

Diamond Hill Elementary School

Student Handbook

2023-2024

OUR MISSION:

Putting Students First and Encouraging Students to Always SHINE!

OUR VISION:

Diamond Hill Elementary School strives for ALL students to master new learning each day by providing excellent instruction that is engaging and standards-driven in a safe, student-centered, learning environment.

Dear DHE Families:

Welcome to the 2023-2024 school year! We are excited about a new school year and are looking forward to having you as a part of the Diamond Hill family. The attached DHES Student Handbook will provide information that you will need to know about DHES. The policies and procedures are established in the best interest of our students and for the safety of every person in our building. Please read the handbook and sign the Parent/Teacher/Principal Compact that will be sent home on Monday, August 7.

Thank you for your cooperation in making sure that our policies and procedures are followed. By working together, we can continue to build strong partnerships with our students, parents, and community.

Thank You,

Beth W. Riddle, Principal

Samantha Latham, Instructional Coach

Daily Procedures

7:15 Doors Open

The school building opens at **7:15 a.m.** Please do not drop off students before this time. There is no one to supervise students prior to 7:15 a.m. When the doors open at 7:15, cars will pull forward to drop students off at the 4 marked cones near the front door in the same order that students are loaded each afternoon. Do not let your child out of the car before you stop at one of the 4 tall cones. After merging into one lane near the building, there is no passing allowed as indicated by the orange cones in place. All students will go directly to the Gym or Cafeteria for breakfast. Teachers will be on duty to supervise students beginning at 7:15.

7:15 – 7:40 Breakfast

Breakfast is free for all students. Students must arrive at school before 7:35 to eat breakfast.

7:45 - Students Go to the Classroom

7:50 – Class Begins

Students arriving after 7:50 are considered tardy. If your child is tardy, you must park in a parking spot and walk into the front office to sign your child in using our Check In system. Your child will need the tardy slip from the office to go to class.

2:45-3:00 CAR RIDER DISMISSAL

All car riders should be picked up by **3:00**. **Refer to parent Car Rider letter for more details.**

3:00-3:10 BUS RIDER DISMISSAL

Visitors on Campus

ALL visitors must enter through the front office, use our Check-In system with a valid photo ID, and receive a Visitor's Badge. No exceptions! If you wish to visit your child's classroom, this must be approved and scheduled with the principal in advance. Office visits should be for the purpose of school business only.

Teacher Conferences and Communication

There will be a scheduled conference at the end of the first nine weeks to review student progress. All parents are expected to attend these conferences to receive their child's report card and any other information from the teacher. Every teacher will communicate with

parents throughout the school year. Parents of students in grades 1-7 may use the Parent Portal System (PowerSchool) to view student grades. If you have questions or concerns about your child, your first line of communication is with your child's teacher. If you wish to schedule a conference with your child's teacher, this must be scheduled in advance and during a time when the teacher is not providing instruction.

Transportation

Please establish a consistent transportation plan for your child at the beginning of the year. The indicated method of transportation (that you select during registration) is how your child should get to and from school each day. Alternating days and/or frequently changing transportation will not be allowed. This causes unnecessary confusion during dismissal for the child and school staff. These procedures are established for the safety of our students and will be followed.

ALL changes in transportation must be submitted in writing and before noon.

Phone calls for a change in transportation will not be accepted.

Immunizations

All students must have a South Carolina up to date immunization form from their doctor or the Health Department before entering school. When a child enters from another school, immunizations will be checked for completion. If not complete, the student will be required to get necessary shots as soon as possible. The school nurse will provide guidance in this event.

Health

Every effort is made to prevent accidents on campus. However, when an accident occurs, first aid will be administered. Parents will be contacted. If parents can't be reached, emergency numbers will be used. The school MUST have current phone numbers where someone can be reached in any and all situations.

Head Lice

A parent will be contacted if there is any evidence of live lice. The nurse will provide guidance for treatment.

Medication

According to district policy, guidelines must be followed for prescription and non-prescription medication to be given. A special form must be completed by the doctor for prescription medicine to be administered. The school nurse will be available to guide the parent through this process. Medication is not allowed to be in the child's bookbag, prescription and/or non-prescription.

Special Education

Students with special learning needs may be referred by their teacher or by the parent to be tested to determine eligibility for special education services. Federal, state, and district guidelines are followed when a referral is made. In all cases, written permission from the parents is required before a school psychologist can test a child.

Discipline

All students are required to show respect, be ready, and be responsible. In addition to our school-wide expectations for behavior, each teacher establishes classroom expectations, rewards, and consequences. This information will be shared with you at the beginning of the year. When it becomes necessary for a student to be referred to the office, the teacher will complete a discipline referral form to be sent with the student. The student's behavior will be addressed, consequences set, and the parent(s) will be contacted.

Attendance

Regular attendance is very important and should be a priority. Students will be allowed no more than 10 absences for the school year, unless medically excused and/or a student is enrolled for district's homebound instruction. Our school requires a note from parents for all absences. Official medical excuses are required from the doctor for students to be excused for medical reasons. Excessive absences will be reviewed by the principal and guidance counselor. If no resolution is made, the case will be referred to the Abbeville County School District. Continued disregard for attendance may result in court proceedings and/or referral to other agencies.

