



E.B. Ellington

ELEMENTARY SCHOOL

Striving for Excellence

PARENT STUDENT

2014 - 2015

HANDBOOK



Student's Name _____

Teacher's Name _____

Room Number _____ Grade _____

5540 Old Jacksonboro Road

Ravenel, SC 29470

(843) 889-9411

(843) 889-2205 Fax

Web Site: www.CCSDSCHOOLS.com

Karen M. Hollinshead-Brown, Ed.S., Principal

Dr. James Winbush, Associate Superintendent

“A Word From The Principal”

The purpose of this handbook is to provide you with information that is basic to the operation of this school. No attempt has been made to cover all aspects of all school activities. There is a continuing request from all of us here that you become involved in your child's education. The assistance of parents is needed.

Please check on your child's homework assignments, read to your child daily or let your child read to you, please ask him what he is doing in school each day and demonstrate your interest in his educational achievement. The school is always open to you; you have a standing invitation to visit. If you have questions, please feel free to call the school at 889-9411.

MISSION STATEMENT

E. B. Ellington Elementary School

The mission of E. B. Ellington is to develop competent life long learners by providing a healthy, safe, and nurturing environment which develops all students academically, socially, physically, and emotionally to their fullest potential with the cooperation of students, faculty, parents, and the community.

BELIEFS

We Believe....

- all children can learn
- children should be respected regardless of background
- children are lifelong learners
- learning starts at home
- education = success
- children need to feel loved
- children are excited to learn, if we are excited to teach
- learning should be meaningful and children should be able to think, make decisions, and solve problems
- children need recognition for a job well done
- children need a firm foundation structure, and strong people to guide them in formulating their own beliefs and morals

CHARLESTON ACHIEVING EXCELLENCE

Driving Vision 2016: Our Mission, Vision, Values, Goals

OUR MISSION

The mission of the Charleston County School District (CCSD), a dynamic system of challenging educational choices, is to increase student achievement overall and close achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

OUR VISION

Every child will graduate from CCSD with the critical skills and knowledge necessary to succeed in college and the 21st Century global work force.

OUR VALUES

Results

We will prioritize student achievement outcomes in everything we do and align every strategy and action with a measurable goal.

Access

All students-held to the highest expectations imaginable-will be provided with excellent instruction, enrichment opportunities, and challenging courses. Parents will be empowered with a full portfolio of great school choices.

Partnerships

Student success relies on partnerships between schools, families, and communities. We will encourage transparency, collaboration and feedback, and strengthen partnerships with every person, agency, and organization invested in our students.

Diversity

We see diversity as a strength and an asset. Fostering an environment of dignity and respect, our students will be prepared for a competitive world and our employees will respect the community that we serve.

OUR GOALS

1. Close the achievement gap.
2. Elevate achievement overall.
3. Raise the graduation rate.

Driving Vision 2016: Four Focus Areas

1. LITERACY BASED LEARNING

Literacy is the foundation of all learning. A student's ability to read, write, speak, and think critically is essential to the development of other skills-and to providing foundation for success in the 21st Century. We will ensure all students have a strong foundation of literacy skills by the time they leave 3rd grade, and our overall approach to learning-across all subjects and grades-will emphasize and reinforce literacy.

2. EDUCATOR EFFECTIVENESS

Nothing matters more to a student's success than a great teacher.

And in order to ensure effective teaching in every classroom-and in every school-you must have great leaders. We will reward, recognize, and promote effective teaching and leadership based on a combination of factors, including student growth. We will ensure that every school is led by an effective principal, and every student is taught by a highly effective teacher.

3. INNOVATIVE SCHOOLS AND SYSTEMS

Today's world demands an emphasis on innovation, data, and communication systems, technology, and choice. We will ensure equal access to high quality school choices and enrichment offerings in every zone of the county; infuse effective technologies into our teaching and learning practices; and use data and communication systems to empower our students, parents, staff, and partners with timely information.

4. PARTNERSHIPS

Students learn and perform better when school, families, communities and districts work together and support common goals. We will be a transparent, listening organization that actively pursues collaboration, encourages feedback, respects diversity and promotes student achievement and parent and community involvement in everything we do.

