

Williams Memorial Elementary School 2023-2024 Student & Parent Handbook

290 South Metts Street
Saint George, SC 29477
Phone (843) 563-3231
Fax (843) 563-3421
wm.dorchester4.k12.sc.us

Ruth Mims, Principal/CERDEP Director
Jeremy Wolfgang, Assistant Principal/Head Start Director



Williams Memorial Elementary

Dear Parents, Guardians, and Students,

Welcome back to school! It is with great anticipation and excitement that I officially welcome you to Williams Memorial Elementary School and the 2023-2024 School Year! I am excited to have the opportunity to get to know all of you and engage in the educational process of your child with you. I look forward to working with all of you to make this year successful. Our faculty and staff welcomes the opportunity to enhance our students' educational experiences. School hours are 7:45 A.M.-2:40 P.M. each day, and our teachers have been working hard on their instructional plans over the summer. We want our students to bring their best attitude and a willingness to learn!

These handbooks serve as a vital source of information, time management, and a communication tool between home and school. We appreciate our assistance as we strive to provide the safest environment possible for all of our students at Williams Memorial Elementary School. Should you have any questions relative to this handbook, various school policies or procedures, or the academic well-being of your child, please feel free to contact the front office, and we will be glad to assist you.

Williams Memorial Elementary School is creating a community of academic excellence for our students by establishing high expectations and academic rigor, providing effective and innovative educational practices in a safe and supportive environment, and helping our students develop world-class skills and career characteristics that will prepare them to graduate with a 21st Century education and to be globally competitive in their chosen career path.

The core values of Williams Memorial Elementary School—Trust, Integrity, Generosity, Excellence, Respect, and Success—and the use of differentiated instructional approaches that recognizes the uniqueness of each of our students will encourage a love of learning in all of our students. Let's join forces to make the 2023-2024 school year positive and productive. Together, we can make WMES "PAWS"-itively THE Best!

Ruth Mims
Principal

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Dorchester School District #4 Board Members

Mrs. Phyllis Hughes-Board Chair
Mr. Tony Folk
Dr. James Hodges
Mrs. Evelyn Infinger
Dr. Kenneth Jenkins

Dorchester School District #4 Mission Statement

The mission of Dorchester School District Four is to develop life-long learners who will have a positive impact on our global world.

Dorchester School District #4 Vision Statement

The vision of Dorchester School District Four is to be an exemplary district where all students reach their maximum potential with the support of the district, home and community.

District Personnel & Information

Dorchester School District #4
500 Ridge Street
St. George, South Carolina 29477
Phone (843) 563-3231
Fax (843) 563-9269
www.dorchester4.k12.sc.us

| | |
|---|-------------------------|
| Superintendent | Jeffrey Beckwith |
| Superintendent's Secretary | Stacy Smoak |
| Chief Academic Officer (Secondary) | Corey Prentiss |
| Director of Curriculum & Instruction (Elementary) | Shelissa Bowman |
| Interim Director of Finance | William Saunders |
| Director of Student Services | Dr. Nancy Britt-Stevens |
| Student Services Secretary/Receptionist | TBA |
| Director of Human Resources | Dr. Latoya Adams |
| Human Resources Administrative Assistant | Yulonda Rivers |
| Director of Food Service | Kevin Earle |
| Transportation Supervisor | Carlotta Felder |
| Director of Technology (563-5906) | Elijah Delee |
| Director of Facilities & Maintenance | James Martin |
| Facilities & Maintenance Administrative Assistant | Lorraine Coates |
| Interim Director of CTE | Shannon Stephens |
| Interim Coordinator of Teacher Effectiveness | Catherine Yates |

Office of Exceptional Children
810 School House Road
Dorchester, South Carolina 29437
Phone (843) 462-7629
Fax (843) 462-2959

| | |
|----------------------------------|--------------------|
| Director of Exceptional Children | Monica Tudder |
| Lead School Psychologist | Dr. Andrew Preston |
| School Psychologist | TBA |

Title I Administrative Office
190 South Metts Street
St. George, South Carolina 29477
Phone (843) 563-5923
Fax (843) 563-5928

| | |
|---|-------------------|
| Director of Federal Programs | Dr. Tracy Jackson |
| Federal Programs Administrative Assistant | Tiffany Moorer |

