendly and easier to navigate.

Feel free to leave suggestions to improve our school on our website suggestion box or in the front lobby suggestion box. We greatly encourage family participation in students' learning and also in support of Joseph Shanklin Elementary Family Events such as our Back to School Meet and Greet, PTO sponsored events, Open House, and Musical performances.

One initial parent conference is expected within the first three weeks of school and, for new students, a conference is expected within the first week after new students are enrolled. Conferences are encouraged between teachers and parents as needed and/or as requested. We strive for 100% participation for parent-teacher conferences! Progress reports and report cards will also be sent home on these dates:

1st quarter Progress Report Sept. 14, 2018
Report Card Oct. 19, 2018

2nd quarter Progress Report Nov. 16, 2018
Report Card Jan. 11, 2019

3rd quarter Progress Report Feb. 8, 2019
Report Card Mar. 22, 2019

4th quarter Progress Report Apr. 26, 2019
Report Card May 31, 2019

GUEST PARKING: Visitors to the building should park in the general parking section of the front lot. **Please do not park along the red curb.** This is the fire lane and any vehicles parked here could be subject to fines and/or towing.

GUIDANCE PROGRAM

Guidance counseling, small group activities and whole group instruction are conducted through the year. Our guidance counselor provides a comprehensive, developmental counseling program for our children. If parents would like for their child to talk to the school counselor, please call the school office and arrangements will be made.

HONOR ROLL (Administrative Rule I-47)

Each quarter, students in grades 3 through 5 are eligible for the Principal's Honor Roll by earning an average of 90 and above in all subjects/classes. Students are also recognized on the Honor Roll for averages of 80 or above in all subjects/classes. Satisfactory grades in Related Arts classes are expected of all Honor Roll students.

School Health Program

The nurse's goal is to assist in the education process by improving the health status and learning of children. The school health room is equipped to handle illnesses and injuries that **occur at school**. It is our goal to keep children at school as much as possible. Medication needed at school must be brought in by a parent or guardian. **Medications MUST be in the original container with pharmacy label. Students are NOT allowed to have medication in their possession.** If your child becomes sick at school, you will be called to pick them up. Please pick them up promptly. Additional information from the School Nurse is sent home each year.

INSTRUCTIONAL PROGRAM

Joseph S. Shanklin Elementary faculty and staff focus on the learning needs of each child and guarantee a rigorous, standards-driven curriculum that incorporates skills and concepts required for South Carolina students. Each day, students will have a minimum of 75 minutes of mathematics and 120 minutes of literacy instruction, with additional instruction in science and social studies. Related Arts classes are offered by certified teachers in Art, Music, and P.E. In addition, students will visit the Media Center weekly.

Joseph Shanklin Elementary teachers use the *Everyday Math Curriculum* and follow the *District Balanced Literacy Plan* and the *Literacy By Design* program that offer rigorous, challenging instruction for all levels of student achievement. Science instruction is supported with the use of hands-on explorations and science technology activities. Social Studies content is heavily integrated into our English Language Arts learning.

LUNCH

Under the Community Eligibility Provision (CEP), all children attending Joseph S. Shanklin Elementary will be able to receive one reimbursable breakfast and one reimbursable lunch at no cost, however any additional items will incur a cost. The CEP allows schools that predominantly serve low-income children to offer no cost, nutritious school meals to all students through the National School Lunch and School

Breakfast Programs. The CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications.

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 lunch time.** Please do not be uncomfortable if we speak to you about it.

MONEY AND VALUABLES

Students should not bring cash or other valuables to school. The school cannot be responsible for stolen money or other valuables. Students are not allowed to bring radios, cell phones, televisions, videos, or tape recorders. School district policy will be followed, as outlined in the *2018-2019 District Student Code of Conduct*.

PARENT TEACHER ORGANIZATION

Please join our PTO and support our school! You may join the JSES PTO and weigh in on important issues that support the school community and goals. All JSES family members and community are encouraged to participate to enjoy time together and strengthen the relationships that support teaching and learning at Joseph S. Shanklin Elementary.

Joseph S. Shanklin Elementary School
Learn. Lead. Make a difference.

