



Cainhoy Elementary School
2424 Cainhoy Road
Huger, SC 29450

Phone: 843-899-8975 *Fax:* 843-899-8970

School Hours 7:20 – 1:50 **School Colors:** BLUE and GOLD **School Mascot:** Tigers
School website address: <http://www.bcsdschools.net/CHE>

Cainhoy Tigers

Welcome to Cainhoy Elementary School. We look forward to working with you and your child/children. We strive to build positive relationships that make a true difference in our students. We want them to achieve at their highest potential so they can leave the elementary setting ready to compete in a future that we all dare to imagine.

As they leave CHES, we want them to have fond memories of love, support, and compassion, which is rooted in the community families of Cainhoy and supported by their elementary teachers and staff. And as they look back, we want them to remember where that confidence and solid ground of knowledge and achievement started; we want them to always be proud of where it began--CAINHOY.

Some of the staff at CHE that are here to help:

Interim Principal.....	Cindy Bise
Front Office Staff.....	Jacci Alston, Shequita Phillips, Fran Karim
School Nurse.....	Tracy Bell
Instructional Coach.....	Jennifer Rutledge
School Resource Officer.....	Corporal Cephus Rogers
Cafeteria Manager.....	Joan Grant
Bus Transportation.....	Dominique Winns (843-899-8697)
	Goose Creek Bus Office (843-820-3703)

All CHE information in this handbook is important. Some parts have been highlighted to stand out.

If you have questions please do the following:

- 1) reach out to your child's teacher,**
- 2) reach out to the front office so they can direct your questions to the right person(s).**

Thank you!!

For the full version of the BCSD Student Handbook, please go here:

<https://www.bcsdschools.net/o/bcsd/page/student-handbooks>

**STUDENT HANDBOOK
BERKELEY COUNTY SCHOOL DISTRICT**

107 East Main Street
Moncks Corner, SC 29461
Phone: 843-899-8600
Dr. Anthony Dixon, Superintendent
Dr. Karen Whitley, Deputy Superintendent

District Vision Statement

Create a future we dare to imagine and make a positive difference.

District Mission Statement

We facilitate and support student-driven learning experiences by unleashing the power and potential of education.

Berkeley County School District's Work and Life Skills

Adaptability

The ability to respond effectively based on circumstances, environments, or demands to solve problems.

Critical Thinking

Gathering information, analyzing, and making decisions to perform the task at hand.

Initiative

Recognizing a need, seeking a solution, and taking action to fulfill it.

Communication

Ability to receive and provide thoughts and ideas in an effective, efficient, and purposeful exchange.

Advocacy

Demonstrate self-discipline through strong character.
Empower others towards solutions that have a purposeful impact.

Resilience

Persist through independent and collaborative experiences, learn from them, and move forward.

Collaboration

The process of working with others to exchange ideas for a common goal.

TITLE IX STATEMENT

Berkeley County School District does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in the provision of education opportunities or employment opportunities and benefits in compliance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

ARRIVAL/DISMISSAL

Student drop-off is between 7:00 and 7:20 a.m. After 7:20 a.m., an adult must sign in student(s). **Students are not to arrive, on campus, before 6:50 a.m.** Dismissal begins at 1:50 p.m. In order to ensure a safe dismissal for all students, **no student will be signed out between 1:20 and 1:50 p.m.**

If you need to sign your child out early, you must park your vehicle in the designated parking area and ring the doorbell at the entrance of the school. You must bring proper picture identification (state issued driver's license or state ID). Anyone that signs out a student must be listed on the student's emergency information as approved by the parent/guardian. In order to ensure a safe dismissal for all students, **no student will be signed out between 1:20 and 1:50 p.m.** without the approval of an administrator.

Designated areas for car riders, walkers, and bus riders are established according to district rules and state law. Arrival and dismissal procedures may change as needed. Student driven electronic or gas-powered forms of getting to and from school are not allowed on campus. Only bicycles and non-powered scooters. The school nor BCSD is responsible for bikes, scooters, etc. that are on school property.

Dismissal is daily at 1:50 pm or 10:50 on early dismissal days. Car riders who are not picked up on time or bus riders that have been returned to school because no adult was available at the drop-off location will be held at school and attempts will be made to contact parents. Students not picked up by 3:00 p.m. will be turned over to the Berkeley County Sheriff's Department.

ARRIVAL/DISMISSAL CHANGES

When it's absolutely necessary to make a change in a child's routine dismissal procedure, put your request in writing and send it in with your child that morning or the day before the change will take place. Please give details of who will be picking up the child and make sure they have the car rider tag (if being picked up as a car rider) or be sure the child has been approved to ride the bus and which bus they are to load. Be mindful that bus transportation will ONLY take the child to the address listed in PowerSchool. Remember that all new bus transportation approvals can take up to 72 hours. Last minute phone calls to the school or emails/messages to the teacher will not be accepted since this is not the best way to maintain safety and to be sure all parties (teachers and those on duty) are aware of changes before car/bus duty starts.

ANIMALS ON CAMPUS

Animals are not allowed on school grounds, whether on or off a leash, unless it's an officially marked service assist animal. With prior administrative approval, exceptions may apply.

ATTENDANCE

Attendance is important to student success. It is important for your child to be in school the entire school day for his/her academic success. The school year is 180 school days in length. Subject to policy and administrative rule, students must attend a minimum of 170 school days of a year-long class. We will recognize students who attend school with no absences. Any child arriving after 7:20am will be marked tardy.

