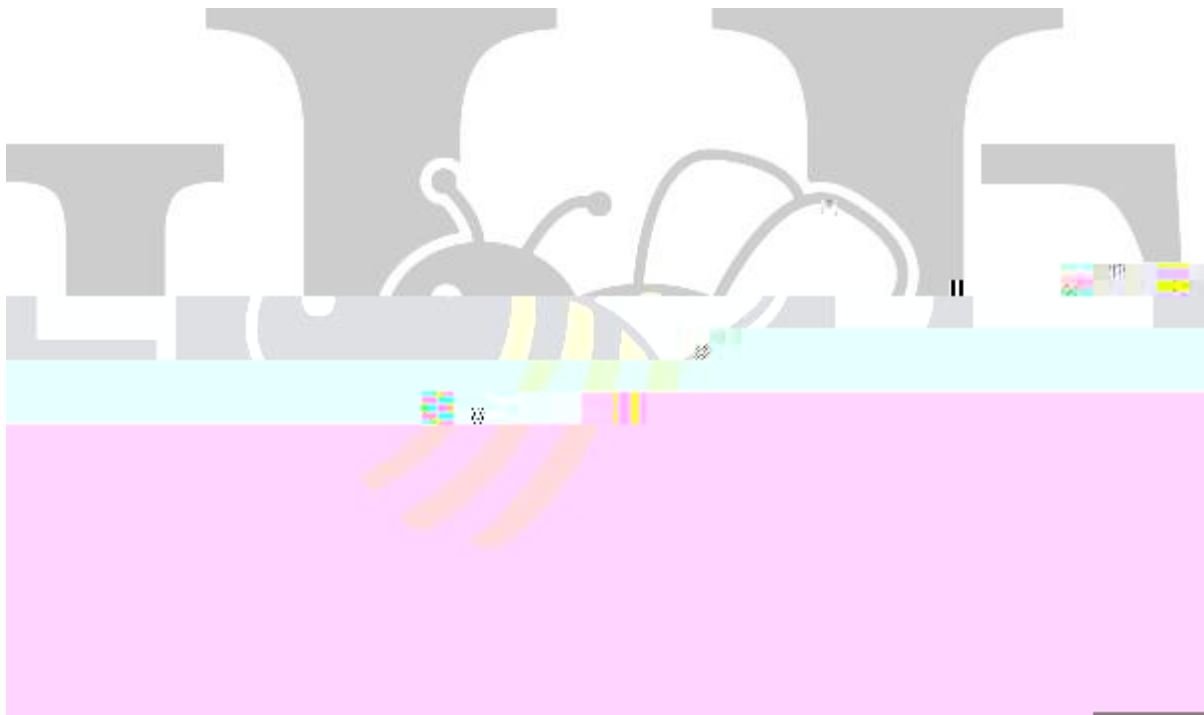


# HAMMOND HILL ELEMENTARY

**2021-2022**



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Selecia Hardy**

**Assistant Principal  
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Facebook page - <https://www.facebook.com/HammondHillElementarySchool/>

Twitter - <https://twitter.com/HHEBees>

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# The Leader in Me

Beginning with the 2017-2018 school year Hammond Hill Elementary began the journey of being a Leader in Me School. Each year our staff participates in professional learning which prepares us to continue being a Leader in Me School and to implement this framework with fidelity.

## What is The Leader in Me?

*The Leader in Me* is a whole-school model and process developed in partnership with educators that empowers students with the leadership and life skills they need to thrive in the 21st century. It is based on principles and practices of personal, interpersonal, and organizational effectiveness. Distinct in several ways, *The Leader in Me* starts from a powerful premise every child possesses unique strengths and has the ability to be a leader which shapes the views of staff to value and develop the whole child. The process integrates leadership development into existing programs, curricula and traditions and serves as a foundational operating system for the school, improving relationships, transforming culture, and highly

## A Common Language The 7 Habits

When everyone teachers, students, and parents begin using the same language, you get a compound-interest effect that is truly amazing. The 7 Habits create that common language. For example, what a difference it makes when everyone knows what it means to "put first things first" or to "seek first to understand" or to "be proactive." *Leader in Me* Schools often find their students using the language among themselves and with their parents: "I need to put first things first and do my homework before I play"; "I should have thought win-win"; or "Dad, you're being reactive."

## Implementation Is Ubiquitous

*The Leader in Me* is not an event and it's not a curriculum; it's ubiquitous leadership development meaning everywhere and all the time. Instead of "teaching leadership every Tuesday at 1 p.m.," educators use an integrated approach and make leadership training part of everything they do. So the model impacts everything the traditions, events, organization, culture, instructional methodologies, and curriculum of the school.