REQUIREMENTS FOR STUDENTS

Charleston County School District and E. B. Ellington Elementary

So that students, upon graduation, will demonstrate the knowledge, skills, attitudes and habits needed to be successful in continuing education, in the workplace, the family, and life situations, Charleston County School District establishes the following learner standards:

Students will...

1. Read, write, listen and speak effectively.
2. Learn and use mathematics concepts and skills effectively.
3. Learn and use science concepts and skills effectively.
4. Learn and use social studies concepts and skills effectively and develop habits of responsible citizenship.
5. Learn and use technology effectively.
6. Develop an appreciation for the fine arts and have an opportunity to pursue artistic talents.
7. Demonstrate knowledge of and respect for the contributions of diverse cultures and ethnic groups in our community, the nation and the world.
8. Demonstrate knowledge and habits that contribute to lifelong physical and mental health.
9. Use critical and creative thinking skills to solve problems, work within complex systems, make decisions and generate new ideas.
10. Develop skills essential to high performance:
 - learn and work both independently and collaboratively;
 - display courtesy, respect and fairness toward others;
 - resolve conflicts in a positive and constructive manner;
 - develop effective workplace and leadership skills;
 - use appropriate information and other resources to accomplish tasks; and
 - develop and demonstrate effective study and research skills.
11. Identify and develop their own talents and interest and appreciate those in others.
12. Explore and plan for educational and career opportunities.

EXPECTATIONS FOR STUDENTS BEHAVIOR

Students will conduct themselves at all times in a manner consistent with standards of behavior that are recognized as appropriate. Each student's right to learn will be protected. Reasonable standards of behavior are expected. No student will be permitted to infringe in any way on the rights of his classmates to pursue an education.

The Charleston County School District Student Code of Conduct is followed at E. B. Ellington. This code is in booklet form. It will be discussed with each student and sent home for you to keep. Please read it carefully and discuss it with your child. Experience has shown that most disciplinary problems can be handled by the teacher, interacting with the child and the parents.

Each teacher has developed a classroom management plan so parents and students may know what the teacher expects and what students and parents can expect from the teacher. Parents will receive information on classroom management plans from respective teachers during the first 10 days of school.

Please read the **classroom management** plan carefully and review it with your child.

EXPECTATIONS (STUDENTS)

In order to assist students into becoming successful students, we developed a list of student and parent expectations. We expect the students at E. B. Ellington to:

1. Learn
2. Ask for help, if you don't understand.
3. Behave.
4. Follow all classroom and school rules
5. Keep their hands to themselves.
6. Solve conflicts without fighting.
7. Weapons are not permitted
8. Respect themselves and others.
9. Complete and bring all homework assignments to school.
10. Help take care of the buildings and grounds.
11. Pass all subjects.
12. Come to school with all materials.
13. Keep up with textbooks and handle them with care.
14. Work with the principal and teachers to make E. B. Ellington Elementary School Number 1.
15. Read to their parents daily.

EXPECATIONS (PARENTS)

We expect the parents of E. B. Ellington Elementary School to:

1. Become an active part of the School's Improvement Council
2. Send us children who "**want**" to learn.
3. Send us children who can behave.
4. Share problems/concerns with the school.
5. Check to make sure homework assignments are completed.
6. Send us children with the necessary supplies the entire year.
7. Visit.
8. Volunteer your talent(s).
9. Attend school functions.
10. Help make E. B. Ellington Elementary School Number 1.
11. Read to your child daily or listen to your child read to you.

SCHOOL WIDE DISCIPLINE PLAN

We firmly believe that lifelong success depends on self-discipline. We have developed a School wide Plan that gives every student the opportunity to manage his or her own behavior. Your child deserves the most positive educational climate possible for academic growth. Therefore, this plan will be in effect at all times.

Each child will:

1. Show **RESPECT** for themselves, peers, and authority figures
2. Come to school to learn
3. Acquire adult's attention appropriately
4. Follow all directions when given
5. Keep hands and feet to self

When expectations are not met, we will use:

1. Reprimand (Verbal, look or proximity)
2. Time-out (within classroom)
3. Loss of privilege (recess)
4. Phone call home or letter
5. Parent, teacher, and student conference
6. Office referral (fighting, use of profanity, possession of a weapon, destruction of school property, endangering self and others, and possession of a controlled substance. A child's whose behavior prevents the teacher from teaching, results in an immediate office referral.)
7. Complete all assignments.

