



NORTH POINTE ELEMENTARY SCHOOL

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Anderson, South Carolina
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South Carolina Child Early Reading Development Education Program (SC CERDEP / 4K)

Parent Handbook 2018-2019



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North Pointe Elementary School
CERDEP Faculty and Staff

Director: Jill Gilreath
Co-Director: Wallace Cobbs
Secretary: Donna Vollrath
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CERDEP Teacher: Vanessa Brown
Assistant: Tricia Mattress
Room #: B412

CERDEP Teacher: Carmella Blake
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CERDEP Teacher: Valerie Woodson
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Nurse: Debbie Gaillard
PE: Sommer Hammett
Art: Caryn Bishop
Music: Robin Locke
Guidance:
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Dear 4K Parents,

Welcome to North Pointe! We look forward to an exciting and successful 2018-2019 school year with your child. Our mission is to provide your child with diverse educational experiences which encourage them to think critically, act responsibly, and communicate effectively in order to one day become college and career ready. We have high expectations for all students, requiring them to give their best each and every day. This handbook has been created so that you can partner with us in this endeavor. It contains information for you and your child about North Pointe's policies, procedures and guidelines for district, school, and the CERDEP program.

One of the most important factors determining your child's success is the partnership between our school community and families. With an open door policy, we encourage each parent to get to know our staff personally, visit our school, join our PTO, and involve yourself in daily school life.

Thank you for taking the time to read the contents of this handbook with your child. We hope this information will answer any questions you may have and help you throughout the upcoming school year. If you have other questions or concerns, please do not hesitate to let us know.

Have a wonderful year!

Jill S. Gilbreath

Principal

Program Goal of the Child Early Reading Development Education Program

The goal of the Child Development Education Program (CERDEP) is to provide children and their families with quality preschool experiences necessary for school success. Each program will endeavor to:

- Provide a healthy, safe and nurturing environment
- Provide an environment that encourages early literacy, emotional, social, physical and intellectual development
- Encourage the development of a positive self- image
- Make learning fun so that children will develop a desire to be lifelong learners
- Encourage language development, creativity and an appreciation of fine arts and music
- Encourage children to interact successfully with other children and adults and to live and work together in a cooperative environment which promotes decision making, peaceful resolution of conflicts and respect for others
- Form a cooperative partnership with parents so we can work together to meet the needs of each child and ensure his or her success.

CERDEP ENROLLMENT REQUIREMENTS

Residency

Pursuant to S.516 - Read to Succeed (a comprehensive, systemic approach to improving reading proficiency of students through early identification and intervention and improved teaching of reading) participation in CERDEP has been limited to eligible children residing in the original 33 school districts funded for CERDEP since 2006, the 17 CERDEP districts funded as of the 2013-14 school year, and the additional 10 districts funded as of the 2014 – 2015 school year. The school districts eligible to participate in the CERDEP expansion are the following: Aiken, Edgefield, Greenwood 50, Greenwood 52, Horry, Oconee, Spartanburg 3, Spartanburg 4, Spartanburg 6 and York 1. Anderson County School District 5 was added to this list in January of 2015.

Parent(s)/guardian(s) of age- and income-eligible children must provide documentation of the children's legal residency within a CERDEP school district.

Age Eligibility

Child must be four years of age on or before September 1, 2018 based on acceptable documentation, such as birth certificates or official documents from other countries. Proof-of-age eligibility must be on file no later than the day the child begins CERDEP.

Family Income Eligibility

An annual family income of 185% or less of the federal poverty guidelines as promulgated annually by the U.S. Department of Health and Human Services **or Medicaid eligibility** qualifies a child for enrollment. Verification must be on file before the child is enrolled. Acceptable forms of verification include the following: (a) completed free and reduced lunch form with verification of family income, or (b) copy of current Medicaid card. Verification of family income may include pay stubs, tax returns, or W-2 forms.

Application Process

The parent enrolling a child must complete and submit a CERDEP application. The application must be accompanied by a copy of the child's proof of age eligibility, documentation of the family income eligibility, and immunization documentation. Individual school districts may require additional documentation as deemed necessary.

Screening

All children will be screened prior to the time of enrollment using the Developmental Indicators of Assessment of Learning (DIAL-3 or DIAL-4).

Anti-Discrimination Statement

Approved CERDEP schools must comply with constitutional provisions and all federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin, age, sex, or disability in admission to, treatment in its programs and activities or need for special education services. For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1(800)421-3481.