Williams Memorial Elementary School Administration

Phone (843) 563-3231 Fax (843) 563-3421

| | | |
|-------------------------------------|-----------------|---|
| Principal/CERDEP Director | Ruth Mims | rmims@dd4.k12.sc.us |
| Asst. Principal/Head Start Director | Jeremy Wolfgang | jwolfgang@dd4.k12.sc.us |
| Instructional Coach | Carlie Nelaon | <u>cnelson@dd4.k12.sc.us</u> |
| Literacy Coach | Natalie Pandora | npandora@dd4.k12.sc.us |
| Secretary/Bookkeeper | Tracy Delee | tdelee@dd4.k12.sc.us |
| Receptionist/PowerSchool | Damitha Wertz | dwertz@dd4.k12.sc.us |
| Attendance Clerk | | |

Our Vision Statement

The vision of Williams Memorial Elementary School is to create a community of academic excellence for our students by establishing high expectations and academic rigor, providing effective and innovative educational practices in a safe and supportive environment, and helping our students develop world-class skills and career characteristics that will help to prepare them to graduate with a 21st Century education and to be globally competitive in their chosen career path.

Our Mission Statement

The children, parents, and staff of Williams Memorial Elementary School are unified in their purpose of accelerating the learning of all students through shared decision-making and powerful learning experiences.

Our Belief Statements

- Students will participate in real world learning opportunities that will move them toward success.
- WMES will be a safe and caring environment that provides a successful and challenging atmosphere through the support of parents, staff, faculty, students and the community.
- All students will demonstrate qualities of good citizenship in order to be responsible members of the learning community.
- Strengths of the stakeholders (parents, staff, faculty, students, and the community) will be identified and built upon to enhance our school.

Our Core Values

The core values of Williams Memorial Elementary School encourage a love of learning through the use of differentiated instructional approaches that recognizes the uniqueness of each student. These are our core values:

Trust
Integrity
Generosity
Excellence
Respect (for self and others)
Success

Other District Schools

Harleyville-Ridgeville Middle School (6-8)
1650 East Main Street
Dorchester, South Carolina 29437
Phone (843) 462-7671
Fax (843) 462-7647
Interim Principal: Nicole Bryant

Woodland High School (9-12)
4128 Highway 78
Dorchester, South Carolina 29437
Phone (843) 563-5956
Fax (843) 563-5997
Interim Principal: Kevin Lakin

St. George Middle School (6-8)
600 Minus Street
St. George, South Carolina 29477
Phone (843) 563-3171
Fax (843) 563-5936
Principal: Benjamin Kennedy

Clay Hill Elementary School (PreK-5)
387 South Railroad Avenue
Ridgeville, South Carolina 29472
Phone (843) 851-7386
Fax (843) 873-0571
Principal: April Sanders

Harleyville Elementary School (PreK-5)
1650 East Main Street
Dorchester, South Carolina 29437
Phone (843) 462-7671
Fax (843) 462-7647
Principal: Chaquilla Green

Odyssey Educational Center-Jenkins Hill Campus
145 Hill Street
Harleyville, South Carolina 29448
Phone (843) 462-2270
Fax (843) 462-2275
Interim Principal: Adrian Busch

School Schedule (7:05 A.M.-3:10 P.M.)

- 7:05 A.M. All Faculty/Staff Report either to Duty or in Class
7:10 A.M. Students Enter/Breakfast Begins
7:40 A.M. Breakfast Ends
7:45 A.M. School Begins/Students Arriving after this are Counted as Tardy Unless on a Late Bus (ALL Students Should be in Class)
2:35 P.M. All Duty Personnel at their Assigned Area
2:40 P.M. Begin Dismissal
3:10 P.M. Faculty/Staff* Allowed to Leave as Long as there are **NO** Car or Bus Riders in the Building

*Assistants can leave after their afternoon duty is over

School Schedule – Early Dismissal (7:05 A.M.-12:35 P.M.) & Half Days (7:05 A.M.-11:30 A.M.)