For those students meeting our expectations, we will:

1. Use verbal recognition
2. Issue positive certificates or notes
3. Select a student of the week
4. Allow a special privilege
5. Participate in a special Grab Bag drawings

EMERGENCY DISMISSAL

In case of extreme weather conditions (hurricane, tornado, ice or snow) or some other man-made or natural disaster, school may be dismissed early. **Parents are to ensure that the school has on file an emergency number where you can be reached in the event of such emergency. Parents will be informed of early dismissal by listening to your local television or radio stations. HOWEVER AN EMERGENCY NUMBER IS REQUIRED FOR EACH STUDENT.**

A L E R T

When adverse weather conditions threaten, officials in Charleston County School District monitor the situation closely. Please remember, the decision to close schools in Charleston County is made by the Superintendent and is based on safety conditions in our District.

Students and parents are encouraged to watch Charleston area television news broadcasts, the Weather Channel or listen to Charleston area radio news reports for information on school closings. Information regarding closings will also be found on CCSD's webpage (www.CCSDschools.com). The Office of Communication will also use our Parentlink System which calls each home regarding important school information. Announcements of school closing in Charleston County are released to the Charleston area media as soon as a decision on closing has been made.

As information, District officials also have the option of calling for a delayed opening. A delayed opening is when all schools, area offices, and district offices operate on a two-hour delay. The following will be the school's schedule in the event of a delayed opening:

- Schools and offices will open two (2) hours later than usual.
- Students should not be dropped off before school opens.
- Buses will run two (2) hours later than normal.
- Breakfast will not be served.
- The school day will end at the regular time.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. This is done in several ways:

1. Helping students feel at home in our school with their teachers and fellow classmates.
2. Holding individual conferences whenever a student, teacher, parent or the counselor seems it's necessary.
3. Holding group counseling sessions on a regular basis.
4. Overseeing a testing program designed to help the student learn as much as possible about his capabilities.

The guidance counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

GUIDANCE LETTER

Dear Parent:

I am delighted to be providing Guidance Services to your child. Charleston County School District believes that the guidance program is a important part of the overall education process and promotes skills to empower the students with tools to achieve the highest benefits from school, as well as from life.

I look forward to meeting with your child in classroom guidance activities, small groups, and on an individual basis, if needed. Our school encourages parent involvement as well as meeting with you about your individual concerns.

Topics that may be covered include self-esteem, conflict resolution, problem solving, personal or career planning skills, substance abuse, and dealing with violence. Please encourage your child to discuss with you the activities discussed in guidance. Parents have the option of excluding their child from any or all guidance activities.

Charleston County School District has adopted safety units to be used in the guidance program. Curriculum guides and materials are on display in the guidance office. Please feel free to contact me if more information is needed.

The administration and staff feel that a guidance program is an essential part of the total curriculum.

Respectfully,

Kenyetta Taylor
Guidance Counselor
Karen M. Hollinshead-Brown, Principal

(Cut and return)

_____ does/does not have my permission to participate in guidance activities for the 2014-15. year.

Teacher _____ Grade _____

Parent/Guardian Signature _____ Date _____

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Charleston county School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent of guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's education records; 2) make copies of these record; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please call the guidance counselor, Mrs. Kenyetta Taylor or your child's school, at 889-9411 .

Kathleen Magliacane, is the 504 Coordinator for Charleston County School District.

INFOSNAP

The Charleston County School District is excited to offer an online tool that will make updating your child's information with our school easier than ever! Online forms from *infosnap* are now available. Through a centralized, secure, online process you can now:

- Review and update essential student information on file
- Provide crucial emergency information
- Save and come back, as well as share family information between siblings!

This new online tool will streamline the process, minimize costs and greatly assist us in managing information. In prior years, you would have completed paper forms with much of the information being asked for in this online application. We hope the online process is faster, easier and less repetitive for you. With *infosnap*, we will gather more accurate information that can be more quickly uploaded into the PowerSchool system, making your child's records complete and up-to-date in no time.

ASSEMBLIES

Assemblies provide an opportunity for the entire school to share in a common learning experience. Talent from within and without the school are called on to contribute to the program. Proper behavior is expected at all times.