## What do students learn through The Leader in Me process?

*The Leader in Me* helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond. Specifically, *The Leader in Me* focuses on students learning the following 21st century skills:



## Table of Contents

- Absences/Excuses
- Asbestos Management
- Attendance
-

## **ABSENCES/EXCUSES**

Attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, we recognize that some absences are unavoidable.

Any student who misses school must present a written excuse signed by his/her parent/legal guardian or an excuse written by a medical provider. The excuse will contain such other information as directed by the administration. Student excuses are considered to be a part of student records and such excuses will be processed by those school-based employees designated to administer attendance regulations and will be provided to other staff who have a need to know.

If a student fails to bring a valid excuse to school within five days, he/she will automatically receive an unexcused or unlawful absence. If a student brings a false (or forged) excuse, the school official receiving that note must refer the student to the school administration for appropriate action. If a student accumulates absences in excess of 10, a medical note may be required in order to assist the principal in making decisions regarding lawful absences and denial of credit.

### **Lawful and Unlawful Absences**

The district will consider a student **lawfully** absent under the following circumstances:

- The student is ill and attendance at school would endanger the student's health or the health of others.
- There is a death in the student's

## **Truancy**

*Truant* - A child from age five until age 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

## **Intervention Plans**

Once a child is determined to be truant as defined in the section above, school officials must make every reasonable effort to meet with the parent(s)/legal guardian(s) to identify the reasons for the student's unlawful absences. These efforts should include telephone calls and home visits as well as written messages. The principal or his/her designee and the attendance clerk will coordinate



## **Transfer of Plans**

If a student transfers to another public school in South Carolina, intervention plans will be forwarded to the receiving school. School officials will contact the parent/legal guardian to review the plan and revise as appropriate.

## **Approval of Absences in Excess of 10 Days and Approval of Credit**

### *Approval or disapproval of absences*

The principal will approve or disapprove any student's absence in excess of 10 days for the purpose

School principals will exert every realistic effort to provide assurance that these regulations are adhered to in a fair and consistent manner. Principals will place special emphasis on coordinating implementation affecting students within the same family.

### **ASBESTOS MANAGEMENT**

Dear Parents:

### **CAR RIDERS**

- All car riders should be dropped off no earlier than 7:00 AM
- It is imperative that drivers follow the established one-way traffic pattern. If you must park your car, do so in a non-reserved established parking space in the front parking lot.
-

## DRESS

Appropriate and non-distracting attire shall be worn in the educational setting. This includes off-campus activities such as field trips, performances and school-sponsored events.

### 1. Appropriate attire

- skirts, shorts and skorts must be at least two inches below fingertip length or longer when standing (leggings or tights do not substitute for length)
- clothing must cover undergarments
- pants, shorts, skirts, and skorts must be worn at the waist
- shoes, shirts and pants must be worn at all times

### 2. Inappropriate attire for all students

- hats, head scarves, bandanas, and sunglasses should not be worn inside the building (this does not apply to designated spirit days assigned by the administration)
- tank tops, tube tops, halter tops and tops with string straps, unless covered by a shirt or blouse
- bare midriffs and backs
- see-through garments
- garments that have open holes higher than the knee
- leggings/jeggings and tights worn as pants
- -line
- clothing/jewelry may not display alcohol, tobacco, or controlled substance advertisements. Clothing may not display vulgar writing or symbols that are sexual in nature or which illustrate violence. Also, while the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate and students will be asked not to wear the clothing/jewelry.
- flip flops (refrain from wearing because of safety concerns)

### 3. Hair styles and colors

- all students are asked to refrain from hair styles/colors that are potentially distracting in a school setting (any action related to hair styles/colors is at the discretion of administration).

Note: the administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or result in the disruption of or interference with the school environment and student safety. In the event the administration determines a

will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be addressed as outlined in the

## EARLY DISMISSAL DAYS

Students will be dismissed at 12:30 on early dismissal days. Please see the district calendar for the specific days.

**\*Students who are not picked up by 12:45 PM on Early Dismissal Days and 2:45 PM on regular school days will be sent to Quest Zone, our extended day after school program. Parents will be charged the regular fee for after school care.**

### **EMERGENCY SCHOOL CLOSING**

When inclement weather occurs, district administrators will decide by 6:30 am if the school will open. The decision will be broadcast on Augusta, Aiken, and Columbia radio and television



Language Arts Combination of Spelling, English, and Writing

**Second Grade through Fifth Grade**

**Numerical Grades** will be provided for:

Reading Math  
Science/Health Social Studies  
Language Arts Spelling, English, and composition

**Letter grades** will be provided for: Art, Music, PE, and Handwriting (2<sup>nd</sup> grade only).

**Letter Grade**

**Numerical Average**

MS = 100-80 (A-B)

MPS = 70-79 (C)

NMP = 69-0 (D-F)

**Numerical Grade**

A 90-100  
B 80-89  
C 70-79  
D 60-69  
F below 60

**HOMEBOUND INSTRUCTION**

health problem should apply immediately for homebound instruction by calling the school office. A student on homebound instruction is not counted absent.