- 7:05 A.M. All Faculty/Staff Report either to Duty or in Class
7:10 A.M. Students Enter/Breakfast Begins
7:40 A.M. Breakfast Ends
7:45 A.M. School Begins/Students Arriving after this are Counted as Tardy Unless on a Late Bus (ALL Students Should be in Class)
12:30 P.M./11:25 A.M. All Duty Personnel at their Assigned Area
12:35 P.M./11:30 A.M. Begin Dismissal
2:40 P.M. Assistants Allowed to Leave*
3:10 P.M. Faculty/Staff Allowed to Leave*

*Subject to change on Half Days upon District Approval

THE A-Z LIST OF EXPECTATIONS, GUIDELINES AND PROCEDURES FOR WILLIAMS MEMORIAL ELEMENTARY

Attendance

Students need to be in attendance at school every day. If it is necessary for a child to be absent from school, it is required they bring a written excuse for each day missed as soon as they return to school. If a student fails to bring an excuse to school, he/she will automatically receive an unexcused absence. ***Only 10 handwritten excuses per school year can be submitted from a parent or guardian.***

Students will be considered ***lawfully*** absent when:

1. They are ill and their attendance in school would endanger their health or the health of others.
2. There is a death or serious illness in the immediate family.
3. There is a recognized religious holiday of their faith.
4. They are participating in a field trip or other school activity that requires being away from classes.
5. There are unusual circumstances that have been approved by the Principal.
6. They are suspended by the Administration for violations of the Discipline Code.

Students will be considered ***unlawfully*** absent and unexcused when:

1. They are willfully absent without the knowledge of their parent/guardian.
2. They are absent with the knowledge of their parent/guardian, but the absence does not fall within the reasons listed as “lawful.”

It is important to teach our children the responsibility of being at school on time. Additionally, students arriving to school late create a disruption when they arrive to their classes. When repeated absences threaten the student’s academic success, the Administration will intervene to improve attendance. **Excessive tardiness to school or signing your child out from school early could result in the need for an Attendance Meeting with a School Counselor. After the *third* unexcused absence, a meeting will be held with an Administrator. The development of an Attendance Improvement Plan/Contract will automatically happen after *five* absences. After the *seventh* absence, the District Office will be contacted. *Pre-Kindergarten students who miss ten days of school without medical verification may be dismissed from the program.***

Excessive absences in Kindergarten through the fifth grade will be considered as a part of the information compiled on an individual when determining the promotion or retention of a student.

A Perfect Attendance certificate will be given to a student who is present **for the entire day, every day** of the academic school year.

Arrival

The school day begins at 7:45 A.M. To prevent instructional disruptions, it is imperative that your child be at school on time and prepared to learn. Parents arriving late with their child(ren) are required to come to the front entrance and sign their child(ren) in. Parents will **NOT** be permitted down the hallways with their children when they are late to school.

Behavior

Refer to the school's Code of Conduct (in handbook). Parents/guardians should review the Code of Conduct with their child(ren).

Breakfast and Lunch

Every WMES student is eligible for a *free* breakfast and lunch. Breakfast for pre-kindergarten and kindergarten students will be delivered to their classroom. All other grade levels (1st-5th grade) will eat their breakfast in the cafeteria. 1st-5th grade students will report to the gym, once they enter the building. Then, students are expected to walk in an orderly manner to the cafeteria, eat quietly at their assigned table, and then return back to the gym.

Serving breakfast will be closed at 7:40 A.M. each day, unless a student arrives on a late school bus. Students who are dropped off at the Car Rider Area should be at school no later than 7:30 A.M. in order to make it to breakfast on time.

The District's monthly breakfast and lunch menus can be found on the District's Website (<https://dorchesterd4.schoolinsites.com/home>).

Car Riders

Car riders should be dropped off in the **Car Rider Line** on the side of the building. Students exiting the car should do so on the side where school personnel are located. **Parents will not be allowed to walk students to class after the first day of school.**

At 7:45 A.M., the Car Rider Line will be closed, and you will need to escort students to the front entrance to be signed in with the receptionist. Students are considered tardy after 7:45 A.M.

We are asking that there be no lining up in the Car Rider Line before 1:15 P.M. This is for the safety of our students and for ease of deliveries being made to the cafeteria.

Chaperones/Volunteers

To be a volunteer or a chaperone for a school related field trip, adults will be required to have a background check completed by the District. All paperwork should be submitted to the District Office, once completed. Volunteer Applications must be renewed every three (3) years.

Parent volunteers, are required to park in the designated parking lot across from the Car Rider Drop Off location and sign-in with the front office.

Change of Personal or Parent Information

Parents are responsible for updating any personal information that may change throughout the school year. This includes any information related to custodial circumstances within the family.

