

Dear NCCAE Parents and Students,

Welcome to the 2018-2019 School Year! We are delighted that you are joining us at North Charleston Creative Arts Elementary. This handbook was developed to familiarize you with North Charleston Creative Arts School's procedures, policies, goals and expectations. We appreciate you taking the time to review its contents with your child. Please read this handbook together and refer to it periodically throughout the year, as needed. This handbook is available through our website in an effort to make it more accessible and paperless.

Hopefully, this information in the handbook answers many of your questions. We are always available to clarify any school matter. Please do not hesitate to contact us at (843)529-2831.

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

North Charleston Creative Arts is a unique, arts-enriched, exciting place to learn. Our space has provided wonderful opportunities for learning, performances, and experiences and we anticipate great events in the coming year. The ARTS focus at North Charleston Creative Arts creates this wonderful learning environment.

Sincerely,

Eric Hansen, Principal and Joyce Johnson, Assistant Principal

## **CCSD MISSION STATEMENT**

The mission of the Charleston County School District, a dynamic system of challenging educational choices, is to increase student achievement overall and close achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

## **NCCAE MISSION STATEMENT-"COMPOSITION ORANGE"**

The mission of North Charleston Creative Arts Elementary is to use arts integration to provide a nurturing environment that engages lifelong learners.

### **Beliefs**

The creative arts...

- Will allow all children to develop worth and dignity.
- Motivate and engage all children in a safe, nurturing, and positive environment.
- Promote a standards-based approach to teach all children
- Advocate for multicultural awareness, individuality, confidence, and develop lifelong learners.
- Establish positive community relationships and involvement.

In our strategic plan for North Charleston Creative Arts, our goal for all students is to demonstrate mastery of the South Carolina Standards in Math, ELA, Science, Social Studies, and the Arts. We believe the arts enhance that learning.

### **District Mission Statement**

The mission of CCSD, a dynamic system of challenging educational choices, is to increase student achievement overall and close the achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

### **Vision**

We envision a school that...

- Maintains a full-time arts faculty in these areas: music, art, drama and dance.
- Implements standards based instruction.
- Provides all students with the opportunity to participate and excel in the arts.
- Serves as a teaching model within the arts community for educators and supporters of the arts.

At NCCAE, we believe that the arts are a powerful approach to teaching. Not only will our students use the arts to learn in the regular classroom, but they will have additional opportunities for experiences with two classes in art, music, drama, dance and PE each week. Students may also sign up for Suzuki Violin, or Piano, as well.

The focus at NCCAE is not to create artists, but to enhance the learning for every child and help children have an appreciation for the arts. We aim to create opportunities for students to learn at a very high level and have fun in the process. We hope to help students learn what their strengths and weaknesses are and to use the strengths to build up the weak areas. Through the arts, we are able to educate the whole child and meet the needs of all learners. Learning for us means that students have opportunities to construct, experience, reflect, collaborate, and problem-solve.

## **ACADEMIC ARTS**

All students at NCCAE will have access to many opportunities in the arts, including the attending of the Academic Arts content areas each week. Students in grades 1-5 will attend two Academic Arts classes per day, while students in CD will have the opportunity to attend once per day. These Academic Arts classes include Visual Art, Drama, Music, PE and Dance. Students will also attend computer lab and the media center once a week. Elective classes in Strings and Piano are also available for students, beginning in K5.

## **ASSESSMENTS**

**MAP Testing** takes place three times a school year. MAP stands for Measures of Academic Progress and is used by every school in CCSD to measure student progress during the year. All students in grades 1-5 will take Reading and Mathematics in the Fall, Winter and Spring. K5 will take MAP in the area of Mathematics only. MAP is given in the computer lab or on student iPads and students work at their own pace to complete the test (usually about an hour). Each student works on their own instructional level and their progress is called a RIT score (Rasch unit). This information will be shared with you and teachers will use it to help plan for instruction in the classroom.

**SCREADY/SCPASS Tests** are required by the State of South Carolina. These standardized tests are given in the spring to all students in grades 3-5. Test results will be shared in the Fall and these are used to help highlight strengths and weaknesses for students.