OPERATING POLICIES AND PROCEDURES

Attendance

Regular attendance is crucial to your child's success in the program. Each parent/family must agree to send their child to the Child Development Education Program (CERDEP) for 6.5 hours of instructional time, five days per week, 180 days a year. Exclusions from the 180 days of attendance would include school cancellations due dangerous weather situations. **A child who is chronically tardy or absent may be released from the program.**

CERDEP Hours

The school day is from 8:15 – 2:45. Please try to avoid appointments that take away from instructional time. You may drop students off as early as 7:45 daily. Students must be walked in to the front of the building, near the crosswalk. Parents must sign students in each day. Students are tardy after 8:15. After 8:15, parents must walk students into the front office and sign them in with the receptionist.

Office Hours are from 7:30 – 3:00 daily. Phones will go to voicemail before or after these hours.

District/School Calendar

The Child Early Reading Development Education Program follows the traditional 180 day school year. A school calendar will be provided to you on the first week of school .

Tuition

No parent is required to pay tuition or fees solely for the purpose of enrolling in or attending CERDEP. Tuition or fees may be charged for Extended-Care or Wrap-Around Care provided.

Extended Care/Wrap-Around Care

Extended-Care or Wrap-Around Care may be provided on site or offsite at a cost for families. ABC vouchers may be available for those children who qualify. The school staff will provide information on how families can apply.

Voluntary Accident Insurance

Information about insurance for students is available in the school office or through the district website (www.anderson5.net) under the "Parents" heading. Not all accidents on school grounds are covered so please take an opportunity to look at this option for coverage on your child.

Change of Address or Phone Number

It is necessary that we have your current address and phone number at all times. The address must be a street address. This information is important in the case of an emergency.

*If you have an unlisted number, the school must have this number for the case of an emergency. The school will not release this information.

Transportation

Public school transportation services will be provided by the district. Districts will not be responsible for the transportation of any student living outside their resident attendance zone.

Please notify the school immediately of any changes in transportation arrangements. **Only authorized adults with proper identification will be allowed to pick up your child.**

CERDEP Daily Schedule

A brief rest time will be incorporated into each instructional day. Rest time may not exceed one hour per day, except as necessary to address the specific individual needs of children. Children unable to sleep during the rest period will be allowed to read or participate in another quiet activity. A copy of the daily classroom schedule is provided below.

Daily Schedule (Subject to change based on special school activities.)

7:30-8:00	Arrival and Drop Off / Choice Activities
7:45-8:15	Breakfast / Restroom
8:15-9:00	Large Group / Calendar Time / Read Aloud
9:00-10:00	Choice Time
10:00-10:15	Clean-up Time
10:15-10:30	Small Group
10:30-10:55	Outdoor Choice Time / Restroom
10:55-11:10	Read-aloud
11:10-11:50	Limited Choices and Small Groups
11:50-12:00	Clean-up Time
12:00-12:40	Lunch Time
12:40-12:55	Read Aloud / Restroom / Prepare Rest / Quiet Time
1:00-2:00	Rest and Quiet Time
2:00-2:30	Outdoor Choice Time
2:30-2:45	Group Meeting / Departures

Confidentiality

Confidentiality of information about the child and family will be maintained at all times. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, directors, teaching staff and licensing agency. Information concerning the child will not be made available to anyone by any means, without the expressed written consent of the parent/guardian.

Guidance and Discipline Policy

DISCIPLINE comes from the word disciple. A disciple is a person who learns from someone else. The Child Early Reading Development Education Program believes that good discipline is a learning process that involves compassion, caring, sensitivity, and guidance. The goal of good discipline is to help the child develop self-control, responsibility, and problem solving skills. It is important for children to learn that conflicts are a natural part of life. There are no “bad” children, only inappropriate behaviors. The program is based on mutual respect of the child as an individual with changing needs and desires and the child’s respect for the classroom environment, materials, teachers and classmates.

There are many ways that the teachers will encourage good discipline practices. These include:

- A well-planned physical environment and curriculum
- Acting as role models for the children
- Setting reasonable and positive expectations
- Respecting feelings
- Trusting each child to succeed
- Offering good, reasonable choices
- Calmly talking about problems
- Continually reinforcing good behavior

Punishment or harsh treatment does not encourage the goals of good discipline. Our program does not allow corporal punishment by any staff or parent/guardian. Corporal punishment is defined as any treatment that humiliates or treats the child disrespectfully. This includes, but is not limited to spanking, belittling, shaming, shaking, depriving food, water, naps, outside time, or bathroom facilities, unsupervised isolation, or improperly restricting the movement of the child. It is our strong belief that these methods work against the healthy growth and development of a child.