PHOTO ID REQUIRED

We welcome visitors and guests to our school! For your child's safety, all visitors must sign in, using a photo ID (such as a driver's license), in the front lobby before entering the school. **No one without a photo ID and proper clearance will be allowed in the building.** A printed Visitors' badge will be provided for every individual who must also check in with the front office for directions to student activities.

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Students are expected to come to school ready to learn and to act in a respectful manner toward adults, classmates, themselves, and school property at all times while on school grounds and on school-sponsored trips. Learning to make appropriate choices is at the center of our preventive behavior management plan.

Students are responsible for their own behavior and appropriate behavior will be taught and expected. Together, parents and teachers can guide our children to be contributing citizens who understand rules and consequences. The school-wide *PBIS* plan will be taught in your child's classroom, starting on the first day of school, and reinforced throughout the year. *PBIS* expectations will be displayed in all classrooms and reviewed as needed with students, teachers, administration, and parents. The plan is reviewed each year and modified to meet the needs of our students.

Parents will be notified if student behavior interferes with the instructional process and the type of consequence that will be administered. Administrative actions will consistently adhere to the *District Handbook Student Code of Conduct 2018-2019* which is available online at Beaufortschools.net.

SAFETY

The safety of our children and staff is of the utmost concern to us and regular drills, preventive practices, and proactive procedures will continue to occur. *Please notify us of any unsafe practices or concerns!* Fire, tornado, earthquake, intruder, and bomb threat drills are conducted on a regular basis. Children are taught how to proceed in an emergency and how to evacuate the building. In the case of a bomb threat the building is cleared.

TECHNOLOGY NETWORK POLICY

The technology network system is designed to enhance curriculum and student educational needs. The system serves the computer lab, media center, and classrooms. Students, under no conditions, are to access the system without permission, tamper with the system and/or external storage containing software programs, or abuse the system in any manner. The use of the system for profane, obscene, or vulgar purposes is strictly prohibited. Students violating the technology Authorized Users Policy (AUP) will be subject to disciplinary actions.

TELEPHONES

School phones are for school business, and phone calls will not be permitted to interrupt instruction. Students may not use school phones. Office personnel will gladly relay phone messages from parents to teachers. **Students are not to bring cell phones to school**, and district policy regarding electronic devices will be enforced.

TEXTBOOKS

Textbooks are loaned by the state and issued at the beginning of the year to students. Students are required to return the textbooks issued to them at the completion of the year (or upon withdrawal from school). Any student who returns a textbook that is unusable or if a student loses a textbook, a replacement fee will be charged. Additionally, textbooks lost during the year will not be replaced until the student has paid the replacement fee.

UNIFORM GUIDELINES

School uniforms are mandatory for all Beaufort County students. The JSES uniforms consist of khaki, navy or black bottoms with solid color black, gray, white, or burgundy collared shirts.

Students may wear school spirit shirts as uniform shirts. **Uniforms are to be worn daily unless special permission for an exception is granted by the principal.** All shorts, skirts, skorts, and jumpers must be at least fingertip length when hands are extended at sides. **Shirts are to be tucked in.** Belts should be worn if belt loops are on pants, skirts, or shorts. Children should always wear closed toe shoes. **Students may not wear makeup at school.**

VOLUNTEER SCREENING

All adults volunteering to work in the school, to chaperone field studies, and to serve in a mentoring capacity must fill out an application to Human Resources, online at Beaufortschools.net. Screening will include references and a SLED check. The district will process the application and grant permission to individuals to work with students. District findings will be enforced.

**HAVE A GREAT YEAR!
PLEASE CALL US WITH ANY QUESTIONS
AT 843-466-3400.**

We strongly urge you to review the Student Behavior Code and disciplinary rules related to Elementary Students in the District Handbook Student Code of Conduct 2018-19. A district wide task force, with representation from all schools, discussed and collaborated on each part of the Behavior Code to develop equitable and consistent implementation.

Please sign and date the agreement below.

**JOSEPH S. SHANKLIN ELEMENTARY
2018-19 HANDBOOK AND
PROCEDURES**

STUDENT _____
(please print)

GRADE _____

TEACHER _____

I have read and discussed the policy/information handbook with my child. My child understands the rules and procedures outlined in this handbook.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

TODAY'S DATE