Students should take their seats in the assigned sections. Persons on the programs are to be accorded proper respect. Applause should be given at the appropriate time in the appropriate manner. Talking during assemblies is **not** allowed.

FIELD TRIPS

Throughout the school year several field trips are planned in order to help expose our students to a multitude of learning experiences. In order to ensure our students safely, we sometimes need parents to volunteer as chaperones. Parents that participate are asked to dress appropriately for the occasion. **No smoking** during field trips is permitted. If you are interested in being a chaperone, please contact your child's teacher when permission slips are sent home.

STUDENT ACCIDENT INSURANCE

Each year pupils are offered accident insurance. We believe the coverage offered by The Bollinger Company is well worth the premium; therefore, we would like every child to be insured. These voluntary participation student accident insurance plans can be purchased easily online at www.Bollinger Schools.com.

LIBRARY

Library books may be borrowed for one week at a time. Please encourage your child(ren) to return books to the library on time. **Students will be charged for damaged, dirty or lost library books.**

CLINIC

The clinic is for emergencies. If a student becomes too ill to remain in class, a parent will be called to transport him home. Parents are asked to sign-out all ill students in the attendance or main office. No student may go to the clinic without permission from the teacher.

HEALTH REQUIREMENTS

All children are required to have a valid birth certificate, a DHEC South Carolina Certificate of Immunization Card, and a social security card before they can enroll. **Original documents are preferred.**

MEDICATION

All medicines must be kept in and dispensed from the clinic or main office. **Students that require medication on a regular basis must have a form completed by their doctor and filed in the office.** These forms may be obtained from the school. Prescription medicines must come in the **original bottle** and over the counter medication must have a doctor's note and be in the original bottle. **Please note that CCSD schools are no longer allowed to stock over the counter medications (i.e. cough syrup, aspirin, Tylenol, etc.).** Under **No** circumstances can medication be carried by students.

REPORTS TO PARENTS

Parents may expect regular communications from teachers. These communications may be in the form of telephone calls or notes. Additionally, notes are sent home by the principal for exemplary academic performance and for citizenship. Parents will also receive information concerning their child's performance on standardized tests. Regular scheduled reports to parents are interim grade reports and report cards. A parent newsletter will be sent home at the end of each nine weeks. Much valuable information concerning students progress may be obtained during parent-teacher conferences. Parents are **urged** to attend conferences requested by teachers. Parents may also request conferences when they deem such action in necessary. Conferences may be arranged by and/or with the principal.

INTERIM REPORTS & REPORT CARDS

All students will be issued interim grade reports by the teacher. This report will be sent home in the middle of the nine-week period. It should be signed by the parent and returned to the teacher the following day. Interim grade reports will be sent to parents on the following dates:

September 17, 2014	February 23, 2015
November 20, 2014	May 1, 2015

Report cards will be sent to parents on the following dates:

October 29, 2014	April 8, 2015
January 21, 2015	June 9, 2015

HONOR ROLL

Honor rolls are published at the end of each nine-weeks. The Principal's Honor Roll will consist of all 'A's, the 'A' Honor Roll will consist of an average of 93 or above, and the 'B' Honor Roll will consist of an average between 85-92. The grading scale is listed below:

A = 100 – 93	B = 92 – 85
C = 84 – 77	D = 76 – 70
F = 69 – 0	

TEXTBOOKS

Textbooks are supplied to each child by the state free of charge. Students and parents are responsible for textbooks loaned to them. Accordingly, parents will be required to pay for damaged or lost textbooks. Textbooks range in price from \$2.00 to \$40.00, so please be sure that your child neither lose nor damage these books.

WITHDRAWAL OR TRANSFER

Prior to withdrawing or transferring a student, parents are required to surrender all textbooks, library books, and other school property. All records must be cleared before a transfer will be given. The parents should come to school or send a written request for transfer, give the date student is to be withdrawn, address, and name of the new school, if known. **Parents are requested to give the school at least 24 hours notice before a child transfers. Parents must provide new proof of address if a student is being transferred to another school in CCSD or must adhere to the county transfer policy to attend another school outside of your attendance area.**

SCHOOL TELEPHONE

The school telephone is primary for the use of teachers in contacting parents. Please do not ask that a teacher leaves the class to speak to you during class time. Rather, telephone the office and ask that the teacher call you during their planning period.