Excuses for absences may be a parent written letter or as a doctor's excuse. These can be brought in by the child and given to their teacher or you may email them to the school's attendance clerk:

PhillipsS@bcsdschools.net

CRITERIA FOR STUDENTS REMAINING HOME DUE TO ILLNESS:

There are times when a student should remain at home for his/her own welfare, and for the protection of other students. Students should remain at home if they have any of the following symptoms. Please call and speak to the school nurse if you have any questions.

- Fever, temperature of 100 degrees or higher within the past 24 hours, with or without other symptoms
- A cold in the contagious stages, severe nasal discharge that is not clear in color

- Any communicable disease (chicken pox, measles, etc.)
- Undiagnosed rash or skin eruptions
- Vomiting or diarrhea within the last 12 hours
- Untreated head lice or scabies

AFTER SCHOOL CARE

At this time, CHE does not provide after school care due to lack of interest. After care centers that are not affiliated with BCSD and CHE are available.

Car riders who are not picked up on time or bus riders that have been returned to school because no adult was available at the drop-off location will held at school and attempts will be made to contact parents. Students not picked up by 3:00 p.m. will be turned over to the Berkeley County Sheriff's Department.

BIRTHDAYS

Birthdays are very important. Parents are allowed to send in store bought cupcakes or cookies for their child's birthday to share with their class during lunch time.

- Please be mindful and considerate of those who have an allergy to certain foods--you will be notified if a student in your child's class has a food allergy
- No home-baked goods permitted due to allergies
- Store bought items must have ingredients listed on the packaging
- No "goody bags", drinks or other party items for birthdays
- Due to space we cannot accommodate lunch visitors
- Outside balloons, flowers and/or gifts are not permitted in the classroom or on the bus

Bus Discipline

Riding a bus is a privilege that may be revoked at any time. The CHE Continuum of Support is not used for bus discipline. Students that choose not to follow bus rules and keep the bus safe will receive a Major Office Referral. Keeping our buses safe is priority. All Berkeley County rules and policies are followed on buses.

BUS TRANSPORTATION CHANGES/ADDITIONS

For students that are already a designated bus rider and needs to be changed to a car rider, we ask that all transportation changes be written, on paper, and sent in with students NO LATER than the morning of the change. **In order to ensure student safety, the school discourages taking transportation changes over the phone.** It is crucial to communicate and set up transportation arrangements before children arrive at school. Emergencies will be handled on an individual basis. **NO transportation change will be approved to ride a different bus other than the child's normally assigned bus.** This is for safety and overcrowding reasons. Additionally, students are not allowed to get off at bus stops other than the stop that is assigned to them according to the address in PowerSchool. Any permanent bus changes need to be changed by following the directions below. Be aware that changes can take up to **72 business hours** to process.

To be added to Bus Transport services, parents make this change in the Parent Portal, then call the front office and let them know of this update! If unable to do so in Parent Portal, reach out, IN WRITING, to the school (front office or your child's teacher). Be sure to have your child's name and address and your request for them to be assigned to a bus to ride. *(No other address can be used other than what is listed in Parent Portal.)* The child's name will then be shared with the Bus Transportation Office to be assigned a bus. Please give them up to 72 business hours to get the route assignment and times. Once this is complete, the school will be notified and either your child's teacher or the front office will reach out to you with their bus number, bus stop location, and morning pick up time.

Elementary students that utilize BCSD Transportation services are required to have a school-supplied (luggage) tag attached to their back pack. This is to help identify students that may be lost and to help identify students that are in a grade level below 3rd grade. Students in grades 3-5 are allowed to exit the bus on their own at their bus stop. Students below grade 3 must have an adult to receive them from the bus at their normal bus stop. Adults should be standing at the stop waiting for their child(ren) so the bus driver can easily identify them. Parents may opt to have their PK-2nd grade child exit the bus with their older sibling (3rd grader or older) **ONLY IF a waiver has been completed and approved by the school and/or the transportation office.** Please email your teacher or stop by the front office to receive this waiver. Parents may also choose, on that same waiver, for their K-2 child to exit the bus on their own without an adult nor with an older sibling.

CHECKS

Checks written to pay for your child's lunch, pictures, lost or damaged books, and any school fundraising should be made payable to Cainhoy Elementary. *Please write your child's name on the check so we can ensure that your child receives proper credit for your payment.* Checks returned due to insufficient funds will be processed through Nexcheck Electronic Check Verification System. Counter or starter checks are not accepted. An Insufficient Fund Charge is charged on all returned checks. Once Nexcheck receives the NSF check, all payments are to be sent directly to them.

CLASS PREPARATION

In order for significant educational progress to take place in school, much responsibility rests on the individual student and parents. The expectations are that students come to class on time with completed homework assignments (if assigned) and the necessary supplies needed for learning. Please encourage your child to be responsible for his/her materials.

COMMUNICATIONS

From time to time notices will be sent home with all students. Please encourage your child to bring home all notices from school. During the year, newsletters are also home. You may also access some school information through the school website. Our school's Facebook site is **Cainhoy Elementary School Tigers**. Like us and check it frequently for information, events and pictures from around the school! Teachers will send papers and communication home **every Friday in the Friday Communication Folders**.