## **ATTENDANCE**

Attendance is important and a requirement for promotion. Ten unlawful or unexcused absences puts the student in danger of retention. **The school office must receive a valid excuse, written by the parent or guardian, within two (3) days after the student returns to school.** This excuse must contain: student's name, teacher's name, date(s) of absence, specific reason for absence and **signature** of parent or guardian. **Excuses received via email will NOT be accepted, as they must be written and signed by the parent.** Attendance conferences will be held with parents of children who exceed the South Carolina Attendance Regulations Laws. NCCAE will schedule conferences with parents after 3 consecutive/unexcused absences or 5 cumulative/unexcused absences. Students who attend every day will be honored at the quarterly, and end of the year awards ceremonies. Please see the Student Code of Conduct regarding Attendance on the NCCAE and/or the CCSD website.

## **BELL SCHEDULE/ARRIVAL/DISMISSAL/EARLY DISMISSAL**

7:00 am: Building Opens

7:25 am: Tardy Bell

2:25 pm: Student Dismissal

The building opens and student arrival begins at **7:00 am**, and the tardy bell rings at 7:25 am. **ALL students must be in their rooms by 7:25, or will be counted as tardy. Breakfast will be served from 7:00 – 7:25 in the cafeteria.** Whether arriving by bus or car, students will go directly to the cafeteria for breakfast. If students choose not to eat breakfast they will report directly to their classroom.

-**Tardy Students:** If a student arrives after 7:25 then the student is considered tardy. Tardy students must be walked into the school building with a parent and signed-in appropriately.

-**Early dismissal** requests must be in writing and signed by the student's parent or guardian. **NO students will be allowed to dismiss after 1:45 pm.** Students will be called to the office when the parent comes in and signs them out. We will ask for identification if we do not know the person signing the student out. The adult picking up the student **must be on the student emergency card. THIS IS FOR THE SAFETY OF THE STUDENT.** Only individuals on the emergency card have permission to sign students out of school. **NO STUDENTS will be dismissed between 1:45 and 2:25. We need to restrict traffic in the parking lots and in the office during this time. All doctor's appointments require a documentation/excuse from the doctor's office, upon returning to school.** The end of the day is a very important time for students to get organized and for teachers to connect learning.

-**Dismissal** is at 2:25. All student car-riders need to be picked up by **2:45 p.m.** After-School students will go very quietly to the designated grade level locations and will be picked up from the cafeteria before 6:00 pm. **Please wait in the car rider line, as we are able to complete the dismissal routine in a very short time. The first few weeks of school always pose a challenge, as parents and staff are learning the routine.**

-**Walkers:** Students picked up as "Walkers" will be picked up from the designated "Walker Area" outside of the 1st grade hallway. "Walkers" are defined as students whose parents pick them up on foot. **Parking on the school grounds and walking up to retrieve students will not be permitted.** If questions arise pertaining to students who are "Walkers", a lease or address verification can be used to determine this status.

## **ADDITIONAL ARRIVAL AND DISMISSAL INFORMATION**

### **Bus riders:**

Buses will arrive and depart from the bus loop. In the morning buses will unload at 7:00 and students will enter the building through the cafeteria entrance.

### **Car riders:**

Our car rider loop is in the front of the building. Cars will enter the loop and immediately turn right. We encourage you to stay in the right lane, as this lane will bring you right to the sidewalk that goes in front of the school. Please be sure to pull all of the way forward and make sure that your child is ready to exit in the mornings when you stop. Encourage your child to exit the vehicle, once you have come to a complete stop, as students do not need to wait for a staff member to open the car door. We have a raised crosswalk at our main entrance. Please do not park on this crosswalk. It is also important that parents remain in vehicles at all times while in our car rider line. Car rider drop-off will begin at 7:00 and end at 7:25 each morning at the school's main entrance. Many parents arrive at the car rider line prior to 7:00 which is okay. **However, please do not release your children from your vehicle until the bell rings, and faculty members arrive to car duty at 7:00.** Car rider pick-up will begin in at 2:25 each afternoon at the main entrance. We have created unique, school-issued placards for you to use. You may pick up placards at our Meet the Teacher Night on August 16<sup>th</sup>, or you may request them through our main office. These placards will help us to create a safer