With groups of children interacting, there will be conflicts. Teachers will implement proven strategies that are healthy and appropriate for each situation. Some guidance techniques that staff may use include, but are not limited to the following:

- **Conflict Resolution** – Teachers help children learn skills and language to work out disagreement with their peers.
- **Redirecting the Child** – Quite often, children need to be given concrete alternative suggestions for behavior to focus their energy in a positive way.
- **Positive Encouragement** – Teachers praise the appropriate behavior, being careful not to give much attention to the negative behavior.
- **Natural Consequences** – By helping a child realize that arriving late for group time activities will result in missing their turn.
- **Removing the Child from the Group** – This is handled in a calm manner without unnecessary stress to allow the child regain self-control.

Each child has different needs and requirements to develop self-control, judgment, and problem-solving skills. The North Pointe staff will work individually with each child and his/her parents to establish a positive program of discipline.

Legal Custody

When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and rights of custodial parents, it is important that the school be given a photocopy of the custodial agreement. Without this document in our

files, we must legally release a child to either parent. In addition, school records will be released to either parent without this document.

Pledge of Allegiance

State law requires all students to say the Pledge of Allegiance at a specific time during each school day. Anyone not wishing to participate will not be penalized. Those who do not participate may express his/her non-participation in any form that does not materially infringe upon the rights of others or disrupt school activities.

Breakfast and Lunch Fees

Well-balanced meals are available to students at school. Free or Reduced Meal Forms are available and based on federal guidelines for qualifying. 4K parents should complete NEW federal guideline forms in August so as not to accrue a balance on their lunch account.

The district has a NO CREDIT lunch policy. If a student owes money, a reminder will be sent home asking for payment of past due lunch money. "Any charges for meals exceeding \$30.00 will be subject to being turned over to a collection agency or possible wage or state tax refund garnishment." Those accounts not paid up to date will not receive full service meals but will have a bag lunch.

If you prefer for your child to drink water over milk choices, please send a note to the teacher letting him/her know that your child will be drinking water.

- Students are **not** allowed to bring carbonated drinks to school.
- Students are **not** allowed to use microwaves. Teachers **may not** heat food for students.
- Parents are always welcome to eat with their child in our cafeteria!

A breakfast program is offered to all students each morning from 7:45-8:00 in the cafeteria.

Elementary Breakfast	\$1.20	Reduced	\$.30
Elementary Lunch	\$2.10	Reduced	\$.40

Snacks

Students are allowed to bring a fresh fruit snack to have in their classroom at an assigned time from their homeroom teacher. Please do not send additional sweet treats to eat but send healthy choices to ensure that your child has plenty of energy for learning.

Classroom Parties

There will be 3 each year. One at the Winter holidays; one prior to Spring Break; and one at the end of the year. Grade parents will coordinate these in each classroom with the direction of the teacher.

Lost and Found

Our school maintains a lost and found location for items that students misplace. Please label all jackets, sweatshirts, lunchboxes, etc. with your child's name. All items not claimed will be donated to charity on the last day of each month. If your child misplaces an article of clothing, please speak to your child's teacher about this.

District Dress Code

The purpose of this dress code is to promote accepted standards of decency, decorum, health, safety and cleanliness among schools in Anderson School District Five. Please send your child in clothes that will be comfortable, such as shorts with a t-shirt, long pants with a shirt, or a skirt with a shirt. Sleeveless items may not be comfortable in the classroom due to the varying temperatures. Tennis shoes are recommended due to the physical activities within and outside of the classroom.

EDUCATIONAL POLICIES

Curriculum

All aspects of the learning environment, including equipment and materials, classroom environment, outdoor environment, staff-child interactions, teaching strategies, learning center provisions, etc. must be founded on current early childhood research and focus on the developmental and academic needs of four year old children.

