

Harold C. Johnson Elementary School

400 East Jefferson Street

York, SC 29745

803-818-6040

www.york.k12.sc.us/hcj

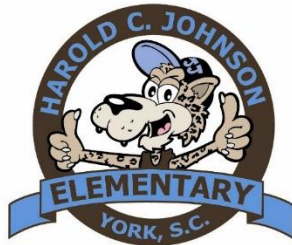
Office Hours: 7:00-4:00

School Hours: 7:45-2:15

*(Morning drop off begins at 7:15 am. Instruction begins promptly at 7:45 am. Dismissal begins at 2:15.
Students must be picked up by 2:30 p.m.)*

2023-24 STUDENT-PARENT HANDBOOK TITLE I ADDENDUM AND PARENT SIGNATURE PAGE

After reading, please sign and return pages 7 and 8 of this addendum



Jaguars on the Prowl for Success!

Equal Opportunity:

York School District 1 offers opportunities for admission to students and employment for personnel. The programs and activities of the district are offered equally to all students without regard to race, color, national origin, religion, age, disability or sex. Inquiries should be directed to Oliver Love, PO Box 770, York, SC 29745, phone (803) 684-9916.

Harold C. Johnson Elementary is dedicated to equality of opportunity. Harold C. Johnson Elementary does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or disability.

Title I Parent Right To Know Information



Ms. Kelly Coxe
Superintendent

Parents/Guardians of students in York School District One may request information about a teacher from the principal of the school to which your child is assigned. Under federal law, parents have the right to know:

- Whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of a teacher and any other graduate certificate or degree held by the teacher, and the field of discipline of the certification or degree.

If you have any questions about your child's teacher, please do not hesitate to call:

Ms. Megan Hoyt
Cotton Belt Elementary School
1176 Black Highway
York, SC 29745
684-1947

Mr. Keith McSwain
York Intermediate School
1280 Johnson Road
York, SC 29745
684-2311

Ms. Crystal Sandifer
Harold C. Johnson Elementary
400 East Jefferson Street
York, SC 29745
Phone: (803) 818-6040

Ms. Cassidy Valerino
York Middle School
1010 DeVinney Road
York, SC 29745
684-5008

Ms. Jane Wallace
Hunter Street Elementary
1100 Hunter Street
York, SC 29745
684-1926

Dr. John Tharp
York Comprehensive High School
275 East Alexander Love Highway
York, SC 29745
684-2336

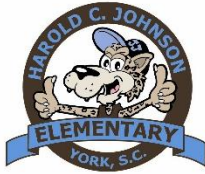
Ms. Rebecca Dover
Hickory Grove-Sharon Elementary
4901 Hickory Grove Road
Hickory Grove, SC 29717
925-2116

Dr. Lee Green
Floyd D. Johnson Technology Ctr.
275 East Alexander Love Highway
York, SC 29745
684-1910

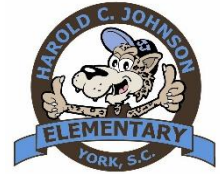
Ms. Mattie Hughes
Jefferson Elementary School
1543 Chester Highway
York, SC 29745
684-1942

Mr. Gary Ford
York One Academy
37 Pinckney Street
York, SC 29745
684-2381

By signing the acknowledgement form on page 7 of the Title I Student Handbook Addendum, you acknowledge that you have read and understand the Title I Right to Know.



Harold C. Johnson Elementary School: Title One Home-School Compact “A Shared Responsibility for High Student Achievement”



Research clearly indicates that effective learning only takes place when there is a combination of **effort, interest** and **motivation**. Research also states that learning is greatly enhanced when there is a cooperative effort between the student, school and home. With this in mind, the faculty and staff of Harold C. Johnson Elementary School pledge to do our very best to improve the academic, social and emotional success of all students enrolled.