CHE is earth friendly and many programs and assessments are now technology based. Therefore, many times, you may not receive paper copies of assessments.

In grades 3-5, please access the **PARENT PORTAL** to keep an eye on your child's grades. These update frequently. Reach out to the school office to learn how to gain access. Teachers may use the Friday folders on other days for additional information. Our main form of communication is **ROOMS**. You will receive information from your child's teacher on how to join. This is the best way to reach your child's teacher. You may also communicate with your child's teacher through email or notes.

CONFERENCES

Conferences are valuable and desirable for the benefit of the student. Parents are encouraged to call for an appointment. Teachers often request a conference to discuss a student's academic progress and behavior. Conferences can be scheduled on days when teachers are not in faculty meetings or Early Release Staff Development. We do not normally have conferences during the school day because it takes the teacher away from the class. Parents should call the school office or send a ROOMS message to the teacher to schedule a conference, which to be held after the students leave or prior to students arriving in the morning. Telephone calls are an excellent means of having an informal conference. From time to time, your child's teacher may call to update you on your child's progress. Teachers are not permitted to take phone calls while students are in the classroom. They are also not required to check emails and other forms of communication while students are present. This is why transportation changes and other notices should be hand-written and sent in the child's folder

CONFLICT/PROBLEM RESOLUTIONS

In an effort to teach conflict resolution, and to reduce referrals, a student who has a problem with another student is expected to resolve the difficulty in a peaceful way. If necessary, the student should address the problem with the teacher or guidance counselor who can help resolve the conflict.

DAILY SCHEDULE

School starts at 7:20 a.m. **Students are not to arrive, on campus, before 6:50 a.m.** as teachers and staff are not on duty until that time. The school cannot be responsible for the supervision of your child prior to 6:50 each morning.

Children will be offered breakfast. A hot breakfast will be offered to students on time for school. Students who are tardy may pick up a grab-and-go bagged breakfast. Students are expected to be settled and ready to learn at 7:20 a.m., which is when the school day begins.

Excessive tardiness is not acceptable. **Any student arriving late to class, after 7:20, to school MUST have an adult walk them in and sign their child in late.** The state requires that we document all late arrivals and sign outs. Once students arrive at school they are not permitted to leave without a parent or assigned guardian that possess the proper ID and are on the child's security card.

Dismissal begins at 1:50 p.m. In order to ensure a safe dismissal for all students, **no student will be signed out between 1:20 and 1:50 p.m. without the prior approval of an administrator.**

No student is allowed to return to school after dismissal to get missing/left items. This can be waived if the student's teacher allows it and meets them at the front door and escorts them to the room and walks them back out. This is for safety reasons since cleaning and chemicals are in use after dismissal each school day.

DIGITAL DEVICES: Chromebooks

CHE teachers will not send home Chromebooks each night. Chromebooks will only be sent home when there is a specific assignment that requires technology.

Digital devices are issued to students for temporary use. Devices are the property of BCSD. The student to whom the device was issued is the ONLY one who using the device and for educational purposes only.

Device use and expectations are below:

TECHNOLOGY EXPECTATIONS

1. Chromebook should be plugged in and charged before leaving school. If taken home it needs to be charged and returned the next day along with the charging cord.
2. Follow BCSD Student [1:1 Agreement](#).
3. Do not remove asset tag, protective case or any other labels. Do not deface device in any way.
4. Use only the device assigned to you. Do not let others borrow your device.
5. Only use the device for educational purposes, this includes at home.
6. Device must be carried in a clean backpack, free of food and drink, between school and home.
7. When participating in online learning, students must follow appropriate chat and search guidelines. Students are not allowed to chat or share things without the permission of the teacher. All chats and searches should be related to educational purposes as assigned by your teacher.

CONSEQUENCES

(Depending on the severity of the case, administration has the right to bypass any steps below.)

1. Parent contact/conference; loss of device for 5 days; guidance referral; reflection log
2. Parent contact/conference; refer to SRO; school probation; loss of device for 10 days; 1-3 days of OSS
3. Parent contact/conference; refer to SRO; school probation; loss of device remainder of the year; 3-5 days of OSS

Administrator and/or SRO has the ability to skip any of the steps above when necessary. SEVERITY CLAUSE EXISTS FOR INAPPROPRIATE USE, CARE, & MAINTENANCE.

DISCIPLINE

We believe that a strong discipline program is necessary for the instructional environment to flourish. It is also every student's right to be able to learn in a properly disciplined school, without excessive loss of instructional time due to the teacher having to correct others. Please remind your child that he/she is in control of his/her own behavior and choices. Classroom behavior that interferes with the learning of other students or the instruction given by the teacher will not be tolerated.

PBIS (Positive Behavior Intervention System)

Teachers will utilize the PBIS system. Students are taught how to make strong choices and can be rewarded when doing so continuously and without prompting. This is seen when they take ownership of and are responsible for their own behaviors and their own positive choices.

We expect students to be reflective, respectful, and responsible. The chart below shares details that describe these school-wide expectations.

We are Tigers; hear us ROARRR!