**HOMEWORK**

A certain amount of homework is necessary. PE and composition

- One (1) dose of Varicella vaccine received on or after the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, fourth and fifth grades.

### **INTERNET ACCEPTABLE USE POLICY**

#### **(Internet and Other Electronic Media and On-Line Connections)**

Technology is a vital part of education and the curriculum of the School District. In an effort to promote learning and expand educational resources for students, the District will make, or has made, arrangements to provide worldwide electronic on-line connection access to students and staff. While the Internet will be a primary on-line source, this policy, and any implementing Administrative Rule, is intended to c -related electronic on-

in excellence by communication, innovation, and facilitation in sharing of teaching and learning millions of computer users all over the world, will allow School District students and staff the opportunity to communicate with others on a global level and access educational materials worldwide. It will also enhance professional development for staff.

Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes and not to access inappropriate materials not suitable for students. To that end, the School District administration is directed to develop appropriate guidelines governing the use of District computers to access the Internet.

instructed on the appropriate use of the Internet. In addition, parents must sign a permission form to allow students to access the Internet. Students also must sign a form acknowledging that they have read and understand the Acceptable Use Policy and Administrative Rule, that they will comply with this policy and rule, and that they understand the consequences of violating this policy or rule. District staff must sign a similar acknowledgment form before they will be allowed to access the Internet. Copies of all Internet Use Policies may be located in the Aiken Code of Student Conduct. Inappropriate use by any person will not be tolerated.

Adopted: 11/12/96

The School District of Aiken County      **File IJNDB-R**

### **LUNCHBOXES, ETC.**

If a child leaves their lunchbox at home, parents should bring it to the office. Students will be allowed to check in the office on their way to the cafeteria for their lunchbox. However, it is the Office staff will notify the student or their teacher that they have a lunchbox in the office. No lunchboxes or other items will be delivered to the classroom. Classroom interruptions interfere with the learning process of your child and their fellow classmates.

### **MAKE-UP WORK**

Students are required to complete any work missed during an absence. Homework assignments must be requested by **10:30 a.m.** to allow sufficient time to have the assignment to the office by 2:15 p.m. Assignments may be picked up from the office between 2:30 p.m. and 3:30 p.m.



## MEALS

### Breakfast

Hammond Hill Elementary offers breakfast each morning to our students. Students wishing to eat breakfast must report to the cafeteria before 7:25 a.m. and before going to their classroom. Students qualifying for free or reduced lunch will also qualify for free or reduced breakfast.

### Lunch Program

All lunch monies are handled by the cafeteria manager (or designee). The cafeteria manager will make decisions regarding credit and free or reduced lunch. Free lunch applications are available in the office throughout the year.

## MEDICINES

If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, only the principal or his designee will administer the medication in compliance with the following guidelines.

1. All medication must be in the original prescription container labeled with the following typed information and delivered by the parent/legal guardian:

- student's name
- name of medication
- time(s) to be administered
- dosage and strength
- directions for use
- approximate duration of use
- physician's name
- date
- pharmacy contact information

If, under exceptional circumstances, the parent/legal guardian is unable to personally deliver the medication to the school, a note indicating the number of units of medication must be sent with the student and must accompany the container and the completed district medication form.

2. Over-the-counter medications cannot be administered at school without a written medical order (prescription). While parents/guardians may give their child over-the-counter medication without a prescription, South Carolina laws require school nurses to have a medical order from a health care provider for all medications administered to students. Over-the-counter medications sometimes have side effects. Some are harmful if taken by students with certain medications.

As a school

not know could result in harm. Please ask your health care provider to use the district medication form to write the order for the medication. Parents are requested to also sign the district medication form. A responsible adult should deliver the over-the-counter medicine and the Permission for Medication form.

3.



In addition to meeting the mastery criteria for reading and mathematics in grades three through five, a student must pass at least two of the three academic courses (language arts, science, and social studies).