School compacts make sure that everyone owns the responsibility of helping children achieve high academic standards. This Harold C. Johnson Compact is a promise from all participants to work together for the betterment of the student. We sincerely believe that this compact can only be fulfilled by our team effort, for it is only through the team effort that your child will reach his/her highest potential. We look forward to working with you to provide the best possible education for your child.

AS A PRINCIPAL, I WILL:

- Provide a safe and productive learning environment for all students
- Set high expectations for all students
- Provide the framework for high quality curriculum and instruction
- Enforce school rules fairly and consistently
- Provide ongoing communication with all parents on information such as student progress, school programs, and testing results.
- Seek parent participation in decisions pertaining to school programs and governance and encourage parents to share opinions
- Provide opportunities for parents to meet with teachers, visit and observe in classrooms and volunteer
- Provide ample opportunity for parent-teacher conferences
- Make special arrangements when necessary to help parents participate in school activities

AS A TEACHER, I WILL:

- believe that each child can learn
- make all decisions that are in the best interest of the student
- show respect for each child and his/her family
- help each child grow to his/her fullest potential
- come to class each day prepared to teach and learn
- provide a safe, productive and nurturing learning environment
- model professional behavior and a positive attitude
- ensure fairness and equity in adherence to school, district and classroom rules
- recognize and celebrate the cultural diversity of my students
- maintain an open line of communication with students and parents
- provide a variety of opportunities for parents to become involved in school activities
- be flexible when scheduling parent communication
- provide parents with appropriate information and resources
- provide meaningful and appropriate homework; and
- consult and coordinate with other teachers about the specific needs of each child

AS A PARENT/GUARDIAN, I WILL:

- recognize that I am my child's first and most important teacher
- provide a home environment that encourages my child to learn
- strive to develop the parenting skills needed to help my child succeed
- consistently stress the importance of a quality education and acceptable behavior
- read to or listen to my child read every night

- make sure my child attends school regularly and arrives to school each day on time and well groomed
- provide my child with adequate school supplies for successful learning
- encourage my child to be independently responsible
- communicate regularly with my child's teacher
- review my child's progress reports
- provide educational opportunities for my child throughout the year; and
- if possible, volunteer in my child's school

AS A STUDENT I WILL:

- do my very best in my work and in my behavior
- come to school each day prepared with all my assignments and supplies
- assume total responsibility for my actions
- obey all school and bus rules
- be respectful at all times
- be an active participant in school and community service; and
- read aloud or silently every day

By signing the acknowledgement form on page 7 of the Title I Student Handbook Addendum, both the student and the parent are agreeing that you have read and understand the Title I Parent Compact for York School District 1.

By signing this Compact, you have made one of the most important commitments you will ever make. Thank you for taking the time to make a difference in the life of a child.

Together, we can make a difference!!!!



Revised: June 2023

York School District One – Title I Parent/Guardian Involvement Plan

All schools in York School District One are Title I eligible. For the 2023-2024 school year, the Title I identified schools are: Hickory Grove-Sharon Elementary School, Jefferson Elementary School, and Harold C. Johnson Elementary School.

I. Parent/Guardian Involvement

The Parent/Guardian Involvement Plan is jointly developed with, agreed upon with, and distributed to, all of the parents and guardians of participating children. We will provide full opportunities for the participation of parents/guardians with limited English proficiency and parents/guardians with disabilities. Furthermore, we will coordinate and integrate parental/guardian involvement programs and activities at the school level with other federal, state, and district programs. The Parent/Guardian Involvement Plan will be presented for discussion and approval with parents and the community during the initial open house meeting. The Plan will be updated as needed and reviewed annually by a team of people – including parents, community members, school and district administrators, and school faculty and staff members in order to continuously meet the changing needs of our parents, our students, and the school.

II. Shared Responsibility: Parent/Guardian – School Compact

The Parent/Guardian – School Compact, jointly developed with, agreed upon with and distributed to all parents/guardians, will describe how parents/guardians, students, and the entire school staff, will share in the responsibility for high student achievement. A team of people including parents/guardians, community members, school and school faculty and staff will annually review the School Compact.