STUDENTS ARE NOT PERMITTED TO USE THE SCHOOL TELEPHONE EXCEPT IN EMERGENCIES. Ensuring that your child brings needed material each day eliminates the need for such calls.

Students will be called from class to the telephone only in cases of emergency.

UNAUTHORIZED ARTICLES

Matches, fireworks of any kind, knives, guns (real or play), toys, slingshots, electronic games, electronic game cartridges, tape recorders, radios, CD Players, iPods,

I pads, MP3 Players, CD's and cell phones are not permitted. Students that bring such items to school are subject to suspension and, in serious cases, expulsion from school. Students found to be in violation of the CCSD Weapon's Policy will be suspended and/or recommended to the Office of Student Placement for expulsion. Please refer to the Student Code of Conduct for additional information regarding unauthorized articles.

DRESSING FOR SUCCESS AT SCHOOL

The staff believes that proper clothing has a definite effect on the child's attitude toward his school work and his conduct. Experience indicates that students and parents want a reasonable amount of dignity at school—a relaxed atmosphere, but not one that is found at the beach and recreation areas. We want our students to respect themselves and their school at all times. **Our students will wear uniforms: navy blue or khaki pants, jumpers, shorts or skirts with white blouses or white, sky blue, royal blue, navy blue or red collared shirts, along with navy or white socks or hose. No special shoes are required. Shirt tails and blouses must be tucked in at all times. Students will not be allowed to wear their pants below their waist—wearing a belt should prevent pants from falling below the waist. It is a state health regulation that students must wear shoes to school and keep them on. Flip flops are not permitted. Dress down days will be indicated on the monthly For Your Information (FYI) flyer.**

PARENT-TEACHER ASSOCIATION

All parents are urged to join the P.T.A. Teachers are also encouraged to join. One of the objectives of the National Congress of Parents and Teachers is to develop a closer relationship between the home and the school, so parents and teacher may cooperate intelligently in the training of the child.

The faculty of **E.B. Ellington Elementary School** seeks to further this objective and encourages all parents to join and support all P.T.A. Projects. This year the P.T.A. will sponsor 4 major projects, one each nine weeks. Parents are asked to support these projects in order to provide instructional supplies, field trips and incentives for our students. **Please support the P.T.A.**

Our PTA meets at 7:00 p.m. on the dates listed below. Parent conferences will be held 1 hour (6:00 p.m.) before each P.T.A. meeting.

September 24, 2014

December 10, 2014

February 25, 2015

May 13, 2015

BELL SCHEDULE 2014 - 2015

7:50	Students enter the building
7:50 – 8:20	Breakfast
8:20 – 8:30	Homeroom / Morning Meetings
8:30 – 8:40	Announcements
	After 8:30 students are considered Tardy and parents must sign them in
8:40 – 3:20	Instructional Periods
3:00 – 3:15	Afternoon Announcements
3:25	Dismissal

Parents are reminded that students are not to be dropped off before 7:50 a.m. Any student that is dropped off before 7:50 a.m. will be allowed in the building and sent to the Morning Care Program and charged a fee. Parents needing this service should contact Harold Sanders, Community School Director at 889-6852.

Students that are not picked up by 3:30 p.m. will be sent to the After School Program and parents will receive a bill for this service.

ATTENDANCE

School success depends partly on regular school attendance. To this end, the Charleston County School District and the State of South Carolina have very specific attendance regulations. These regulations are explained fully in a separate hand-out.

TARDIES:

Promptness to school and class is very important. Students arriving late to school must report to the attendance office with parent or guardian to sign in and get a tardy slip before going to class.

EXCUSES:

All absences, including early dismissals, require a written excuse signed by the parent/guardian. The excuse should include the student's full name, date(s) of absence, reason and telephone number and signature of the parent/guardian. All excuses are to be given to the homeroom teacher.

EARLY DEPARTURES:

If a student must leave the school during the school day, the parent must sign the student out in the office. Written or verbal permission from the parent must first be obtained. If this permission cannot be obtained, the student must remain at school. **Students must remain** in school at least 4 hours in order to be counted present. When leaving before dismissal, the parent must **sign the student out by 2:45** or wait until the dismissal bell sounds.