Creative Curriculum is the research-based curriculum model which is used in all District Five 4K classrooms. Creative Curriculum is a practical approach on how to organize the environment to support children's social development and active learning. It is based on child development theory. By continually changing and enriching the environment, teachers can support learning and creativity in children. It emphasizes establishing a partnership with parents and offers practical ideas for explaining the curriculum to parents. For more information, go to www.teachingstrategies.com

Assessing Student Learning

Your child's teacher will administer a "Readiness Assessment" as required by the Read to Succeed Legislation passed in June 2014. The assessment will provide information for the teacher on your child's literacy skills and will be used only to meet your child's individual learning needs. The teacher will additionally conduct ongoing student assessments to gather information about each child's growth and skill development, as well as to inform instruction. Your child's progress will be assessed using a developmental child assessment instrument approved by the South Carolina Department of Education. The assessment will replace traditional report cards and standardized tests with a system that helps teachers observe your child, assess your child's work, and document your child's achievement. This is done through the following:

- **Portfolios:** Collections of your child's work that show progress and demonstrates special interests and talents as well as areas in need of development
- **Developmental Guidelines and Checklists:** Lists of age or grade level expectations that are used for guiding teacher observations about your child's achievements in school.
- **The benefits of developmental child assessments are the following:**
 - Your child's strengths and needs are clearly identified for you, your child, and the teacher.

- Teachers focus on your child as an individual and set specific goals for him or her.
- Your child is observed and evaluated using a developmental checklist that is based on the most current knowledge about how children develop and learn.
- The process of evaluating your child is connected to what happens in the classroom.

Documentation from the assessment will be sent home three times per year: after the 60th day of school, the 120th day of school, and at the end of the year.

INTERNET ACCEPTABLE USE AND SAFETY

Code **IFBGA-R** *Issued* **07/12**

Internet Access

Because technology is a vital part of the educational process and the curriculum of the District, students and staff will be provided access to the Internet. By providing this access, the District intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning, by allowing access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

- locally networked reference and research sources;
- global information and news;
- discussion groups on a vast range of topics;
- local, regional, public, state and national library catalogs; and
- world wide web.

Additionally, staff and students will have full access to digital communication services to include electronic mail services.

The availability of internet access provides a unique educational opportunity for students and staff to contribute to the District's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, the state, and the world about the District's curriculum and instruction, school- authorized activities, and other related information. The District provides this instructional resource as an educational tool for staff and students and its use will be governed by the Internet Acceptable Use policy. The failure to follow these policies or responsibilities may result in the loss of privileges or other disciplinary measures.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. The District will

take measures to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet. In general, this requires efficient, ethical and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither the District nor any District employee controls the content of the information available on the systems. Every effort will be made by the District to monitor and restrict ready access to known objectionable sites. However, the District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

Technology Protection Measures

In compliance with the Children's Internet Protection Act ("CIPA"), Pub. L. No. 106-554 & 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. Adult users of a district computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located, for bona fide research purposes or other lawful purposes not otherwise inconsistent with this Acceptable Use Policy.

Internet Safety Policy

For purposes of the Children's Internet Protection Act ("CIPA"), Pub. L. No. 106-554 & 47 U.S.C. § 254(l), this Administrative Rule is the district's "Internet safety policy." This Rule includes provisions to address access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal identification information regarding minors; measures designed to restrict minors' access to materials harmful to minors, and provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms, and cyber bullying awareness and response.

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required annually to sign a permission form before students will be allowed access to the Internet. Student also must sign a form annually acknowledging that they have read and understand this Administrative Rule, that they will comply

with the guidelines set forth herein, and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form.

Terms and Condition of Use

Acceptable Use

The purpose of the District's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the Internet and network must be in support of education and research, and consistent with the educational objectives of the District. Use of other networks or computing resources must comply with the rules governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Access to computer systems and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, state, and federal laws.

Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Procedures for Use

Administrators and teachers may access the Internet for educational or work-related purposes at any time, which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. Occasional employee personal use is permitted.

Students will be allowed to access the Internet and receive digital communication services to include electronic mail services through their teachers and provided they have returned the signed Internet permission form for use. No students may access the Internet without permission. Student use must be supervised at all times by a staff member.

Rules Governing Use

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges and will be subject to disciplinary consequences described in this policy. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Vandalism is prohibited and will result in disciplinary and/or legal action. Vandalism includes any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to any of the Internet infrastructures. Vandalism also includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas, or the unauthorized blocking of access to information, applications, or areas of the network.
- Never access or attempt to access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related

to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials, advertisements for products or services not permitted to minors by law, insulting, fighting, and harassing words, and other materials which may cause a substantial disruption of the academic environment. Violations of this policy will result in disciplinary and/or legal action.

- Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Documents, electronic mail, chat room messages, and any other form of direct communications may not include a student's social security number or any other personally identifiable information that may lead to the identity of one's self or others. For example, do not reveal personal home addresses or phone numbers to others.
- No student pictures (video or still) or audio clips will be published without permission from the student's parent or guardian.
- Documents may include "directory information," including a student's name, address, or telephone number, provided the parent/guardian has been informed about the release of "directory information" and has not notified the district in writing that he/she objects to the release of information.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- Do not disrupt, harass, or annoy other users.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources.
- All subject matter on District Web pages will relate to curriculum, instruction, school-authorized activities, or to the District.
- Neither students nor staff may publish personal home pages as part of District Web sites, or home pages for other individuals or organizations not directly affiliated with the District.
- All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
- All users should use the Internet only for research and academic reasons; non-academic uses are prohibited. Occasional employee personal use is permitted. Users may not use the system for financial or commercial gain.
- All work should be proofread so as to avoid spelling and grammatical errors.
- All pages on the District's server(s) are property of the School District.
- Always follow the instructions of the supervising staff members.
- Passwords are not to be used by unauthorized individuals. Individuals given passwords to access the district's systems will assume responsibility for proper use and safe keeping of those passwords. If a staff member feels that there is a security problem on the network, misuse of a district password, or a compromised password the matter should be reported to the building principal or the designated local school technology resource.

- No user of the system may use the system to make an unauthorized disclosure or use of, or otherwise disseminate, personal identification information regarding minors and/or students.

Inappropriate uses

The following list represents some of the inappropriate uses that are not permitted by the District:

- Commercial advertising, commercial fundraising, or unethical/illegal solicitation.
- Accessing a file or web site that contains pornographic or obscene pictures, videos, stories, or other material, making copies of such material, or distributing or exposing others to such material.
- Using copyrighted material without permission.
- Sending messages or materials that are obscene, profane, racist, sexist, inflammatory, threatening, or slanderous toward others.
- Creating and/or placing a computer virus on the network or any workstation.
- Sending messages or information with someone else's name on it or misrepresenting the source of information entered or sent.
- Sending or receiving messages or information that is inconsistent with the school's conduct code or assisting others to violate that code.
- Requesting or distributing addresses, home phone numbers, or other personal information, which could then be used to make inappropriate calls or contacts?
- Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people.)
- Purchasing something which requires a credit card number and obligates a student or school to provide payment to another party.
- Accessing, attempting to access, and/or altering information in restricted areas of any network.
- Downloading or loading any software or applications without permission from the building network administrator or system administrator.
- Violating the confidentiality rights of other users on any network.
- Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources.

Users are required to report any of the following to his/her teacher or the building administrator as soon as the following are discovered:

- Any messages, files, web sites, or user activities that contain materials that are in violation of this policy.
- Any messages, files, web sites or user activities that solicit personal information, such as an address, phone number, credit card number, or social security number, about the user or someone else, or request a personal contact with the user or another user.
- Attempts by any user to abuse or damage the system or violate the security of the network and its resources.
- Any illegal activity or violation of school policy.

Penalties for Improper Use

Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the applicable student related policies. Internet access privileges also may be cancelled. Violations of the laws of the United States or the state of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

Warranty

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the network you must notify the administrator for the School or the District Director of Technology. Do not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restriction or cancellation of privileges or other disciplinary and/or legal action.

User Privacy

The District reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff or students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

****See entire Board Policy at www.anderson5.net**

HEALTH, WELLNESS & SAFETY

Sickness

North Pointe Elementary has a full-time registered nurse on staff, Mrs. Deborah Gaillard. She is here to attend to the medical needs of students during the school day. The school nurse keeps a record of each child's visit and takes his/her temperature or performs minor first-aid when necessary, depending on the symptoms. The health room does not have aspirin or any other medications and **the nurse cannot administer any** medication without permission from the parent and the doctor. The parent is responsible for supplying the medication.

Giving Medication at School

- Written permission is required for any medication to be administered during the day from a licensed physician. This includes over-the-counter medications.
- A parent or guardian must deliver the medication to school **to the nurse**. Medication cannot be sent to school on the bus with your child!
- It must be in the original bottle with the prescription on the label or in the original packaging.
- Students requiring daily medication (more than 3 weeks) must bring no more than a month of medication to the school at one time.

*We strongly encourage you to give medication at home if appropriate. However, if this is not possible, then we will administer the medication following the above guidelines.

DHEC guidelines are used for illnesses. If a student is running a fever, they must be free from fever for 24 hours. If a student vomits at school, we must have someone pick them up immediately. If a student has lice, they must be checked by the nurse before reentering school.