You should notify the Front Office any time your personal information changes (phone numbers, addresses, or guardianship and/or custody). To do so, speak to the Front Office receptionist or a school counselor. All information released to the school, including secretaries, teachers, and staff members remains highly confidential at all times.

Communication and Conferences

A newsletter will be sent home monthly through REMIND and will be posted on the school's website highlighting key dates and information. Hard copies will also be available in the front office. Grade levels will also send newsletters home to inform parents of upcoming projects or events.

School-wide Parent Conferences will be held quarterly, but conferences with teachers can be held at any time when instruction is not taking place. Conferences will be held either through Zoom or face-to-face. The school will also continue to utilize the school's website and the School Messenger to inform parents of upcoming events. Our teachers also use REMIND and Class DoJo to communicate with parents/guardians. Teachers can also be e-mailed through their webpage on the school's Website (<http://wm.dorchester4.k12.sc.us/>).

Computers

Students in Kindergarten-5th grades will have individual Chromebooks, and students in Pre-Kindergarten will use i-Pads. The use of the school's technology resources is a privilege. Students will have the opportunity to use all of our electronic resources; however, failure to follow the rules and procedures for technology use will result in forfeiture of computer privileges. The District's Acceptable Use Policy must be signed and returned for students to use a District issued electronic device.

This year your child will use the following programs:

1. i-Ready
2. Accelerated Reader
3. Learning.com
4. Nearpod
5. Epic & Tumble Books
6. Google Classroom Suite
7. Dreambox
8. Reading Eggs
9. Seesaw

*Other District approved instructional software may be added

Counseling

Our WMES School Counselors are available to do individual, group, and whole class counseling sessions with our students. If you have a concern about your child's behaviors, please contact one of our School Counselors and set up a meeting to share your concerns or questions. Our counseling sessions revolve around our school's Core Values and basic Character traits.

- Beth McMillan (Pre-Kindergarten thru 2nd Grade) bmcmillan@dd4.k12.sc.us
- Tarsha Smith (3rd-5th Grades) tbrown@dd4.k12.sc.us

Dismissal

The end of the day becomes a very busy time. To help reduce confusion and to limit instructional disruptions, students will not be called from their classes for early dismissal after **2:00 P.M.** (unless for an emergency). Also, students will not be called from their classes to leave until a parent/guardian arrives at the school. **To keep our students safe, any change to a child's afternoon transportation must be done through an e-mail to the school's receptionist AND to the Transportation Director before 11:00 A.M.** On the e-mail, there must be a phone number listed, so the Transportation

Director can confirm the change. Transportation changes will no longer be accepted over the telephone. Bus transportation changes will only be authorized if space is available in accordance with State law.

Students who do not ride a bus will not be dismissed from the front until after all buses are loaded and off the lot.

Students will only be allowed to leave the school either by

- 1. Taking the bus home OR**
- 2. Getting picked up in the Car Rider Line**

Once the Car Rider Line closes in the afternoon, students will need to be picked up from the front office. A parent/guardian or designee will have to sign the student out.

Dress Code

It is very important that students are dressed comfortably and appropriately for school. Clothing should not be too tight or brief (bare shoulders/skirts). Shorts and skirts should be fingertip length. Holes in jeans are permitted, but holes *should not* be above fingertip length. A shirt or jacket should be worn over a tank top or a top with spaghetti straps. If a child's outfit is deemed inappropriate for school, the parent will be contacted to bring in a change of clothing.

Sunglasses are not permitted in school unless prescribed by a doctor. Hats will be allowed on the playground but may not be worn in the building except on special days (i.e., Hat Day, Favorite Sport Team Day). Hoodies and coat hoods should not be worn in the building.

For safety reasons, Crocs should be worn in 'sport mode' by having the rubber strap pulled down at the back of the heel in order to give a more support in case of an emergency. If sandals are worn, there should be a strap across the back of the heel, as well. Flip flops, bubble slippers, and slide-on "shower" shoes should not be worn.

Students should plan accordingly on days when they have physical education, being sure to wear sneakers and comfortable clothing making it easy to move around. Additionally, students scheduled for art may want to consider wearing clothing appropriate for painting and working with clay.

Electronics

Cell phones, electronic games, toys, headsets etc. should not be brought to school. Williams Memorial Elementary School is not responsible for lost, broken, or stolen items.