I am REFLECTIVE .	I am RESPECTFUL .	I am RESPONSIBLE .
<ul style="list-style-type: none">• I choose my words and actions wisely.• I choose to be honest with others and with myself.• I choose to give my best in all that I do.• I choose how I respond to others and situations.• I choose to find solutions to problems that works for everyone involved.	<ul style="list-style-type: none">• I choose to treat others the way I want to be treated.• I choose to be fair and respect each person's right to be different.• I choose to look for the good in others.• I choose to value positive peer and adult relationships.• I choose to maintain a clean and safe school.	<ul style="list-style-type: none">• I choose to be accountable for my behavior and actions.• I choose to try by best to develop the skills and knowledge needed to be successful in the future.• I choose to attend school regularly.• I choose to be prepared to learn.• I choose to be safe at school.• I choose to say something when I see something that doesn't seem right.

Discipline: Continuum of Support

If a student is unable to conduct themselves in an orderly, courteous, dignified and respectful manner, then the Berkeley County School District Student Behavior Code will be followed through CHE's Continuum of Support. This consists of five steps that start over at the beginning of each **quarter**. The only exceptions to the five-step policy will be for infractions considered to be of a serious nature by the administration.

Minors were put into place to help the recognition of unwanted behaviors and to serve as communication and documentation between school and home to help correct weak choices. Minors should be taken seriously. Certain behaviors do not warrant a minor therefore a major office referral would be immediately initiated.

Minors are kept in house. Major office referrals are entered into the student's PowerSchool state file.

Verbal warning(s)	Minor I	Minor II	Minor III	Major Office Referral
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Minor I – The student has not responded to verbal warnings and the behavior(s) has increased to a more serious concern. A **Minor I Behavior Sheet** will be sent home to be signed and returned making the parent aware of weak choices made and the teacher will message home. Individual grade levels may also put additional actions into place to help students reflect on their weak choice(s), i.e. reflection sheets, student conference, etc. This Minor I Behavior Sheet will be kept on file by the teacher. The teacher may decide to involve a Guidance Counselor, if feasible.

Minor II – The student continues to make weak choices. A **Minor II** will also be documented on a **Behavior Sheet** and will be sent home to be signed and returned. Individual grade levels may also put additional actions into place to help students reflect on their weak choice(s), i.e. reflection sheets, student conference, etc. In addition, a guidance referral will be made. The guidance counselor and the teacher will decide if a Check-in/Check-out (CICO) Behavior Tracker should be created and implemented. Parents and administration will be notified if a CICO is created. A formal, face-to-face or virtual conference will be set up by the teacher. The conference team will consist of the student, teacher, parents/guardians, and the child's assigned guidance counselor. A detention (before, after, or during school) will be assigned by the teacher also. The teacher will notify parents beforehand so travel arrangements can be made. The teacher will keep the Minor II Behavior Sheet on file.

Minor III – The student has again continued to made weak choices. This is the last step before Major OFFICE Referral(s). A **Minor III** will also be documented on a **Behavior Sheet** and will be sent home to be signed and returned. If a Check-in/Check-out Behavior Tracker is not in place before this point, the teacher and guidance counselor are required to create one and it will be shared. If a CICO is already in place, then it needs to be reviewed, adjusted, and shared again. A second detention (before, after, or during school) will be assigned by the teacher also, but the face-to-face conference time can be counted as part or all of the detention. The teacher will notify parents of the detention beforehand so travel arrangements can be made. Admin will then review the student's behaviors, the behavior plan, conference with the student, and notify the parent/guardian about next steps in the Continuum of Support. The Minor III Behavior Sheet will be kept on file by the teacher and by administration. (Not reported in student's permanent record.) **All behaviors after the MINOR III WILL result in a Major Office Referral.**

Major Office Referral –The student's behavior is of such disruptive conduct that warnings and minors are waived or the behaviors continue despite warnings and the previous three minors. The teacher will complete a BCSD Major Discipline Referral through the online system. Administration will meet with the student and notify parents and teacher of the outcome. A Major Referral will be recorded in the student's permanent record.

Offense	Consequence	Support	Management
<u>Minor I</u>	<ul style="list-style-type: none"> Minor Behavior Sheet sent to parent Parent Contact-verbal, F2F or virtual 	<ul style="list-style-type: none"> -Parent support -Possible Guidance Referral 	Kept on file at school level only
<u>Minor II</u>	<ul style="list-style-type: none"> Minor Behavior Sheet sent to parent Formal F2F or virtual conference as a team Detention assigned 	<ul style="list-style-type: none"> -Parent support -Mandatory Guidance Referral -Possible Check-in/Check-out Behavior Tracker (CICO) 	Kept on file at school level only
<u>Minor III</u>	<ul style="list-style-type: none"> Minor Behavior Sheet sent to parent Admin conference with student Detention assigned by teacher 	<ul style="list-style-type: none"> -Parent support -Administration -Mandatory CICO Behavior Tracker or adjustments made to existing CICO 	Kept on file at school level only

	<ul style="list-style-type: none"> Contact home by an administrator 	-Guidance Referral	
<u>MAJOR OFFICE REFERRAL</u>	<ul style="list-style-type: none"> Discipline Report filled out by teacher/staff member online through district discipline system and is electronically sent to administration 	-Parent support -Administration -Others as needed	Kept in student's permanent record/file

DRESS CODE

Students are expected to show proper attention to personal cleanliness, neatness, and conservative standards of dress. The following rules are to be adhered to concerning dress:

- Shoes are to be worn at all times. No "Heelies" that have wheels and no slippers. No flip flops or other shoes without straps are allowed for safety reasons, it is recommended that elementary-aged students wear closed-toe/athletic shoes. Croc shoes are not allowed during PE.
- Clothing must cover the student's undergarments at all times; when the student is standing, sitting, or bending.
- All BCSD dress codes will be followed.
- Walking shorts are appropriate for school. No short shorts, miniskirts/dresses are acceptable. For 3-5 the length of these items must be no shorter than the student's fingertips when arms are at the student's side (midthigh).
- No sunglasses may be worn in the building with the exception of RX sunglasses.
- No hats/hoods, head stockings or handkerchiefs are permitted to be worn in the building.
- No tank tops, halter tops, fish-net shirts, cut-off shirts or bare midriffs are permitted.
- No gloves, pajamas (including PJ pants) may be worn in the building. (Exceptions when admin approved.) Also, no blankets are allowed at school.
- Pants must be worn at an appropriate waist level and may not be made of any see-through material. Belts must be worn at an appropriate level, buckled and tucked into the loops.
- No clothing with vulgar or obscene symbols, language or wording is permitted. No clothing with advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, weapons or sex is permitted.
- No perfume or cologne or body sprays are allowed at school due to respiratory illnesses and allergies of others.
- No ripped or torn clothing is allowed unless leggings are worn underneath.
- Backpacks are not allowed in restrooms. Female students may use a small purse for personal hygiene items.

Students who are inappropriately dressed will be sent to the office and suitable clothing will be requested from home.

DRILLS

Fire drills are conducted throughout the year. Detailed escape plans are posted inside the classroom near the door. Each classroom has an escape route to an outside area that is a safe distance from the building. Each class has an assigned area in the building for tornado drills. Children are escorted to these designated areas in a safe, quiet, orderly manner. Intruder and earthquake drills are also conducted periodically. These drills are to help us be prepared. Encourage your child(ren) to listen and practice them with great seriousness.

ELECTRONIC COMMUNICATION DEVICES: Cell Phones/Smart Watches

During school hours and on school grounds, no student may use, make visible, or have turned on, an electronic communication device without the prior permission of the principal, as set forth below. "Turned on" includes an electronic communication device that is activated and set or programmed to ring, vibrate, or otherwise send a signal.

***First offense:**

Teacher will--

- Warning given to student
- Conference with student
- Copy of JICDB shared with student and then sent home with student
- Student asked to turn off device and place into bookbag
- Parent Contact
- Record contact on your Communication Log

***Second offense:**

Teacher will--

- Parent conference—phone call or face to face
- Copy of JICDB reviewed with parent and sent home with student
- Student to turn off device and place into bookbag; remind that that admin will get the phone next time
- Record contact on your Communication Log

***Third and fourth offense:**

Teacher will--

- Device is confiscated and device is physically walked to admin with student's name on it (when appropriate)
- Write a major referral stating which offense the student is on: third or fourth

Admin will--

- Meet with student; contact parents and send Policy JICDB sent home for parent signature
- Student will get phone returned at end of day

***Sixth offense and thereafter:**

Teacher will--

- Device is confiscated and device is physically walked to admin with student's name on it (when appropriate)
- Write a Major Office Referral

Admin will--

- Place student on an electronic device behavioral contract
- School counseling referral placed
- Withdrawal of privileges as assigned by admin

* Each student is under the direct authority of all staff members. Failure to turn over an electronic communication device immediately to a staff member when requested will result in disciplinary action. The offense is no longer the device only but is also the refusal to obey the directive of the school official. At the discretion of the principal or his/her designee, consequences may include up to three days of out-of-school suspension.

EARLY DISMISSAL-10:50

Berkeley County School District may have some scheduled Early Dismissal Days. On these days, our school will dismiss at 10:50. Faculty members participate in professional development opportunities on these days. Early Dismissal hours are designed by the school district to help teachers improve instructional practices and methods in core content areas in order to meet the needs of every child in the classroom and ensure each student's success. Teachers also continue to commit to many additional hours of professional development beyond the school day and during the summer at their own expense. Teachers will not be able to conference with parents during this time unless arranged by an administrator.

EARLY SIGN-OUT PROCEDURES

See ARRIVAL/DISMISSAL at the beginning of this document. A parent/guardian or an adult listed in the student's emergency information must sign out any student released prior to school dismissal. We require that all visitors

provide state identification, with picture, to ensure the safety of all students. **In order to ensure a safe dismissal for all students, no student will be signed out after 1:20 p.m. without the prior approval of an administrator.**

EMERGENCY CLOSING OF SCHOOLS

Announcements will be made to local media if schools are closing early or opening late. A phone message system will also be used.

EMERGENCY INFORMATION

Parents must provide the school with current and accurate emergency information about each student. This should include a home telephone number, parents' work/daytime numbers, and any friend or relative's number authorized to assume care of the student. **All emergency information is to be current. If changes occur, records must be updated.** Since we are unable to provide sickroom care, your cooperation in responding immediately to a call concerning your child's illness is needed.

FAMILY NIGHTS

CHE is a Title I school and we get excited for Family Nights, Title I Meetings and SIC meetings throughout the school year. Please check announcements in ROOMS from your child's teacher. Students and parents will be able to visit the school and participate in a variety of activities that focus on the core academic subjects. Students are not allowed to attend Family Events without parents/guardians. Parents/guardians are responsible for keeping and supervising their children with them while attending school events.

GRADING PRACTICES

Cainhoy Elementary School follows the BCSD uniform grading policy.