Immunizations

According to state law, all students must have an up-to-date South Carolina Immunization Form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to obtain the necessary immunizations. Please go to this link for information about exemptions:

<http://www.scdhec.gov/Health/Vaccinations/ExemptionsfromSchoolVaccineRequirements/>

Please remember that we are not allowed to keep sick children at school and we will contact you **immediately** or use the emergency contact information that you provided. Please have a plan in place for picking up your child when they are sick.

Health Records

All schools will comply with the South Carolina Department of Social Services Licensing Regulations for Private and Public Child Care Health, Safety and Sanitation requirements.

A health record for each child will be maintained in the school. Each health record will include all of the following information:

- A statement, signed by the parent/guardian, of the child's health prior to admission to the Child Development class. (DSS Form 2900)
- A current copy of the child's immunization record signed by a physician or other health official. This record should indicate that all required immunizations are complete as recommended by the South Carolina Department of Health and Environmental Control (DHEC), or that the appropriate official has provided written proof that the child meets either medical or religious exemption requirements; and
- Other health information deemed necessary by the program director and/or by the parent(s)/guardian(s).

Reporting of Abuse or Neglect

All schools are mandated by law to report suspicion of child abuse or neglect, the law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline; including spanking administered in a reasonable manner) will be construed to be **abuse**.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being will be classified as **neglect**.

Parents may not be informed of reporting if such confidence may hinder a full investigation.

School Closing

School closings for bad weather or other severe emergencies will be announced on local television and radio stations. Parents are also encouraged to check the district's web site (www.anderson5.net) for current school closing information. In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for the evacuation and safety of all students. Information will be provided over radio and television stations. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

Keep this in mind if there is a 2-hour delay for inclement weather:

- Breakfast will not be served at school.
- Students **may not** be dropped off before 9:15 AM. School will begin at 9:55.
- Buses will be at their stops two hours after their normal time. For example, if the bus picks you up at 6:35 AM, be at your stop by 8:35 AM. Students will be dismissed at their regular time.

Safety Procedures for Students at North Pointe Elementary

1. ALL visitors are required to sign in through the LobbyGuard system in the front office area. A driver's license is required through this system. If you do not have a driver's license with you, then you will need to sign in through verification of a school administrator. You may not pass the office area without this information and a sticker to prove verification of your visit.
2. Students are expected to arrive at school on time. Speed Limit on school grounds is 15 MPH.
3. Students should not be dropped at school prior to 7:30 AM.
4. **All students should enter the building through the designated doors. Students should not be dropped off in the parking lot, in the bus loop or in front of the building. All 4K parents must walk their students inside to an adult.**
5. The front office/front door does not open until 7:30 every morning.
6. Car riders are dismissed at the same location as drop off in the morning. You must walk up to the entrance to pick up your child. Please remain outside of the building and your child will be escorted to you outside of the building and you will sign the form to take your child.

- Do not park and get your child from the classroom.
 - Pick your child up on time!
7. Send in a FAX or e-mail the office and your child's teacher when there is a change of transportation.
 8. Do not send money to school without it being sealed in an envelope and for a specific purpose.

If you or the person picking up your child(ren) does not have the "official" tag authorizing pick up, they will be asked to go to the front office to pick up the student(s). They will need to show ID and it will need to match the authorized list we have in the office. The change will be handled in the front office and student(s) will be picked up there.

*The first couple of weeks are difficult as we "work out the dismissal bugs". Our goal is the safety of each and every student! Thank you in advance for your understanding. For the safety of our children, please do not use your cell phone when dropping off or picking up!

School Safety Act of 1997

The School Safety Act of 1997 creates a new criminal offense, "assault and battery against school personnel," that is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity. It is a misdemeanor. If charged with assault and battery against school personnel, a child may be detained in juvenile detention facility. Magistrates may exceed stated penalties for assault and battery from \$500.00 and 30 days in jail to \$1,000.00 and one year in jail when offenses are committed against school personnel.

Harassment, Intimidation or Bullying

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, or at another program or function where the school is responsible for the student.

For the purpose of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following. Bullying is identified as an act that occurs over and over again and is not a one-time offense.