III. Building Capacity for Involvement

In an effort to ensure effective involvement of parents/guardians and to support a partnership among the stakeholders for student achievement, we will:

- Assist parents/guardians in understanding South Carolina's academic and achievement standards and the school's Title I participation by disseminating pamphlets and handouts and conducting parent/guardian-teacher conferences, parenting/guardian workshops, and Open Houses.
- Communicate and monitor a child's progress by interim report cards, quarterly report cards, IEP meetings, telephone calls, parent/guardians-teacher conferences, dissemination of state testing information and academic plans.
- Assist parents/guardians in helping them improve the achievement of their children through parenting/guardian workshops, adult education, newsletters that provide activities and suggestions, and students' weekly folders.
- Educate teachers and other staff members, with the assistance of parents/guardians in reaching out to, communicating with, and working with parents/guardians through PTO, conferences, workshops, and staff development.
- Send information related to school and parent/guardian programs, meetings, and other activities to the parents/guardians in a format and language they can understand through school-generated newsletters, PTO meetings, school improvement council meetings, school calendars, parent/guardian/student handbooks, and student planners.

- Provide opportunities for parents/guardians to communicate with the school through an open door policy, suggestion boxes, designated times to meet with principal and/or teachers, and parenting/guardian workshops.
- Provide other activities to promote parental/guardian involvement through National Volunteer Week, field trips, parenting/guardian workshops, volunteer programs, and tutoring programs.
- Provide reasonable support for parental involvement activities as parents/guardians may request.
- Collaborate with Head Start, community agencies, state agencies and non-profits to provide additional support for parents and guardians.

By signing the acknowledgement form on page 7 of the Title I Student Handbook Addendum, you are agreeing that you have read and understand the Title I Parent Involvement Policy for York School District 1.

Signature Page

Harold C. Johnson Elementary School
Student/Parent Handbook
2023-2024

Dear Parents,

Please sign and return this form to the school office after you have reviewed the following:

- York School District One Student/Parent Handbook
- Important School Attendance Information (Handbook pp. 6-8)
- FERPA Rights of Parents and Guardians/ Student Directory Information Notice (Handbook pp. 9-10)
- Bus Conduct Agreement (Handbook pp. 11-13)
- Acceptable Use of Technology (Handbook pp. 14-19)
- Title I Right to Know (Addendum p. 2)
- Title I School/Home Compact (Addendum pp. 3-4)
- Title I Parent Involvement Plan (Addendum pp. 5-6)

Thank you,

Crystal Sandifer

Crystal Sandifer, Principal

"I have read, reviewed, and agree to follow the following policies and procedures: The Student/Parent Handbook, Important School Attendance Information, FERPA Rights of Parents and Guardians (Student Directory Information Notice), Bus Conduct Agreement, Internet User Agreement., Title I Right to Know, Title I School/Home Compact, and Title I Parent Involvement Plan."

Student Name (Please Print)

Date:

Parent/Guardian Signature

Date:

**** All parents/students must sign and return the Internet User Agreement Form (on next page)**

Acceptable Use Policy for Technology Resources: Student Policy Acknowledgement- 2023-2024



Please read the Acceptable Use policy on pages 15-19 of this handbook as well as the following information carefully before signing this document. Use of technology resources is a privilege, not a right. As we continue to promote the responsible use of this privilege, we ask parents/guardians to discuss the content of this policy acknowledgement and the District's Acceptable Use Policy with their children. The Acceptable Use Policy is available in its entirety on the district website or in print, from any of the school offices, upon request.

STUDENT

I confirm that I have read the district's **Acceptable Use Policy (AUP)** and accompanying guidelines. I understand the terms and conditions of the AUP and agree that I will follow them. I realize that if I violate any part of the AUP I could temporarily or **permanently** lose my right to Internet and/or network access. I further understand that, depending on the nature of any offense, I could face further disciplinary action, including possible expulsion and referral to law enforcement. I agree to immediately report any misuse of Internet resources by me or by any other student to my teacher or system administrator. I also realize that by signing this contract I am agreeing to use the network and Internet in a **responsible, decent, ethical, polite, efficient, and legal manner**.