PARENT VOLUNTEERS

E.B. Ellington is a great school and parent volunteers help to keep it that way. There are so many ways you can help our "Eagles to Soar". If you have some time to volunteer at Ellington, contact either our office or the Guidance Department. We need you at Ellington.

VISITORS

No visitors are allowed on the school grounds or in the buildings unless they have been cleared through the office. Visitors are expected to leave promptly when their business is completed. Students are not permitted to have visitors during the school day.

HOMEWORK

Parents can expect students to have homework a minimum of three times a week. If it is noticed that students consistently fail to have homework, their teachers are to be contacted.

BREAKFAST & LUNCH PROGRAM

The school cafeteria offers balanced meals to all students every full day school is in session. The cost of **breakfast** is **\$1.40** and the cost of the school **lunch** is **\$2.25** per day. **Reduced price for breakfast is \$.30 and \$.40 for lunch. Extra milk is \$.50** per half-pint container. Breakfast and /or lunch can be paid for by the week. Parents are encouraged to send money on Mondays for the week. Please be reminded that the cafeteria is **not** allowed to serve meals on credit.

Students receiving free or reduced meals during the 2013 - 2014 school term will continue to receive free or reduced meals for the first **12 days** of school. During the first week of school, all students are given an opportunity to apply or reapply for free or reduced meals for the 2014 – 2015 school term. If a new lunch application is not submitted within the first 12 days, (Sept. 10th) students are expected to pay for his/her lunch or to bring his/her lunch to school until an application for free or reduced meals is returned, verified and approved. Lunch applications can also be completed and submitted on line (www.ccsdschools.com).

If you need help or have any questions regarding your lunch application, please call 746-1375.

EMERGENCY CARDS

An emergency card will be sent home with each child at the beginning of the year. Parents should fill this card out completely and accurately. This card is necessary for us to contact parents when an emergency arises at school. **Parents are reminded to keep the school informed of any changes in home, work, emergency, or cell numbers.**

SCHOOL TRANSPORTATION

1. Boarding and leaving Busses

Buses begin arriving at school around **8:00 am**. All students should report to the cafeteria or their homeroom when they arrive on the school grounds. Students who walk to school or who are transported by their parents should not arrive on school grounds prior to **7:50 a.m.**

2. Disagreements with Bus Drivers

If a parent has a disagreement with a bus driver, the parent is to contact the school at **889-9411** or the District Director of Transportation at **889-3786**. It is unlawful for parents or other adults to board a school bus without the consent of the school bus driver.

3. Safety in Bus Loading Zones

Parents who transport their children to and from school are requested not to park their vehicles in areas close to school busses or in a manner so as to obstruct the school bus or parent traffic pattern. All students are to be discharged in the rear of the campus near the canopy. For reasons of safety, motorists are requested not to back up in the area. To reduce the congestion in the areas where motorists pick-up and discharge passengers, it is requested that if a parent is to pick-up a student who normally rides the bus home, please phone the school before **2:30** and we will inform the student to wait for parent at the student pick up area. All parents are asked to remain in their cars during pickup and drop off and follow the directives of the staff members on duty.

PARKING

When conducting school business, parents are asked to park in the front of the school. Parents are to pick up their child in the parent pick up area during daily dismissal.

MANAGING STUDENT BEHAVIOR ON BUSES

The bus driver has the authority of the school when transporting students. Safety regulations require that students remain seated and quiet during the time the bus is in operation. We require that students line up in an orderly fashion when boarding the bus. Students are to remain seated and quiet while on the bus. Those who consistently misbehave on the bus or who disrespect the authority of the bus driver will be denied bus riding privileges.

Students must be at their proper bus stops when boarding the bus in the mornings. They will be discharged at the proper bus stops by the bus driver in the afternoon. **Students are reminded that riding the bus is a privilege provided by the state of South Carolina and that privilege can be withdrawn due to student misconduct.**