Kindergarten, Grades 1 -- 2

Pupil progress in kindergarten is reported on a checklist of kindergarten readiness skills, including mathematics and language development. Pupil progress in first and second grades is reported on a checklist including curriculum standards in core curricular areas, related arts, and work habits/ social development. The Berkeley County Board of Education must approve report card formats in kindergarten, and first and second grades.

Academic and Related Arts Performance Scale	
Consistently and independently demonstrates a thorough understanding of the standard(s).	4
Frequently demonstrates an understanding of the standard(s).	3
Limited understanding of the standard(s). Area of concern	2
Does not demonstrate understanding of the standard(s). Area of concern	1

Grades 3 – 5

Pupil progress in Grades 3 - 5 for core academic subjects, related arts and work habits are reported by letter grades as follows:

Grading Scale			
Student progress in grades 3-5 for related arts and work habits is reported by letter grades as follows:		For the core academic subjects, numerical averages are reported as follows:	
Excellent	S+	A	90 - 100
Good	S	B	80 - 89

Satisfactory	S-	C	70 - 79
Needs improvement	N	D	60 - 69
Unsatisfactory	U	F	Below 60

Grading Weights		
Weights	Categories	Examples
40%	Major Assessments	Tests, Projects, Summative Assessments
35%	Minor Assessments	Quizzes, Independent Practice, Formative Assessments
25%	Practice Assignments	Classwork, Guided Practice

GUIDANCE

Guidance services are available to parents, students, and faculty members. The purpose of guidance is to serve as a support and resource service. The program includes small/large group and individual counseling, as well as parenting and safety programs. You may contact the school counselor by calling the school office. The guidance department handles student placement procedures. In order to provide a balanced learning environment for all students, we are unable to honor requests for specific teachers.

HOMEWORK POLICY

Homework for students in the Berkeley County School District is a constructive tool in the teaching/learning process. CHE tries to make homework meaningful. Homework may not be assigned since it is not a requirement of our teachers. Assigned homework should be personalized with the focus on meeting individual needs. Some regularity should be established in making assignments and maximum time limits must be set to avoid over-burdening students. If your child is spending more than thirty minutes on homework please contact the teacher. Cainhoy Elementary students will not be assigned homework on nights that school events or programs are scheduled. CHE teachers will not send home Chromebooks each night. Chromebooks will only be sent home when there is a specific assignment(s) that require technology.

LOST AND FOUND

We strongly urge parents to mark items of clothing, lunch boxes, glasses, etc. with the student's name. Unidentified items are kept at school for a limited amount of time. Articles of clothing will be displayed temporarily for claim and then donated. **PLEASE contact the front office to inquire about coming to the school to check lost and found. *Times are limited each day.***

MEALS

Breakfast and lunch are available free of charge daily to all students. (This is subject to change.) Students obtaining extra food beyond the provided meal will be charged. Accounts can be paid online through the Berkeley County Website at [My School Bucks](#).

MEDIA CENTER

The Media Center program provides open and equal access to information and resources to support the standards and patron needs. Students are given many opportunities to visit the Media Center. There is no fine for overdue books, but the student must pay for the cost of damaged or lost books.

Playground Areas

Teachers supervise students during school hours on the playground. Contact sports such as wrestling, football, and boxing are prohibited. Footballs, hard balls, and bats are also prohibited. *Games and toys (this includes basketballs and footballs) from home are not allowed for play during recess.*

No one is permitted on campus while students are present without being checked in through the office. This includes all playground areas. Playgrounds are not open to the public. No animals are allowed on playground areas at any time.

FIELD TRIPS

Field trips are an extension of the curriculum. Safety is extremely important during field studies. **Only approved parents or adult family members of students will be permitted to attend or participate in field trips. Only students from that grade/class will be allowed to attend, no siblings are allowed to attend. Chaperones/volunteers will have expectations during the field trip which may also include the cost of the field trip for your attendance.** Your child's teacher will share details with you in advance. All chaperones/volunteers must complete a background check and allow time for clearance to be granted. Chaperones must ride the bus and may be assigned students by the teacher. Chaperones must wear a provided wristband while on the trip. If a parent/guardian attends the field trip without riding the bus, they still have to be cleared through the BCSD volunteer guidelines with the district. If this does not occur, they are not allowed to attend with the class/group. The use of any kind of tobacco product or vaping product is not allowed on the field trip.

CAINHOY ELEMENTARY PTO

At this time, Cainhoy does not have a Parent-Teacher Organization (PTO). If you are looking to start a possible PTO. Please email administration.

RELEASE OF STUDENT INFORMATION

The Berkeley County School District (BCSD) Denial of Student Information Release form is made available to parents and guardians at the beginning of each school year. Parents who return this form are officially informing the district that they are restricting or limiting the types of information that the school and district release during that academic year. Copies of this form are available year-round on the district's website and at your child's school. The following frequently asked questions regarding the Denial of Student Information Release form are below:

1. What is the purpose of the Denial of Student Information Release form?

State and federal guidelines permit (and in some cases require) BCSD to release student information, unless parents/guardians opt out. The use of any information by the District is for the promotion of the students' and the district's welfare. The Denial of Student Information Release form specifies to the district the kinds of information that you do not want released for your child.