Student Name: (Please Print): _____

Student Signature: _____ **Date:** _____ **Grade:** _____

**** Both sections must be signed before the designated student will be granted Internet access****

PARENT or GUARDIAN

As the parent or guardian of this student, I have read and understand the District's Acceptable Use Policy (AUP) [available on the District's website or in print upon my request] and this policy acknowledgement. I understand that my child is required to use District technology in a **responsible, decent, ethical, polite, honest, efficient and legal manner**. I understand that my child's access to the District network, Internet and technology resources is designed for educational purposes. I also understand that the Internet contains inappropriate material and that it is impossible for York School District One to restrict access to all controversial materials. I agree that I will not hold the District responsible for any materials that my child accesses on the network. I allow my child to use the Internet understanding that while the District seeks to prevent student access to inappropriate information, the District cannot ensure that my child will not access such information. I understand that if my child violates the District's AUP, she/he may have her/his use of the Internet and/or network access temporarily or permanent restricted. I also understand my child may be subject to disciplinary action, including possible expulsion and referral to law enforcement.

CHOOSE ONE OF THE OPTIONS LISTED BELOW:

Accepting the conditions indicated above, I hereby give my permission for the District to issue my child a network account that provides access to the Internet and other information available on the District's network.

Accepting the conditions indicated above, I hereby give my permission for the District to issue my child a network account that only provides access to Microsoft Office tools and other software but **I DO NOT want my child to have internet access.**

Parent or Guardian Name (Please Print): _____

Signature: _____ **Date:** _____

Please be aware that District policy forbids unauthorized users to access the Internet. However, the District cannot guarantee that students will not gain unauthorized access through the sharing of passwords and logins. York School District assumes no liability for such unauthorized access.

Daily Procedures for Harold C. Johnson Elementary

Arrival to School

Doors open for students at 7:15 a.m. Parents should not leave students at school before that time.

Students will be supervised in one of the morning waiting areas. Students are expected to study or read quietly during this time.

Dismissal Method

No student will be allowed to go home a different way from his regular travel unless permission is requested by a parent/guardian in writing. Due to concerns regarding student safety, HCJ Elementary School personnel prefer not to accept messages over the telephone requesting that the child's mode of transportation to go home be changed. **Students are not permitted to ride a different bus than usual unless permission is granted by the transportation office at least 24 hours in advance. It is the responsibility of the parent to request a change in bus transportation through the transportation office. (See guest rider policy from York School District One Rules for Riding School Bus).**

The normal mode of transportation can be altered under the following conditions:

1. The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
2. The parent personally comes into the school office and makes the request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.
3. A parent calls the office **prior to 1:45** and request the child's mode of transportation be changed.

IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO HIS/HER USUAL MODE OF TRANSPORTATION.

Dismissal Times

Parents who come for their children should pick them up promptly at dismissal time. The dismissal schedule is as follows:

2:15 p.m.	Bus riders are dismissed at the back of the building in the bus parking lot
2:15 p.m.	Car riders are dismissed to the car rider lines (Pre-K-1 st grade at front of school, 2 nd -4 th grade at side of school)
2:30 p.m.	Remaining students are brought to the office to wait for ride.

*Parents are asked to come only at the scheduled times.

***If students are left at school after 3:00 PM without contact from the parent/guardian, the York Police Department will be contacted for assistance.**

Early Dismissal

Students are expected to remain in their class until the end of the instructional day (2:15 p.m.) **For the safety of all students, no student will be dismissed early without a parent or legal guardian coming to the Main Office to sign the student out. We will not dismiss a child after 1:45pm. Children dismissed after 1:45 will not be called to the office until 2:15.** You will be required to provide identification to school authorities.