environment for our students who are dismissed through the car rider line. Please place the placard on the driver's side dashboard. This will assist us to move the car rider line as quickly as possible. **If you forget your placard when picking up your child, you will need to bring your driver's license to our main office in order for us to dismiss your child to you. *\*Please do NOT park in the surrounding neighborhood or on the frontage road and release your student in the morning. Remain in your vehicle and in the car rider line.***

#### **Walkers and Bike Riders:**

We are so excited to provide the opportunity for many of our students to walk and/or ride bikes to school. Safety is our top priority and we have prescribed sidewalks that lead our bikers and walkers safely to the bike rack/owl entrance. Please encourage your students to dismount their bikes, and walk them once on school grounds. This procedure goes both ways, as we will expect bikers to walk their bikes off of campus, prior to mounting their bikes. By choosing this mode of dismissal for your child you are giving them permission to exit campus with or without an adult. Our ability to supervise students ends once children exit our campus. Walkers who will be picked up by parents will be picked up at designated "Walker Area", which is located directly to the right of the main office area (on the 1<sup>st</sup> grade wing). Walkers will be dismissed once their parents are on campus and within view of the staff member present at the walker's holding area. **\*\*"Walkers" are those students who live in the surrounding area and walk from their homes. Driving and parking and walking up in the afternoons for pick-up is NOT permitted, please. If you are a car rider, please stay in your vehicle, in the car rider line. This will be enforced.**

#### **BUSINESS PARTNERSHIP**

NCCAE is working to expand its partnerships with local businesses. If you are interested in partnering with NCCAE or know of someone who is interested in partnering with NCCAE, please contact Mrs. Jackson at [adrienne\\_jackson@charleston.k12.sc.us](mailto:adrienne_jackson@charleston.k12.sc.us)

#### **CHECK POLICY**

Payment with personal check is NOT permitted at NCCAE.

#### **DENIAL OF MEDIA RELEASE: [Denial of Media Release Link](#)**

***Return this form ONLY if you do NOT wish for your student to appear in school representation or authorized media organizations using material featuring your child's image/likeness/voice and his/her art or other creative work.***

SPANISH VERSION:

#### **EMERGENCY DRILLS/SAFETY**

Safety is our first priority at NCCAE. Safety underlies everything we do. In the Fall and at the beginning of the 2<sup>nd</sup> semester, we perform safety drills every Friday for the first four weeks. The "Big 4" are practiced in the following order, sequentially: Fire Drill, Lockdown Drill, Tornado Drill, and Earthquake Drill. Each month, we practice a randomly timed Fire Drill.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

[FERPA Link](#)

## **FIELD TRIP POLICY-CCSD**

The Board supports the idea of extending the school program by providing learning experiences and other activities away from school which are of value in helping achieve educational objectives. These extensions of classroom instruction and the school program are referred to as field trips. For purposes of this policy, a field trip is defined as any school sponsored activity which takes one or more students away from the school setting.

There are two types of field trips:

1. Instructional Field Trips (extensions of classroom instruction)
2. Interscholastic/Extracurricular Field Trips (extensions of the school program)

Field trips are further classified by the length of time and the approving authority.

1. A field trip which will be completed and students returned to school at the close of the normal school day. Approving Authority -- Principal.
2. A field trip which will be completed and students returned to school after the close of the normal school day or a field trip which will not be completed in one day. Approving Authority – Superintendent.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his school program to enable him to participate and shall be counseled as to his obligations in fulfilling them. The administration may place restrictions upon a student's participation when in the staff's judgment his welfare requires it. Charges or fees for field trips may be necessary. No funds are budgeted for field trips. Field trips may be denied because of cost or because the sponsor has not made arrangements for all students in the group to participate.

Students who participate in field trip activities shall be limited to those who are participating in the particular subject or activity and will benefit by achievement of the specific educational objective.