Sexual Harassment

Sexual harassment of students by district employees or other students or third parties is prohibited. All employees, students and third parties associated with schools must avoid any action or conduct that could be viewed as sexual harassment. The board directs district and school employees to take prompt, appropriate and responsive action to end sexual harassment and to prevent its recurrence. Teachers and school administrators are expected to use judgment and common sense which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature. Any student who feels he/she has been subjected to sexual harassment, or the parent/guardian of a student who feels he/she has been subjected to sexual harassment, is encouraged to file a complaint in

accordance with the administrative rule which accompanies this policy. All allegations will be investigated promptly, thoroughly and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

Adopted by Board of Trustees 10/19/93; revised 3/17/98

SEX Offender Registry

State law requires the Anderson County Sheriff's office to provide school and daycare facilities information regarding any sex offender whose address is within one-half mile of a school or childcare facility. This list is mailed annually. A current list can be viewed in the school principal's office or obtained through the internet at www.sled.state.sc.us.

In addition, our LobbyGuard system runs a national sex offender check when you log into enter our facilities. You may be denied entrance if your information returns from any state that you have ever been on a similar list.

Bus Transportation

Bus transportation is provided to all students who live more than a mile from the school. Students should ride only the bus they have been assigned. Any changes must be cleared with the office ahead of time. To ensure the safety of all students to and from school, it is important that every student obey the following rules:

- Board and leave the bus in a quiet, orderly manner.
- While on the bus, students will talk at an acceptable volume level: yelling and other loud noises are not acceptable.
- Students must remain seated at all times.
- Obey all other safety rules that the driver has established.

Guidelines established by the district for bus suspensions and write ups will be followed.

All changes in transportation must be in writing. Bus services are a privilege and not a right. We will strictly enforce all rules and regulations and a student may lose bus privileges for the remainder of the year.

General Procedures for Transporting K4, 5K, 1st, 2nd and 3rd Grade Students:

State law requires the following of parents:

Section 59-67-415 Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to the school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the child from school. The state's responsibility includes the arrival and departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the

required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

Section 59-67-420 The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student reside when the same grade is taught in an appropriate school that is located within the school district in which the student resides.

Parent Responsibilities-

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop during the morning pickup and afternoon drop-off of their 4K, 5K, 1st, 2nd, or 3rd grade child; and is ultimately responsible for the safety and conduct of his/her child(ren) to and from the bus stop and while waiting at the bus stop.

Any student of the ages mentioned above will be returned to their home school if a parent/guardian or designee is not present at the bus stop. The only exception to this rule will be when multiple students are dropped off at multi-housing complexes or a transportation waiver form has been filled out, signed and submitted to the school and the Transportation Department has been made aware ahead of time. (Note: A new student transportation waiver form must be filled out at the beginning of each new school year for any student in the mentioned grades that will be getting off the bus at a stop without the presence of a guardian. The designated guardian may be another adult or a student in 4th grade or higher.) The schools will forward waivers to the Transportation Department where they will be kept on file and the driver given a copy for their records. One person may serve as the designee for multiple children. Any student that does not ride the bus for 5 consecutive days will be dropped from the route unless the parent/guardian notifies the school or the Transportation Department in advance.

Incidents of the parent/guardian/designee not being at the bus stop for PM drop-off will result in all transportation services being discontinued according to the following outline:

1. First incident: Warning to parent by school with review of future consequences
2. Second incident: 1 day suspension of bus riding privileges
3. Third incident: 3 days suspension of bus riding privileges; possible DSS referral
4. Fourth incident: 5 days suspension of bus riding privileges; possible DSS referral
5. Fifth incident: 10 days suspension of bus riding privileges; possible DSS referral
6. Sixth incident: Removal from bus for the remainder of the school year; possible DSS referral

Refer to Board Policy JICC

PARENT / FAMILY INVOLVEMENT

The Child Early Reading Development Education Program recognizes that parents and families are their child's first teachers. We want parents and families to be actively involved in their child's education this school year and for many school years to come.

Parent/Family Workshops

A series of Parent/Family workshops and/or Parenting Programs on various topics will be offered throughout the school year. Families are strongly encouraged to attend these throughout the year. The school district's Family Literacy and Parenting contact person is Megan Maness, Reading Coach.

Parent-Teacher Conferences

Schools will report at least quarterly to the parent(s)/guardian(s) on his/her child's progress.

- ❖ An orientation to CERDEP (ex: Back to School Night, home visits, etc.) will be conducted as the first of these quarterly contacts to complete the Parent Orientation Checklist.
- ❖ Two of the quarterly contacts will include parent-teacher conferences during the school year. Conferences will be a time for parents to learn about their child's experiences and developmental progress. Documentation of your child's progress, curriculum developmental checklists and portfolios will be shared with during the conference and at regular reporting times during the school year.
- ❖ The final review of your child's progress will be provided at the end of the school year as the concluding parent contact.