Cafeteria Rules

Students are expected to use good manners and quiet voices in the cafeteria. Our cafeteria is a restaurant and all students should behave in this manner. Breakfast and lunch are FREE for all students this year. If you wish to come eat lunch with your child, outside food should not be brought in. Please call ahead so that the cafeteria can plan accordingly. The cost for an adult lunch is \$5.25.

Telephone

The school telephone numbers are 864-446-2600 or 864-348-7235. The school fax number is 864-446-2602. Messages will be taken for staff and delivered as soon as possible. Parents who wish to speak to their child's teacher are asked to schedule a phone conference directly with the teacher in advance. Classroom learning will not be interrupted for phone calls and/or messages. Students will only be allowed to call parents in an emergency situation.

After-school arrangements/transportation for students should be made before the child leaves home in the morning. Students should not need to call to find out how to get home.

Dress Code

Students are to dress neatly and age appropriate. Clothing and accessories should not distract from the teaching and learning environment. We ask that adults visiting school events model the same expectations as students.

Please follow these specific guidelines for appropriate dress:

- Hats, bandannas, etc. will not be worn in the building (unless the head covering is worn as an officially recognized religious ritual).
- Clothing or accessories cannot promote profanity, alcohol, drugs, tobacco/smoking, cannabis, risqué imagery, weapons, violence, gang activity, or gang signs.
- Clothing cannot portray imagery that threatens the safety of other students and openly persecutes students based on race, color, gender, sexual orientation, religion, nationality, or disability.
- Shirts: no visible midriff, no crop tops, no muscle shirts, no spaghetti straps (tops should fully cover undergarment), no low-cut tops (neck or arm)

- Pants: pants should be worn at waist, preferably with belt, no baggy or sagging pants, shorts should be midway between hip and knee. A good way to check this is that shorts come to the child's fingertips when arms are put down on each side.
- Other: no undergarments should be seen at any time, no excessively ripped jeans, no skin showing through rips above the same area that shorts would cover, no body piercing, other than ears, and no tight, revealing clothing. Please remember that hoop earrings are dangerous during PE and recess. Flip flops are discouraged for outdoor play/recess.
- Hoodies are allowed. However, students will remove the hood from their head when inside the school building.
- Leggings and jeggings must be paired with a shirt that is long enough to cover all private areas.
- Skirts and dresses without leggings, solid tights, etc. underneath, must reach at least 3 inches above the knee.
- Pajamas and bedroom shoes are not considered appropriate school attire. (unless noted as a special dress-up day)

The principal reserves the right to make the final decision of age appropriate dress and dress that causes a disruption in the learning environment. The principal will pre-approve exceptions for spirit/special dress-up days. Teachers will report any incidents of inappropriate dress directly to the principal. Dress code violations will be at the principal's discretion.

Technology and Media

From time to time, students' pictures may be used to promote accomplishments. These pictures may be placed on bulletin boards, in newspapers, on the school or district websites, and in various other types of media. Parents can "opt out" of this by indicating on the registration form or submitting in writing to the school administration.

Device deployment

All students are issued a Chromebook for educational purposes. A \$25.00 technology fee is required each year that must be paid at registration. Students are responsible for good behavior on school computer networks both at home and in the classroom. Users will comply with the technology standards established by the district. Teachers and staff will closely monitor student use of the

internet. Any misuse will result in disciplinary action. The ACSD has a warning system that alerts designated school staff of inappropriate searches/use.

Valuables

School personnel try to prevent losses, but students are responsible for their personal property at school. Your child should only bring items needed for the school day. **Unless directed by the teacher for a special day, ALL toys, blankets, and personal items that are not school related should be left at home.**

Cell Phones

It is recommended that students DO NOT bring cellphones to school. However, if a student must bring a cell phone to school, (after school sports, traveling, etc.), **the phone must be powered OFF and placed in a zipped compartment of the student's book bag while on school grounds.** If school personnel SEE or HEAR the phone, the phone will be taken and turned into the principal. The parent will be notified to pick up the phone from the principal. There will be no warnings for cell phone use on school grounds. Phones are a distraction from learning and are not needed in an elementary school building.

School Property

Any damage done to school property must be repaired or replaced at the expense of the offender. The cooperation of the parents is required in helping us teach our students to respect school property, books, materials, equipment, and our building.

Transfers

If you move during the school year, please notify the office. On the last day of attendance, all books, school materials, and outstanding charges must be cleared before report cards are issued or records sent to the next school.

Textbooks

According to Section 59-31-290 Code of Laws of South Carolina, State Board of Regulation requires payment for the loss or damage to any book. Schools may require parents or guardians to pay for lost or damaged books.

Early Dismissals

Student learning takes place until the very last minute of each day. Interruptions during instruction are avoided as much as possible. However, things do come up and there are times that an early dismissal is necessary. If you know in advance, please send a note to your child's teacher. Please do not plan an early dismissal after 2:15. This is a very busy time of the day as teachers are finishing up, students are packing up, and the front office is preparing for dismissal.

**Phone calls for early dismissals to have your child waiting will NOT be accepted. You must come in, sign the child out on our Check In/Check Out system, and wait in the office for your child to walk up.

**Students must be signed out by the individuals listed in PowerSchool.

The Abbeville County School District Policy Manual and Students Rights and Responsibilities Handbook will be the guiding document for decisions. Both are available to you online.

Updated 07-25-2023 – Subject to change If changes are made, then parents will be notified.