2. I DO NOT need to restrict the kinds of information that is released for my child. Do I need to return the form?

You do NOT need to return the form to your child's school unless you want to restrict the information that is released for that school year. You will need to complete a new form at the start of each school year in which you would like to restrict the release of your child's information. You may also submit a new form at any time to change your selections. Unless you opt-out, this information will be subject to release without notice or authorization.

3. I DO want to restrict the information that is released. How do I do so?

If you or your child would like to restrict the release of these types of information, please complete and return the Denial of Release of Student Information form to your child's school within 15 days of the start of the school year. Exclusions are good for the entire school year, unless you indicate a change in writing

to the school's office. If you do not return this form, we will presume that you consent to the release of this information.

4. If I do NOT return the Denial of Release form, what information may the district legally release?

The types of information that are subject to release are described below.

- **Publicity Information:** For publicity purposes, the District releases information about student activities and achievements in various ways including websites, newsletters, newspapers, public meetings, videos, media releases, etc. ** If you restrict this information, the student will not be included in internal or external publicity about achievements of students and schools.*
- **Recruiter Information:** Under the *No Child Left Behind Act* (ESEA), the District is required to release information about students to military and post-secondary institutions. ** If you restrict this information, the student will not receive information regarding military, college and scholarship opportunities.*
- **Directory Information:** Directory information about students may be released upon request under the *Freedom of Information Act*. Under FERPA, "directory information" can include the following: name, address, phone number, date of birth, dates of attendance, photographs, height & weight of athletes, honors, degrees, awards, and participation in activities and athletics. ** If you restrict this information, the student will not be included in the yearbook or school roster. The student will not be included in publicity about achievements of students and schools. The student will not receive information regarding military, college and scholarship opportunities.*

NOTE: Please note that the district reserves the right to release images and videos of activities which by their very nature involve exposure to the public (i.e. athletics, performances, competitions, graduations, assemblies, ceremonies, etc.) without authorization.

SCHOOL IMPROVEMENT COUNCIL

An effective School Improvement Council (SIC) is one that harnesses the energy created when parents, students, and community members partner with their school's principal and teachers to achieve results that better the education – and educational environment – provided by their school. Two thirds of the members are elected and serve staggered two-year terms. One-third is appointed. Meetings are held throughout the year and are open to the public. Please contact the school office for more information. Meeting dates will be announced in advance. We encourage you to be part of this group of school leaders.

SPECIAL CIRCUMSTANCES

- No home-baked goods permitted due to allergies. Store bought items must have ingredients listed on the packaging. Please have any outside food approved by your child's teacher before purchasing.
 - Approved special treats may be shared during lunch. Please deliver before your child's lunch time.
 - No "goody bags" for birthdays.
- We encourage healthy treats for our children or non-food related treats. Please recognize that many of our students have various allergies to foods and scents.
- Please be mindful and considerate of those who have an allergy to certain foods. You will be notified if a student in your child's class has a food allergy.
- Outside balloons and flowers are not permitted in the classroom or on the bus.
- Birthday goodie bags for the class are not permitted.

Students with Disabilities Programs

Our school provides a tiered approach of services for students with disabilities through both Section 504 plans and Individualized Education Programs. A high functioning school team, along with the parents, will develop a plan to determine and address the needs of students with disabilities using appropriate accommodations, modifications, specially designed instruction, and related services within a continuum of placements in the school and district setting.

STUDENT RECORDS POLICY

Schools will treat each student's educational records as confidential and primarily for local school use. The exception to this rule is for directory information, which the district may disclose. This information includes:

1. The student's name
2. Address
3. Telephone number
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Dates of attendance
7. Diploma or certificate and awards received
8. The most recent previous educational agency or institution attended
9. Weight and height of members of athletic teams
10. Electronic mail address
11. Grade level
12. Photographs, digital images, images on videotape and other electronic images (as related to school-sponsored or district-sponsored events, activities and special recognitions)
13. Other similar information

The district will not release directory information to any person or agency for commercial use.

Within 15 days after the annual distribution of notification of privacy rights, the parent of the student or the eligible and currently enrolled student has the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information. The parent/eligible student's notification must be in writing. The written notification will become part of the student's education record.

Parents have the right to review and contest material in a student's permanent record folder. Anyone who wishes to inspect the records must make the request for inspection (or an explanation or interpretation) of a student's record to the principal of the school in which the student is enrolled where the record is housed. The written request should be brought to the school office.

Principals or designated district office administrators will set a time and place for the inspection of such records within a reasonable period of time, but in no case more than 45 business days after the request has been made. At the inspection, the principal will have appropriate personnel available to interpret information on the records.

If the parent(s), guardian(s) or eligible student believe that the information in the educational record is inaccurate, misleading, or violates the privacy or other rights of the student, he/she can request an amendment to the record. The school official receiving the request will either amend the record if appropriate, or notify the parent(s), guardian(s), or eligible student within 15 business days in writing that the request is denied and that he/she has the right to request a hearing.

TESTING

Various assessments are administered throughout the school year to provide teachers and parents with information about a student's progress. It is important that during testing dates students are present at school. We recommend scheduling any necessary appointments after testing. A schedule for testing will be listed on homework sheets/newsletters/calendars. The school will use the results of the tests to strengthen the instructional program and to assess academic needs.

TEXTBOOKS

Students are responsible for the loss, destruction, or damage to books issued to them. Students are responsible for paying for damages or replacement fees for books.