Other conferences may be scheduled at the request of either the teaching staff or parents.

Communication

Each Child Early Reading Development Education Program believes in building a partnership with all families of the children enrolled. Open communication is the most important characteristic of this partnership and is considered the most beneficial to the children's learning and development. Parents are encouraged to share information that would be helpful in the staff's caring of their children. The teaching staff will also share information with parents about their children and about the program using various modes of communication:

- ✓ Regular newsletters
- ✓ Face-to-face conversations
- ✓ Phone calls
- ✓ E-mails
- ✓ Written notes

Classroom Visits

All parents are encouraged to visit their child's class to observe or participate in class activities. There is always room for parents and grandparents alike to spend some time with the children or to share talents, hobbies, and interests with all children. When coming to visit, always check in with the office staff first.

Parent-Teacher Agreement

The schools that are participating in CERDEP truly believe that parents are their child's first and most important teachers. The selected schools see their role as that of a partner. The Parent-Teacher agreement symbolizes this partnership. It is a document that outlines how parents and teachers can share the responsibility for the success of each child.

We ask that each parent agree to strive to the following:

- Believe that your child can learn
- Demonstrate that you value education and that school is important
- Ensure your child attends school regularly and is on time
- Set aside time each day to talk with your child about his or her learning
- Read to your child daily and allow your child to see you read daily
- Provide a home environment that encourages your child to do his/her best
- Provide structured sleeping and eating habits for your child
- Attend parent-teacher conferences

Your child's teacher will strive to:

- Believe that each child can learn
- Respect and value the uniqueness of each child and his or her family
- Provide a safe environment that promotes active hands-on learning
- Provide frequent communication with newsletters, reports, and telephone call
- Seek ways to involve parents in the school program
- Schedule parent-teacher conferences to accommodate parents schedules
- Welcome the participation of parents in the classroom

Please sign the copy of this agreement, which is at the end of this handbook, and return to your child's teacher.

Reset

South Carolina Department of Social Services
Child Care Licensing
**AUTHORIZATION FOR INTERVENTION, THERAPY AND
EXTRACURRICULAR ACTIVITIES**

I authorize _____ to remove
Name of Person/Entity Providing Activity

_____/_____
Name of Child / Child's Date of Birth

from _____ and/or its programs from
Name of Child Care Facility

_____ to _____ on _____
Time Time Dates/Period of Service (See instructions below)

for the purpose of participating in _____ . I am aware that
Type of Activity

while participating in _____ , my child **will not** be supervised
Type of Activity

by a qualified staff person employed by _____ .
Name of Child Care Facility

I am also aware that, _____ and its employees
Name of Person/Entity Providing Activity

are not required to adhere to laws governing _____
Name of Child Care Facility

including, but not limited to laws governing staff to child ratios, supervision, background checks, and educational training.

Parent/Guardian's Signature Date

Child Care Facility Director's Signature Date

Person Providing Activity's Signature Date

Instructions:

This form must be completed and signed by all parties before providing services or activities. Beginning and ending dates should be used to show when the service or activity is being provided. If the service or activity continues for more than a year from the date it is signed, the form must be renewed.

**North Pointe Elementary School
CERDEP / 4K Program
2018-2019**

Parent-Teacher Agreement

The schools that are participating in CERDEP truly believe that parents are their child's first and most important teachers. The selected schools see their role as that of a partner. The Parent-Teacher agreement symbolizes this partnership. It is a document that outlines how parents and teachers can share the responsibility for the success of each child.

Student Name: _____

Teacher Name: _____

Parent Name: _____

As a parent, I, _____ will strive to:
(parent signature)

- Believe my child can learn
- Demonstrate that I value education and that school is important
- Ensure my child attends school regularly and is on time
- Set aside time each day to talk with my child about his or her learning
- Read to my child daily and allow my child to see me read daily
- Provide a home environment that encourages my child to do his/her best
- Provide structured sleeping and eating habits
- Attend parent-teacher conferences

As a teacher, I, _____ will strive to:
(teacher signature)

- Believe that each child can learn
- Respect and value the uniqueness of each child and his or her family
- Provide a safe environment that promotes active hands-on learning
- Provide frequent communication with newsletters, reports, and telephone call
- Seek ways to involve parents in the school program
- Schedule parent-teacher conferences to accommodate parents schedules
- Welcome the participation of parents in the classroom

Please return to your child's teacher when completed.