Should there be a need for someone other than a parent or legal guardian to pick up a student early, the office will verify that the person is listed on the student's enrollment form.

- Parents are asked to wait at the office for their child once dismissal arrangements have been made.
- Only the names appearing on the student's emergency form will be allowed access to the student.
- If for whatever reason your contacts change, it is your responsibility to alert the office immediately.

The school asks that you keep early dismissals to a minimum. Any and all early dismissals or tardies may appear on the student's school attendance records.

Car Riders

School personnel will accompany students being transported by car to the parent pick-up line at the various dismissal areas of the school. Please follow the signs for parent pick up. Because of the number of students being transported by personal vehicles, as well as safety concerns, parents are required to wait in the parent pickup line to pick up children. Parents must remain in line in their vehicle. **Parents may NOT walk to the door to receive their child.**

Library

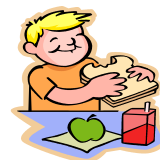
The school library is an important part of the school program. Students are encouraged to use the library resources for reference work, pleasure reading, viewing, and listening. Books may be checked out for one week and may be renewed for an additional week if a student desires. There are no fines for overdue books. Students are requested, however, to properly care for books in their charge and to return books when due. Parents can help their children develop a genuine love for books and reading by encouraging them to read and by reading to them at home. Losses from the library are usually few. As in any library, parents are responsible for books lost or damaged by students.

Lost and Found

Articles that have been found in the school building, on school grounds, or on school buses are placed in the Lost and Found area where their owners may claim them. At the end of the year, unclaimed items will be donated to a local charity. Parents are requested to label all removable articles of clothing, lunch boxes, and important school supplies with the child's first and last name.

Lunch and Breakfast Programs

The school cafeteria is operated under the School Lunch Act with a balanced diet presented each day. A hot lunch and breakfast in the classrooms are served daily. Our district has contracted food services through Chartwells.



Applications for Free and Reduced Lunches

All students in York School District One will receive free breakfast and lunch this year. We still encourage all parents to apply online at www.lunchapplication.com for free to determine eligibility for free/reduced lunch. Student eligibility for certain programs may be based on eligibility, and many grant programs that provide funding to our school are based on the percentage of students who qualify for free and reduced lunch. If you are unable to apply online, paper applications will be available in the main office. Our school qualifies for needed school funds and programs when we have a high percentage of families to qualify for this National program. Students currently in the free/reduced lunch program must re-apply for 2023-2024.

Lunch Procedures

Students are encouraged to participate in the school lunch program; but if lunches are brought to school, milk may be purchased from the cafeteria. Beverages brought from home must be brought in a thermos or carton. **No carbonated beverages/soda** are allowed.

Students bringing their lunches may not bring food that has to be heated in the microwave. Our lunch schedules do not permit time for microwaving students' food. If a student has a particular health need concerning lunch food, please contact the nurse.

Parents may visit their child for lunch. Parents are encouraged to notify the teacher via email or a written note if they plan to visit for lunch. Everyone visiting our cafeteria (family, visitors, volunteers, etc.) must check-in at the office with a valid ID. The student and parent will eat at the visitor table in the cafeteria. The parent will walk back to the office at the end of the designated lunch period and sign out of the online visitor system. Visitors are **not** allowed to follow students back to the classroom after lunch.

Family members are encouraged to eat lunch with their child(ren). Each adult must pay for his/her lunch by check or cash. We do not have the capabilities to process credit/debit cards in our cafeteria. *The adult meal price is \$3.50 for lunch. (*Meal prices are subject to change.)

Recess

All classes will have at least 20 minutes of recess. Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will be held inside.

Telephone Use/Messages

The school telephone number is (803) 818-6040. The telephone is for school business. Students will not be called from class for incoming calls unless it is an emergency. Parents are requested not to phone-in messages to students unless it is absolutely necessary. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school unless a teacher has requested a call during his/her planning period.