The Superintendent shall develop administrative regulations pertaining to the implementation of this policy. Adopted: July 14, 1975 Revised: April 2012

**\*Please be aware that teachers and parents chaperoning field trips are responsible for NCCAE students. Therefore, please do not bring any other children on school field trips. Chaperones are not allowed to ride the school busses.**

## **GRADING**

Grading is an important part of evaluation. **Report cards** will go home at the end of each nine weeks, in student Wednesday folders. The dates are as follows:

- October 31
- January 23
- April 3
- June 5

**Interim Reports** will go home in student Wednesday folders. The dates are as follows:

- September 26
- November 28
- February 20
- May 2

Report Cards and Interims need to be signed and returned to school the following day. Teacher comments on report cards help you as the parent have a window into the classroom and will reflect students' strengths and weaknesses. **Remember homework is a critical part of any grading system.** Make sure homework is completed and is brought to school. Teachers will hold conferences with parents in order for parents to receive their first report card. Conferences will be held near the end of the first marking period.

-CD-2nd Grade reports will determine student levels based on a letter grade which denotes current development level, per standard. The grades will be indicated, as follows: C (Consistent), E (Emerging), N (Not Met), N/A (Not Assessed).

-Grades 3-5 Grade reports will determine grade averages from 0-100%. The grading scale is a 10-point scale, and is as follows:

- A: 90-100%
- B: 80-90%
- C: 70-80%
- D: 60-70%
- F: 50 and below

## **HOMEWORK POLICY**

Homework is practice for what you learned in class. It is the student's responsibility to do the work and return it to school when assigned. Students in grades K-5 should have 20-30 minutes a night (average time). The number of minutes should correlate to grade level as follows:

50 minutes for 5<sup>th</sup>, 40 minutes for 4<sup>th</sup>, etc. This should always include 15 minutes of free reading. Make sure there is a special place and time to do homework. Parents are encouraged to check to see if it is done and correct. (Students, make sure you understand the assignment before leaving school.) Homework information will be included in folders, and in the teacher weekly newsletters (via email).

## **KALEIDOSCOPE**

We are excited to have a well-designed access point for afternoon/evening Kaleidoscope pick-up. Parents may park in the bus loop and simply enter the entrance marked Kaleidoscope. If you have questions about Kaleidoscope, please call Kat Norsworthy (843)529-2842 or (843)518-2773, or email [kathryn\\_norsworthy@charleston.k12.sc.us](mailto:kathryn_norsworthy@charleston.k12.sc.us).

### **MEALS @ NCCAE**

*The Community Eligibility Provision (CEP) has identified North Charleston Creative Arts as participating in **FREE** breakfast and lunch for **ALL STUDENTS** for the 2018-2019 school year.* Our cafeteria serves breakfast and lunch each full day of school. Our manager, Ms. Karen Brown, serves healthy meals, and the menu is available on the school website. **NO FAST FOOD, glass bottles, or CARBONATED drinks are allowed, please. Extra milk may be purchased for \$0.50 per half pint container.** Breakfast will be served in the cafeteria from 7:00 a.m. until the tardy bell rings at 7:25., Each student will have the opportunity to have breakfast provided until 8:30 a.m.

**Healthy Foods** is one way in which North Charleston Creative Arts, with help and support from parents and families, is making sure that our students stay healthy and have a balanced diet during the school day. ***This is why we ask for parents to leave all unhealthy snacks, treats, fast food, candy, etc., at home for birthdays and classroom celebrations.*** We welcome you to still come and eat lunch with your child and to come for the classroom and school-wide celebrations.

### **NURSE'S CLINIC**

Emergency cards must be completed fully, signed and returned for Nurse Catenacci, as soon as possible. Please pay special attention to current details, so that the school can communicate when appropriate.