Cell phones and electronic devices that are confiscated by a teacher or staff member will be turned into the Principal. A parent or guardian will need to pick up the device from the front office.

Emergency Drills

WMES will practice a number of emergency drills. Tornado, earthquake, evacuation, and lock out/down drills will be conducted throughout the school year and fire drills will be conducted monthly. NOTE: There will also be two (2) Active Shooter Drills conducted by the SRO during the school year-one in the fall and the other in the spring.

Emergency Medical Plan

Williams Memorial Elementary School has a full-time registered nurse on staff. She has individual medical plans for those students with existing conditions. If emergency medical care or treatment is required, authorized school personnel will call 9-1-1 and follow their procedures. 9-1-1 will determine the hospital or medical entity to be used. In the case of such emergency, if the school is unable to reach the parent or guardian, authorized school personnel (the Principal, Assistant Principal, or Nurse) will stay with the child until the parent arrives at the hospital.

Extra-Curricular Activities

The teachers and staff feel it is very important that students have the opportunity to grow beyond the classroom setting. For this reason, we have established a number of programs and clubs that may be of interest to your child.

In order for a student to participate in an extra-curricular activity, they must be cleared of all fees (textbooks, library books, Chromebook, and school fees).

Depending on volunteer availability, opportunities for your child may include, but are not limited to:

- * Tiger Network Crew (Morning Announcements) – 5th grade
- * District Basketball Program – 3rd through 5th grade
- * District Soccer Program – 3rd through 5th grade
- * WMES Soccer Program – K through 2nd Grade
- * Chorus – 3rd through 5th grade
- * District Cheerleading Program – Kindergarten through 5th grade
- * Art Club – 3rd through 5th grade
- * Science Club - 4th & 5th grade
- * Backpack Helpers – 4th and 5th grade
- * Reading Club – 4th and 5th grade
- * National Elementary Honor Society – 4th and 5th grade
- **Other Extra-Curricular Activities may be added throughout the school year.

Student participation is based on behavior and effort given during the school day. A student not fulfilling these expectations may either be suspended or removed from the club or activity.

Field Trips

Field trips are designed as an extension to classroom learning and should reinforce South Carolina State Standards. In order for a child to participate in a trip, they must have a signed permission slip and all financial requirements* paid to the school. In an effort to minimize any financial burden to our families, we will make every effort possible to keep the maximum cost as low as possible.

If a child is not going on the field trip, they are still required to attend school and continue with their daily instruction. Attendance and discipline may prohibit a child from attending a field trip.

Chaperones for field trips must be on the District's Approved Volunteers List and are expected to assist the teacher and school staff with the supervision of our students. Therefore, chaperones are not allowed to bring other children/siblings along on the field trip.

***In order for a student to participate in a Field Trip, they must be cleared of all fees (textbooks, library books, Chromebook, and school fees).**

Gifted and Talented

Students in grades three through five have the opportunity, based on academic performance, to be placed in our Academic Gifted and Talented Program. The “Special Class Model” is used for instruction. In these classes, students are offered an accelerated instructional program that is aligned to South Carolina State Standards. In South Carolina, students in the Gifted and Talented class are identified either locally or at the State level. Students who have been State identified will remain in the Gifted and Talented class as long as it is offered by the school. Additionally, if a State identified Gifted and Talented student transfers from our school to any other school in South Carolina, they will automatically be placed in the other school’s Gifted and Talented Program. Locally identified students risk the possibility of being removed from the Gifted and Talented class from year to year based on their previous year’s academic achievement. Items that are considered for Gifted and Talented placement include the Performance Task Assessment, CogAT, ITBS, SC Ready (ELA & math), report card grades, and teacher evaluation.

*If a parent wants a State identified student removed from the GATE class, a meeting should be scheduled with our Instructional Coach.

Referral Process

Referral procedures ensure that students who have demonstrated ability or potential for high performance in academic areas will have access to the Gifted and Talented Program. In accordance with R 43-220, Dorchester District Four’s procedures allow for referrals from administrators, parents, teachers, and the students themselves.

Screening Process

Dorchester District Four screens all second grade students with regard to aptitude by using the CogAT and achievement by using the ITBS.

All students are tested for Dimension B each year. The i-Ready Diagnostic Reading and Math Assessments (3rd-5th Grades) as well as the ELA and math South Carolina College- and Career-Ready Assessments (SC READY) will be used for Dimension B.