Money, Valuables, and Other Personal Items

Children are discouraged from bringing money to school except for specific purposes. Any money brought to school will be more efficiently handled if the exact amount is placed in an envelope, labeled with the child's name and the purpose for which the money is to be used. ***Students are cautioned never to leave money or other possessions in the classroom unprotected.*** Students are advised to not bring valuable items, such as iPods, tablets, phones, etc., to school for there is a possibility that they may be broken, damaged, or stolen. Electronic devices may come to school if your child's teacher requests them to be used in a special assignment/project; however, your child still remains as the responsible person over those devices. Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, music devices, jewelry, pets, etc.

Legal Child Custody/Restraining Orders

Should there be a change in normal custodial arrangements for your child/children, it is imperative that school office personnel be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the school for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the school for adherence to it. The latest orders from the courts are the one that will be followed.

Title One

Harold C. Johnson Elementary School is a Title One School. In order to raise academic achievement for all students, this school-wide program permits a school to use funds from Title I, Part A, and other Federal education program funds and resources to upgrade the entire educational program of the school. If you have any questions concerning this program, or would like to make recommendations as to how these funds are spent, please call the school principal, Crystal Sandifer, at 803-818-6040.

Visitors

Everyone coming into our school must first check in at the Main Office with a valid Driver's License.

If you wish to speak with your child's teacher, please make an appointment with the office secretary. Teachers will NOT be called from the classroom to meet with a parent. All teacher conferences must be scheduled in advance.

Visitors, parents, and guests entering the security door must present a valid driver's license will be given a visitor's pass to wear. Before leaving the school, visitors are asked to stop at the main office and sign out. Visitors will NOT be allowed entry without a driver's license.

Student Dress The school recognizes that there are fads and styles, which affect student dress. Students should come to school dressed in a manner not hazardous to their health or safety or disruptive to classroom routine. We ask both parent and student cooperation in maintaining a standard of dress appropriate for school.

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. The school district realizes that dress and grooming are personal matters; however, students should not distract fellow classmates from the important business of learning by displaying extreme fads in clothing or grooming. York School District 1 seek the cooperation of the students and parents as we work together toward having our students enjoy today's styles while at the same time they are developing good taste in grooming and dress. The responsibility for the dress and appearance of the students shall rest with individual students and parents. They have the right to determine how the student shall dress, providing that such attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process. The administration is authorized to take action in instances where individual dress is determined to be disruptive to instruction or the orderly operation of the school or school events. Consequences will be issued at the discretion of the administrator.

The following, while not an exhaustive list, are examples of inappropriate dress and will not be permitted in classes in York School District 1:

- Tight fitting and/or revealing clothing (i.e., midriff, undergarments, or are see-through)
- Tank tops with spaghetti straps
- Clothing with obscene or suggestive language; any clothing or jewelry with advertisements or symbols of alcohol, drugs, tobacco, sex or violence.
- Hats, bandanas, head bands, or any garments which cover the head
- Sunglasses/shades
- Pants, shorts or trousers worn below the student's natural waistline.
- Shorts that are less than the "finger-tip" length.
- Pajamas/nightwear/bedroom/house slippers
- Flip flops and/or slip-ons are strongly discouraged.
- Tennis shoes must be worn on PE day.

NOTE: It is also requested that parents and visitors to comply with these same rules while visiting the school.

Possession/Use of Electronic and Wireless Devices

Depending on how they are used, electronic devices can either be valuable learning tools or a source of disruption in the learning environment. A wireless device is defined as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice, picture, video, and or text communication or data. These include, but are not limited to, cellular phones, smart phones, gaming devices, music and media players, tablets, laptops, notebooks, netbooks, e-Readers, and iPods.

Students are personally and solely responsible for the care and security of their personal electronic devices. The district assumes no responsibility for theft, loss, damages, or vandalism to any devices brought onto its property, the unauthorized use of such devices and/or data charges incurred by the student as part of his/her family's personal data plan(s). The district, the school, and its staff will not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.