TITLE IX

We are an equal opportunity school. Regardless of race or sex, each student has a legal right to an equal opportunity in the following areas:

1. Admission to schools and courses
2. Treatment in curricular and extracurricular activities, programs, school rules, and regulations

If you believe your rights have been denied, contact your principal.

TOYS AND ELECTRONIC EQUIPMENT

Toys **(this includes basketballs and footballs)** and electronic equipment of any description and for any age group are not allowed at school. In the event toys are brought to school, they will be collected by the teacher and sent to the office to be returned at a later date to the parent, not the child. See cell phone/smart watch policy in Student Behavior Code (Policy JCDA and JCDA-R).

VISITORS

Visitors are asked to park in the visitor parking area and come to the front entrance. All visitors must enter through the front office where they must sign in, show photo identification, and receive a visitor's pass. Sign out in the front office and return the visitor sticker.

To maintain the safest atmosphere possible, **visitors are to only travel to the designated location of where they received approval to visit (area is listed on visitor sticker). If you wish to go to another area of the school, please check back into the office to get approval for a new area and a newly updated sticker.**

All visitors are to refrain from using/entering any student restrooms. Please use visitor/adult restrooms.

Classroom Observations: All observations will be accompanied by school personnel. Submit a written request, 24 hrs. prior to the date of the observation. Classroom visits are permitted in classrooms between the hours of 8 A.M. and 1 P.M. with prior administration approval. Please ask your child's teacher for the Classroom Observation form that you will fill out and send back to obtain approval.

The written notice should include:

- the student's name
- the name(s) of those who are requesting to observe/visit
- phone number
- the date, time, and subject area of the desired observation/visit
- the teacher's name(s) of which class(es) you would like to visit

The teacher or guidance counselor will reach out to you regarding your observation/visit once approved and scheduled. During the classroom observation, please be mindful of the following:

- Classroom visits/observations are limited to 45 minutes.
- Classroom visitations/observations are not a time to conference with the teacher. If you would like to talk with the teacher, please schedule a conference for a different time.
- Your visitation/observation time is only for those whose names were on the request and is only for the allotted date, time, and classroom.
- At the end of your scheduled visit, return to the front office, sign out, and return your sticker.
- Children/siblings should not accompany adults for visitations/observations during instruction. If you bring other children, you will be asked to reschedule.
- Cell phones are turned off and not visible during visitation/observation to a classroom.
- Locked classroom doors enhance safety. Teachers will not open the doors to visitors without clearance from the front office.

- The teacher will designate a spot for you to sit within their classroom.
- Do not use or enter any student restrooms. Ask for the location of an adult restroom.

These procedures will be followed for all school events. Prior notice is not required for Awards Day Programs. Sign-in procedures will be followed for all special programs. Visitors must follow Berkeley County School District rules and procedures. No smoking, vaping or weapons permitted on Berkeley County grounds.

State law decrees that class interruptions be held to a minimum. In order to adhere to this law we monitor classroom visits. According to South Carolina law, any person entering the premises of any school in South Carolina shall be deemed to have consented to a reasonable search of his/her person and effects. Anyone failing to comply with the “check-in” procedures with the office will be asked to leave campus. After a warning, the police will be called and the violator(s) may be prosecuted.

VOLUNTEERS

Volunteers are a great help with our instructional program and assist with other activities. Volunteers may be used in many capacities including:

- Listening to students read or reading to students
- Assisting with field trips
- Helping in the lunch room, media center, or in learning centers
- PTO events
- Providing exhibits or lecturing on special topics
- Creating material and games for the classroom
- Organizing parents for special projects

If interested, please contact the front office.

Those who wish to volunteer will need to consent to a background check and be cleared by the Berkeley County School District office. See the BCSD webpage to complete a Volunteer sign-up form. Please allow one week for this process before field trips or volunteering on campus.



BCSD 2025-2026 Instructional Calendar

Days of the Week	Dates	Events
Thursday - Tuesday	August 7 -12	Teachers Return and Staff Development
Wednesday	August 13	First Day of School
Friday	August 29	1/2 Day Students; 1/2 Day Staff Development
Monday	September 1	Labor Day
Friday	September 12	Progress Reports
Oct. 10- End of Q1		
Monday	October 13	Teacher Workday/Staff Development/Inclement Weather Day
Friday	October 17	Report Cards
Friday	November 21	Progress Reports
Monday - Friday	November 24-28	Fall Break
Dec. 19 - End of Q2		
Friday	December 19	1/2 Day for Students and Teachers
Monday - Friday	December 22 - January 2	Winter Break
Monday	January 5	Teacher Workday
Tuesday	January 6	Students Return
Friday	January 9	Report Cards
Monday	January 19	MLK Jr. Day (Schools and Offices Closed)
Friday	February 6	Progress Reports
Friday	February 13	District Staff Development/Inclement Weather Day
Monday	February 16	Presidents' Day (Schools and Offices Closed)
Mar. 13 - End of Q3		
Monday	March 16	Teacher Workday
Friday	March 20	Report Cards
Friday	April 3	Staff Development/Inclement Weather Day
Monday - Friday	April 6 - 10	Spring Break
Friday	April 24	Progress Reports
Monday	May 25	Memorial Day
June 1 - End of Q4		
Monday	June 1	Last Day of School/Half Day for All Students/Report Cards
Tuesday	June 2	Last Day for Teachers/Teacher Workday