Parents, teachers, or students may request, through the Guidance Department, that the CogAt be administered for Dimension A aptitude during the designated referral window. Testing is not used for the removal of students who are already placed in the program. Once State identified, students do not have to qualify again for the Gifted and Talented Program each year. However, locally identified students must qualify each year.

Core Content grading scale is as follows:

The Grading Scale is:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – Below 59

Grades

Grading Weights

Summative: Unit Test, Projects, Writing Prompt=30%

Formative: Quizzes, Daily Work=40%

Class Participation: Homework, Practice, Review=30%

Grade levels will determine what category an assignment will go into as well as the number of assignments that will go into each of the categories.

Related Arts grading scale is as follows:

E - Excellent (80%-100%)

S - Satisfactory (60%-79%)

U - Unsatisfactory (Below 59%)

Principal's List – 90 and above in all subjects

Honor Roll – 80 and above in all subjects

To receive yearly Principal's List recognition, a student must maintain an average of 90 or higher in **all** core content classes for the entire school year. To receive yearly Honor Roll recognition, a student must maintain an average of 80 or higher in **all** core content classes for the entire school year.

Health and Safety Guidelines Used at WMES

- If a student becomes sick or is running a fever during the day, parents will be contacted by the school's Nurse to be picked up. The student will be placed in the Isolation Room, until a parent or guardian can pick them up.
- If a child is exposed to COVID outside of school, the Nurse should be contacted immediately. The Nurse will then follow the District's established protocols.
- High touch areas (doorknobs, light switches, classroom sink handles, and countertops) will be routinely cleaned.
- A student's personal items and school supplies will be kept at their desk or table.
- Students and teachers will clean their work area at the end of the day.
- Water refilling stations will be used to fill water bottles brought from home. Water fountains are not used in the building.
- Conferences will be held either virtually or face-to-face at a parent's or guardian's discretion.
- A parent or guardian may be required to meet with the nurse during the school day, OR a parent or guardian may request to meet with the nurse concerning their child or children.
- The cafeteria staff will clean and sanitize the tables between use during breakfast and after each grade level at lunch.
- The playground and the equipment will be open and available for use with teacher supervision.
- Classes will have designated times to use the restroom (allowing for individual student's needs). Students will wash their hands after each restroom break and will use hand sanitizer in the classroom.
- Respiratory etiquette (cough or sneeze in your elbow, use a tissue and throw it away, wash hands or use hand sanitizer when nose or mouth is touched) will continue to be taught and reinforced.
- The Tiger Town Afterschool Homework Center will follow the same protocols used during the school day.

Homework

Homework is given to students to reinforce and practice what has been learned in the classroom. Additionally, homework should teach our children independent study skills as well as provide our parents with an opportunity to see their child's academic progress. If you ever have a question about your child's homework, contact your child's teacher.

Incentives

Students will have the opportunity to receive incentives for student behavior and academic effort. Incentives will include school supplies, extra recess, free activity time, and treats. All incentives are designed to promote and reinforce appropriate behaviors.

Library Books

Our Media Center works on a blended schedule, allowing all teachers and students to utilize the numerous resources offered to them. The WMES media center houses nearly 10,000 leveled volumes for students to check out. Students are ultimately responsible for any books they check out, and families will be held liable for any books not returned to the media center or returned damaged. **A student must be clear of any library fees to participate in any extra-curricular activities or field trips.**

Medication

The School Nurse or an appointed designee at Williams Memorial Elementary School will administer medication to students and requires that the parents or guardians of all students who need medication (prescription or over the counter) during school do the following:

1. Present a written request signed by the parent or legal guardian and witnessed by a school official. If a student needs special medical procedures (i.e., nebulizer treatments), a signed note from your physician stating the types and amounts of medication to be administered, times, and any other specific information is needed.
2. The parent or guardian must bring the medication in the original prescription bottle, properly labeled by a doctor.
3. All medication must be left with the School Nurse for proper handling. [The parent or guardian must bring the medication in the original prescription container and properly labeled by a doctor. Medicine will be dispensed as directed on the container.
4. Students should not have any type of medication, including an inhaler, with them during the school day. No medication should be left in the classroom or in a book bag.
5. Information will be logged immediately following the administration of the medication.
6. If a student has severe allergic reactions to certain foods or insect bites, a prescribed Epi-pen may be kept in the School Nurse's Office. Written instructions from a physician on when to administer it must be provided, as well as written permission from the parent/guardian for use in an emergency situation.