### **MEDICATION**

**CCSD Schools are currently allowed to dispense a limited list of over-the-counter medications with parental consent. Please see the clinic emergency card for the list.** Any medication to be administered at school requires a Doctor's Order form to be completed by the parent and doctor. Medication must be provided by the parent in the original, sealed, properly labeled container. Any medical procedure (such as blood sugar checks, tube feedings) to be performed at school requires a Doctor's Order form to be completed by the parent and the doctor. Doctor's Order forms are available from the nurse or online at:

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

**Under no circumstances is a child to transport any medication (over-the-counter, prescribed, etc) at any time.** If there any questions, please call Nurse Catenacci at (843)529-2231 or email her at [maureen\\_catenacci@charleston.k12.sc.us](mailto:maureen_catenacci@charleston.k12.sc.us)

### **PARENT CONFERENCES**

**Parent Conferences** can be scheduled by contacting your child's teacher via email. Teachers are required to meet with every parent for a conference at least once in the first nine weeks. Please work with your child's teacher by attending all scheduled conferences.

### **PARENT COMMUNICATION**

**NCCAE offers families many opportunities for communication through various mediums.** Weekly Student Folders will come home on Wednesday afternoons and will require weekly parent viewing and signing. NCCAE will also utilize a weekly parent email system, as well as Facebook and Twitter.

## **PBIS**

NCCAE is a **PBIS** (Positive Behavior Intervention and Supports) school, and we follow our S.O.A.R. expectations. Through PBIS, we utilize a common school-wide verbiage which allows for uniform communication across the campus. This verbiage is modified to areas, specifically in the classroom, the hallways, bathrooms and the cafeteria. At NCCAE, **S.O.A.R.** stands for the following:

**Safe**-We will act in a safe manner everywhere we go.

**Organized Learner**-We will do our best to stay organized and focused on learning.

**Always Respectful**-We will show respect by sharing and listening to others.

**Responsible**-We will be responsible for ourselves and our property.

## **POSITIVE REINFORCEMENT**

AT NCCAE, we make great efforts to recognize student appropriate and exemplary behavior. When students are SOARing in all areas of the school community, we recognize students in many ways in order to cultivate and nurture a complete positive school culture. While we don't reward students with toys or candy, we do recognize them through our "Positive Tweets", morning show recognition, PBIS celebrations and our monthly Terrific Kids celebrations. Be on the lookout for a special phone call from the Principal or Assistant Principal when your student is SOARing, NCCAE-style!

## **PROCEDURES FOR PARENTS WITH CONCERNS**

**FIRST:** Please communicate **first** with your child's teacher.

**SECOND:** Eric Hansen, Principal and/or Dr. Joyce Johnson, Assistant Principal

Whenever the principal, Eric Hansen, is off-campus, Dr. Johnson will assume the principal's responsibilities. In the rare occasion that both the Principal and Assistant Principal are off-campus, Adrienne Jackson, Parent Advocate will assume responsibility.

### **Bus Concerns:**

Durham Bus Co. Main Line (843)745-7084

Dr. Joyce Johnson, Assistant Principal (843)529-2831

## **PTO**

If you are interested in being involved with the PTO (Parent Teacher Organization), please email [nccaes.pto@gmail.com](mailto:nccaes.pto@gmail.com).

## **SEXUAL HARASSMENT PREVENTION POLICY:**

[Sexual Harassment Prevention Policy Link](#)

SPANISH VERSION:

[Sexual Harassment Prevention Policy Link in Spanish](#)

## **SUPPLIES**

Supplies help the classroom run smoothly. Parents are asked to provide their child with the necessary supplies from the supply list and replenish them as needed. Please see our website for up-to-date supply lists for 2018-2019. The supply lists are given according the grade level.

## **STUDENT BEHAVIOR EXPECTATIONS**

At NCCAE, we believe that every student has the right to learn in a safe, clean, and pleasant environment. We will help students understand reasons for and learn the skills of self-control while developing positive attitudes and behaviors toward self and others. In order to reach our academic and social goals, parents, teachers and staff will assume an active role in implementing our discipline system.

**Educators** are responsible for teaching and learning. We are committed to a rigorous academic program for all students. **Parents** are responsible for setting limits, teaching their children in ethical standards, expecting children to be responsible for their actions, communicating high expectations to their children and expecting them to be careful listeners and active/eager participants.