Faculty & Staff Roster

2014 - 2015

Karen M. Hollinshead-Brown, Ed.S, Principal

Dr. James Winbush, Associate Superintendent

Name	Position
Barnes, Katherine	Art Teacher
Bennett, Laverne S.	3 rd Grade Teacher (3-1)
Blackman, Lindsey	S.A.I.L. Teacher
Blake, Carolyn	Head Start Lead Teacher
Blake, Samantha	5 th Grade Teacher (5-1)
Boone, Shannon	Head Start Teacher Assistant
Brown, Denise	3 rd Grade Teacher (3-2)
Brown, Letha	ESOL Teacher
Capers, Monique	3 rd Grade Teacher (3-3)
Chapman, Katherine	Kindergarten Teacher (K-1)
Chapman, Monica	Head Start Lead Teacher
Collins, Apryl	2 nd Grade Teacher (2-1)
Conner, Leslie	Dance Teacher
Connelly, Burt	PE Teacher
Cymrot, Erin	5 th Grade Teacher (5-2)
Darling, Rebecca	Music Teacher
Findley, Jeanne S.	CD Assistant
Framer, Lisa	Head Start Teacher Assistant
Garland, Marvette	Kindergarten Teacher (K-2)
Gibbs, Joyce	2 nd Grade Teacher (2-3)
Gordon, Ebone	Head Start Lead Teacher Assistant
Grant, Pearl	Teacher Assistant (K-1)
Griffith, Vicky	Head Start Family Service Specialist
Harris, Cleveland	Day Porter
Heyward, Rhonda	Associate Reading Teacher
LeSueur, Mary	Head Start Lead Teacher
Kilbane, Emma	CD Teacher (CD-2)
Lake, Kelly	CD Teacher (CD-1)
McCullough, Daisy	CD Teacher Assistant
Meggett, Jennifer	Head Start Coordinator
Miller, Christina	Master Reading Teacher
Mitchell, Brittany	1 st Grade Teacher (1-2)
Montagna, Anthony	EMD Teacher
Moock, Kathy	School Nurse
Mungin, Edwina	Lunchroom Manager
Nates, Tammy	School Psychologist

Nelson, Arianna	2 nd Grade Teacher (2-2)
Papa, Priscilla	Speech Teacher
Petters, Mary	Reading Recovery
Pinckney, Benzenia	Mental Health
Power, Christine	Elementary Learning Specialist
Reddic, Tywanda	Head Start Teacher Assistant
Schmid, Tiffany	4 th Grade Teacher (4-2)
Smalls, Lebanaye	Master Reading Teacher
Smith, Hattie	Food Service Operator
Smith, Sandra	Teacher Assistant (K-2)
Stevens, Allison	Strings Teacher
Sweeney, Cynthia	PD/TIF Coordinator
Taylor, Kenyetta	Guidance Counselor/Parent Educator
Truesdale, Sharon	Secretary/Bookkeeper
Walker, Joselyn	Lunchroom Operator
Watkins, Marjorie	Teacher Assistant / Lab Proctor
White, Eartha	Food Service Operator
Williams, Cheryl	Resource Teacher
Wine, Lakeris	1 st Grade Teacher (1-3)
Zahler, Melissa	1 st Grade Teacher (1-1)
Vacant	Reading Coach
Vacant	Drama Teacher
Vacant	Media Specialist
Vacant	4 th Grade Teacher (4-1)

E. B. Ellington Elementary
2014 - 2015
Student Supply List



Listed below is our school supply list. Since we are a Title I school, we will provide our students with the basic supplies such as paper, pens, pencils, crayons, binders, notebooks, and tissue. We suggest that you also purchase some of these items to keep at home for students to complete assignments and projects. You are always welcome to send facial tissue, pencils, and paper for the class since our students seem to use an abundance of these items.

Backpack
2 Boxes of facial tissue
1 Box of quart size Ziploc Bags
1 Box of gallon size Ziploc bags
48 pencils

All Head Start, CD & Kindergarten parents are also asked to send a change of clothes including socks and underwear in a plastic bag labeled with the student's name. Head Start & CD students will need a small hand, towel, a large towel or small blanket for nap time.