School personnel will dispose of any medicine that is not claimed at the end of the school year. Questions concerning medication should be directed to the school nurse at (843)563-3231 or epeters@dd4.k12.sc.us.

No Smoking

WMES is a "Smoke Free Environment". Smoking, including e-cigarettes/vape pens, is prohibited on school grounds and/or at any school related events, including field trips.

Nurse

The WMES Nurse is at the school daily from 7:10 A.M.-3:10 P.M. If the nurse contacts you concerning your child (either sick or injured), you must either pick them up or make arrangements to do so in a timely manner. Students cannot return to class or get on a bus if they are sick. Space is also limited in the Nurse's Office.

We ask that you help us keep our students and staff healthy by keeping your children home anytime they have a fever or appear physically sick. Additionally, you should contact the nurse if your child has any physical or health limitations, so appropriate accommodations can be made for your child.

Parent Teacher Association (PTA)

Our PTA plays an active role in our school building and instructional program. Membership forms will be sent home to all of our families at the beginning of the school year. The cost to become a member is \$5.00 per person. PTA Meetings will take place periodically throughout the school year. If available, dates for PTA sponsored events will be listed in the school newsletter and posted on the school's Website (<http://wm.dorchester4.k12.sc.us/>).

Parking

All parents or visitors should park in one of the two (2) parking lots. We are asking that you do not park in the front bus loop, so deliveries and other school procedures can continue without disruption. Visitors should *not* park in any other locations around the building during the regular school day.

Parties and Party Invitations

Birthday “treats” will *not* be taken to or eaten in the cafeteria because of the healthy “SMART” snacks initiative. If a student will be passing out party invitations, there must have one for every child in the classroom. Students will not be allowed to pass out invitations to students outside of their classroom.

Playgrounds/Recess

Recess is a privilege and a time when our children are expected to have fun, but it is also important that appropriate behavior is still demonstrated. Students will also have movement time made into their daily schedule.

There are three playgrounds at Williams Memorial for our students to use during the school day. It is very important that students use caution at all times while playing on the equipment. If at any time you see a piece of equipment that is broken or looks to be broken, please notify the teacher or school immediately. The playgrounds are broken up as follows:

1. Head Start, Pre-Kindergarten, and Kindergarten
2. 1st and 2nd Grade
3. 3rd, 4th, and 5th Grade

Photographs

Students must have an updated letter or form on file each year stating they are **not** to be photographed at the school for different media resources (newspaper and/or news). This also pertains to our school Website. Please refer to the FERPA letter in the Appendix for further information.

Promotion and Retention

Students must meet certain requirements in order to be promoted to the next grade level. This is done to ensure students will have a fair opportunity to be successful during the upcoming school year. Teachers will be monitoring your child's progress frequently throughout the school year and will provide you with the details. To assist in this process, it is very important that parents remain involved in their child's education throughout the school year. **At the end of the second and third quarters, if your child is endanger of retention, parents or guardians will be requested to attend an Academic**

Conference. Parents or Guardians must submit a letter at the end of the year, if they want their child to be retained.

Kindergarten – It is the school’s expectation that students leaving Kindergarten are reading on or above grade level. Students who score at levels below this risk the chance of being retained.

1st & 2nd Grade –Students in grades one and two will also be required to have a yearly average of 60 or higher in Math and Reading to be promoted.

3rd Grade- Students must have a grade of 60 or higher as a final average in Math and Reading to be promoted to the next grade. Students in third grade who have a yearly average below 60 in either Math or Reading and/or score below the required score on SC State Reading Test (SC Ready), and do not meet exemption criteria, will be retained for the upcoming school year. South Carolina law states, “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 that equates to **Not Met 1 on the SC Ready**.”

4th & 5th Grade – Students must have a grade of 60 or higher as a final average in Math and Reading to be promoted to the next grade. Students in fourth grade who have a yearly average below 60 in either Math or Reading will be retained for the upcoming school year. Students in fifth grade who have an average below 60 in either Math, Reading, or Language Arts will be retained.