**Students** are responsible for following our schoolwide SOAR Expectations and focusing on learning.

NCCAE follows the CCSD discipline guidelines through the use of the CCSD Code of Conduct policy in regards to progressive discipline at school and on the bus. The Code of Conduct policies can be found on the NCCAE or CCSD Websites.

The CCSD Code of Conduct can be found at the following link: [CCSD Code of Conduct Link in English](#)

## **STUDENT SUPPORT**

The partnership between home and school is critical for success for all children. We need to make sure we work together to offer the best education for your child. If you have concerns, please speak to your child's teacher. We have many resources on staff that can help any child. NCCAE operates under a system called MTSS (Multi-Tiered System of Supports). The MTSS that meets weekly to discuss students and how we can meet their learning needs. When a parent and/or teacher have concerns about a student either academically or behaviorally, a referral is made to the MTSS team, so that the team can begin to put supports in place in order assist the student. Parents will be asked to be a part of this process through the IPS (Individual Problem-Solving) meetings. For questions regarding student support in the areas of academics and/or behavior, please contact the student's teacher or the school psychologist, Jamie Bussard. Her email address is [jamie\\_bussard@charleston.k12.sc.us](mailto:jamie_bussard@charleston.k12.sc.us).

## **STUDENT TARDY POLICY**

Students are expected to arrive to school on time. Entering the room even a few minutes late is disruptive to the tardy student, to the other children in the classroom, and it delays the beginning of the school day. Any student who enters the building after 7:25 am will be marked tardy in the front office. We will notify parents when their child has been tardy 5 times. After the tenth tardy, the parents will receive a letter from the administration and will be required to come in for a conference. There will be no exceptions to the policy except illness or a doctor's appointment. ***Students who have accrued 5 or more tardies w/in a grading quarter will NOT be eligible to receive a "Perfect Attendance" Award.***

## **TECHNOLOGY/INTERNET GUIDELINES**

The students at NCCAE are fortunate to have access to technology through computers and iPads. Every parent and student will be asked to sign the Technology/Internet Guidelines that will be sent home in the First-day packet. It must be returned for your child to obtain internet access. Please review the CCSD Acceptable Use Policy Below:

[CCSD Acceptable Use Policy Link](#)

## **TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for school-issued textbooks and/or library books. If books are lost or damaged, replacement costs will be the responsibility of the parent.

## **UNIFORM POLICY**

North Charleston Creative Arts utilizes a uniform policy. The uniform policy is available in the back of this handbook, as well as on our website. *The uniform policy is to be used simply as a guideline when purchasing uniforms for school. Suggestions and details of the policy are recommendations, and while we will encourage your students to follow the policy, punitive action will not be taken in the event that this policy is not adhered to.*

## **VISITING/VOLUNTEERING @ NCCAE**

As part of the partnership with you and the community, North Charleston Creative Arts is always looking for visitors and/or volunteers. Volunteer opportunities include PTO events, prepping Wednesday folders, assisting in the office, and assisting with our PBIS OWL Celebrations. **All visitors/volunteers must report to the main office to sign in and receive a visitor's sticker. All visitors and volunteers must present a picture ID.** Upon signing in, volunteers will indicate the volunteer location, and time that the volunteer will be in that location. The volunteer will then be asked to wear a "volunteer" lanyard, to be visible while in the building. If you need to speak with a teacher, please call or email the teacher to set up an appointment. **Teacher conferences will NOT be allowed during instructional time.** There are many opportunities for parents to help at school or even at home. Just ask your child's teacher; he or she will be glad to put you to work. We do ask that you are quiet in the hallways and **not** visit in the room first thing in the morning or at dismissal. These are very busy times and teachers cannot give you their full attention as they have the responsibility of all of the students in the class. We request that **ALL cell phones be on silent** while you are in the school. If you are interested in volunteering, please reach out to our parent advocate, Mrs. Jackson at [adrienne\\_jackson@charleston.k12.sc.us](mailto:adrienne_jackson@charleston.k12.sc.us).