**Third Grade Retention - Act 284**

In accordance with Act 284 of the South Carolina Code of Laws, the Read to Succeed Act:

(A) Beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment. A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level. Good cause exemptions include students:

- (1) with limited English proficiency and less than two years of instruction in English as a Second Language program;
- (2) with disabilities whose individual education plan indicates the use of alternative assessments or alternative reading interventions and students with disabilities whose Individual Education Plan or Section 504 plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency;
- (3) who demonstrate third-grade reading proficiency on an alternative assessment approved by the board and which teachers may administer following the administration of the state assessment of reading;
- (4) who have received two years of reading intervention and were previously retained;
- (5) who through a reading portfolio document, the student's mastery of the state standards in reading equal to at least a level above the lowest achievement level on the state reading assessment. Such evidence must be an organized collection of the student's mastery of the state



(b) within two weeks following the parent teacher conference, copies of the conference form must be provided to the principal, parent or guardian, teacher and other school personnel who are working with the child on literacy, and summary statements must be sent to parents or legal guardians who do not attend the conference;

(c) following the parent/teacher retention conference, the principal, classroom teacher, and other school personnel who are working with the child on literacy must review the recommendation for retention and provide suggestions for supplemental instruction; and

(d) recommendations and observations of the principal, teacher, parent or legal guardian, and other school personnel who are working with the child on literacy must be considered when determining whether to retain the student.

(2) The parent or guardian may designate another person as an education advocate also to act on their behalf to receive notification and to assume the responsibility of promoting the reading success of the child. The parent or guardian of a retained student must be offered supplemental tutoring for the retained student in evidence-based services outside the instructional day.

(F) For students in grades four and above who are substantially not demonstrating reading proficiency, interventions shall be provided by reading interventionists in the classroom and supplementally by teachers with a literacy teacher add-on endorsement or reading/literacy coaches. This supplemental support will be provided during the school day and, as appropriate, before or after school as documented in the district reading plan, and may include book clubs or summer reading.

#### **Considerations for Promotion/Placement for K through Grades Five**

(d) pLAW@SpE

Under District policy the following information is considered to address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and

**SCHOOL WIDE EXPECTATIONS**

<b>Classroom</b>	<b>Hallways- Sidewalks</b>	<b>Playground</b>	<b>Cafeteria</b>	<b>Media Center</b>
Be on task and give your best effort.	Pick up litter.			
Be prepared.	Walk silently in a single file line to the right (no gaps).			
Keep your work area clean.				
Follow directions.				
Use active listening.				
Respect the space and property of others.				

## SEXUAL HARRASSMENT

student, staff member, or visitor, either male or female, on school property or while under the jurisdiction of the school, is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action, including suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school, including while riding a school bus. Sexual harassment may be generally defined as unwelcome sexual advances, request for sexual favors, and written, spoken or physical conduct of a sexual nature. Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent and to a teacher, guidance counselor, principal, or any other school official with whom the student feels comfortable.

## SIGNING A STUDENT OUT

require proper and valid identification from anyone requesting to sign a child out of school. No alternatives will be accepted over the phone. **ONLY THOSE PERSONS WHOSE NAMES YOU HAVE PLACED ON THE REGISTRATION FORM WILL BE ALLOWED TO CHECK YOUR CHILD OUT FROM SCHOOL.** Students are not allowed to be signed out after 2:00 PM. End of the day check-out causes confusion not only in the main office, but also in the classroom and creates a safety issue.

## STATEMENT OF NON-DISCRIMINATION EQUAL OPPORTUNITY

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of the

concerns, and other Civil Rights matters (at [803] 641-2428). Copies of applicable policies are available upon request. (See Policy JI and Administrative Rule JI-R).

## TEXTBOOKS

Textbooks are owned by the State and are issued free of charge to all students. Each student is responsible for the textbooks they have been issued. Students must pay for lost books and damage fees for any damage done to their textbooks.

## TRANSFERRING A STUDENT

When transferring a student from HHE, please notify the school office at least 24 hours in advance.

## VISITORS

Parents are encouraged to visit the school. All visitors to our school must report to the office upon arrival and sign in using Hall Pass on the laptop on the counter in the front office. All visitors must present an acceptable picture ID. This is for the protection of all children and adults. Visitors will

Visitors must receive approval before going to any other part of the building or school grounds. We respectfully ask parents to make advance arrangements with teachers to schedule visits to the classroom, as certain blocks of time are designated for uninterrupted instruction and/or testing. All parent/teacher conferences must be scheduled in advance and take -instructional time. Special visitation days will be announced throughout the year.



Further, state law allows school administrators to conduct reasonable searches of the person and property of visitors on school premises.

### **VOLUNTEERS**

Each year many parent and community residents assist in the instructional and operational programs not only by volunteering their time to work in the school, but also by sharing their special areas of expertise in the classroom. Please contact the school if you are interested in serving as a volunteer either regularly or on special occasions. We welcome you and need your support. Please remember that it takes all of us working together to provide our students with a quality education. For security reasons, all volunteers must stop by the office a