Report Cards

Report cards will be sent home every nine weeks for students in 1st through 5th grades. Students in 1st grade will have an adjustment period the **first** nine weeks; therefore, their first official report card will go out the **second** nine weeks. Any questions related to your child’s report card should be directed to your child’s teacher.

Reporting of Abuse or Neglect

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

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

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

School Closings

In the event that adverse weather conditions may occur, you should either turn in to the local news, radio stations, check the school's Website (<http://wm.dorchester4.k12.sc.us/>), or listen to the School Messenger to find out any information pertaining to school closings, cancellations, or delays. Teachers will also send out messages through REMIND.

School Improvement Council (SIC)

The School Improvement Council consists of teachers, parents, community members, and other school staff. Their purpose is to discuss, as a team, different ways to improve the school. SIC Meetings will take place monthly during the school year, and all dates will be listed in the school newsletter and on the school's Website (<http://wm.dorchester4.k12.sc.us/>).

Members of the team are chosen and elected every two (2) years. If you have any interest in being part of the SIC, speak with the Principal. The Teacher of the Year and the Rookie Teacher of the Year selected by the WMES faculty and staff are automatically the representatives for the school and members of the SIC.

Smart Snacks

Information pertaining to Smart Snacks can be found in the Appendix and on the school's Website (<http://wm.dorchester4.k12.sc.us/>).

Student Fees

All students are required to pay a \$20.00 Student Fee at the beginning of each school year. This fee helps the school cover costs for supplemental materials, student incentives, classroom material, and technology. This fee can be paid in the Front Office (Cash ONLY).

***School fees should be paid in order for a student to participate in extra-curricular activities and Field Trips.**

Student Records

Student records are used for school use only and are used by the child's teacher, school counselors, nurse, and administration. Records cannot be released to any person or agency without the written consent of a student's parent or guardian.

Telephone Use

Students are not permitted to use the school's telephone unless there is an emergency.

Textbooks

Students receive State owned textbooks from their teacher at the beginning of the school year. Once your child has their textbook, it becomes their responsibility for the remainder of the school year. Any textbooks that are damaged or lost during the school year will be the responsibility of the child to whom the book was issued. **A student must pay for any damaged or missing textbook(s) in order to participate in extra-curricular activities and Field Trips.** Questions related to textbooks should be directed to your child's teacher or to the school's Assistant Principal.

Transportation

Riding the school bus to and from school is considered a privilege and can be taken away from a child due to inappropriate behavior. Refer to the Appendix in the Student Code of Conduct for bus discipline. **Any change to a child's afternoon transportation must be done through an e-mail to the school's receptionist AND to the Transportation Director before 11:00 A.M. On the e-mail, there must be a phone number listed, so the Transportation Director can confirm the change.** Transportation changes will no longer be accepted over the telephone. Bus transportation changes will only be authorized if space is available in accordance with State law.

Changes in bus routes, requested by parents, can only be made, if the student is getting off at a designated stop and must be approved by the Transportation Director. Buses do **NOT** stop at any of the Campgrounds.

Students will **not** be allowed to bring balloons, glass objects, or any object that will not fit into a book bag on the bus at any time.

Questions related to transportation should be directed to the District's Transportation Supervisor at (843)563-5906.

Visitors/Conferences

We welcome all visitors and volunteers in our school, but insist that our instructional programs continue without disruption. Any visitor who disrupts the learning process or creates an unsafe learning environment for our children and staff will be asked to leave the building immediately.

Visitors are required to stop in at the Front Office to sign in using the Lobby Guard. Once in the hallway, visitors must go straight to their destination. When the scheduled conference is concluded, visitors will need to return to the Front Office and sign out of the Lobby Guard.

Conferences with teachers should be scheduled during non-instructional times (after school or during a planning period). Teachers are not permitted to hold conferences when they are supervising students or involved in instruction. Conferences will be held either through Zoom or face-to-face, depending on parent/guardian preference.

If you would like to observe in your child's class, you must set up a scheduled time with the teacher in advance. Parents will not be permitted to go into a classroom without talking to the teacher first.

Cell phone use in our hallways is prohibited during the regular school day. If you are on your cell phone, you will be asked to return to the Front Office to finish your call.

Volunteers

Volunteers are always welcome at Williams Memorial. To become a volunteer, parents and community members must fill out a Volunteer Application Form and submit it to the District for approval. Volunteer Applications must be renewed every three (3) years.

*Volunteers will never be left in a position to supervise children.