CCSD 2014-2015 Academic Calendar

July 4	Friday	Fourth of July (School and Offices Closed)
August 11	Monday	Teacher Workday
August 12	Tuesday	Teacher Workday
August 13	Wednesday	Half Day Teacher Workday / Half Day School Based Professional Development
August 14	Thursday	District Professional Development Day
August 15	Friday	District Professional Development Day
August 18	Monday	First Day of School for Students
August 25	Monday	First Day of School for Head Start and Child Development Programs
September 1	Monday	Labor Day (Schools and Offices Closed)
September 17	Wednesday	Progress Reports, Early Dismissal
October 20	Monday	End of Quarter (45 days)
October 24	Friday	Teacher Workday or Potential Make Up Day (if needed)
October 29	Wednesday	Report Cards
November 4	Tuesday	Election Day (Schools and Offices Closed)
November 20	Thursday	Progress Reports
November 24-28	Monday – Friday	Thanksgiving Break (Schools Closed)
November 27-28	Thursday – Friday	Thanksgiving Break (Offices Closed)
December 22-31	Monday – Wednesday	Winter Break (Schools and Offices Closed)
January 1-2	Thursday and Friday	Winter Break (Schools and Offices Closed)
January 5	Monday	Students, teachers and staff return to schools and offices
January 14	Wednesday	End of Semester (90 days)
January 15	Thursday	School Based Professional Development
January 16	Friday	Teacher Workday
January 19	Monday	Martin Luther King Jr. Day (Schools and Offices Closed)
January 21	Wednesday	Report Cards
February 16	Monday	President's Day (Schools Closed, Offices Open)
February 23	Monday	Progress Reports
March 17-18	Tuesday – Wednesday	PASS Writing Exam
March 24	Tuesday	End of Third Quarter (135 days)
March 27	Friday	Teacher Workday or Potential Make Up Day (if needed)
March 30-31	Monday – Tuesday	Spring Break (Schools and Offices Closed)
April 1-3	Wednesday – Friday	Spring Break (Schools and Offices Closed)
April 8	Wednesday	Report Cards
May 1	Friday	Progress Reports
May 5-8	Tuesday – Friday	PASS Testing
May 22	Friday	Last Day of School for Head Start and Child Development Programs
May 25	Monday	Memorial Day (Schools and Offices Closed)
June 3	Wednesday	Half Day for Students
June 4	Thursday	Half Day for Students, Last Day of School for Students (180 days)
June 5	Friday	Teacher Workday or Potential Make Up Day (if needed)
June 9	Tuesday	Report Cards

Calendario Escolar 2014-2015

julio 4	viernes	Feriado—Día de Independencia (Escuelas y Oficinas Cerradas)
julio 11	lunes	Día de trabajo para maestros
agosto 12	martes	Día de trabajo para maestros
agosto 13	miércoles	½ Día de trabajo para maestros / ½ Día Desarrollo Profesional
agosto 14	jueves	Desarrollo Profesional
agosto 15	viernes	Desarrollo Profesional
agosto 18	lunes	Primer Día para los Estudiantes
agosto 25	lunes	Primer Día para los Estudiantes de Head Start y Child Development
septiembre 1	lunes	Feriado—"Labor Day" (Escuelas y Oficinas Cerradas)
septiembre 17	miércoles	Salida Temprana
octubre 20	lunes	Final del 1er Cuarto (45 días)
octubre 24	viernes	Día de trabajo para maestros o Día para Ponerse al Día (si sea necesario)
octubre 29	miércoles	Tarjetas de Calificaciones
noviembre 4	martes	Feriado—Día de Elección (Escuelas y Oficinas Cerradas)
noviembre 20	jueves	Tarjetas de progreso
noviembre 24-28	lunes – viernes	Feriado—"Thanksgiving" (Escuelas Cerradas)
noviembre 27-28	jueves – viernes	Feriado—"Thanksgiving" (Oficinas Cerradas)
diciembre 22-31	lunes – miércoles	Feriado—Vacaciones de Invierno (Escuelas y Oficinas Cerradas)
enero 1-2	jueves y viernes	Feriado—Vacaciones de Invierno (Escuelas y Oficinas Cerradas)
enero 5	lunes	Estudiantes, maestros y personal regresan a las escuelas y oficinas
enero 14	miércoles	Final del 1er Semestre (90 días)
enero 15	jueves	Desarrollo Profesional Ofrecido en la Escuela
enero 16	viernes	Día de trabajo para maestros
enero 19	lunes	Feriado—"Martin Luther King Jr. Day" (Escuelas y Oficinas Cerradas)
enero 21	miércoles	Tarjetas de Calificaciones
febrero 16	lunes	Feriado—"President's Day" (Escuelas Cerradas, Oficinas Abiertas)
febrero 23	lunes	Tarjetas de progreso
marzo 17-18	martes –miércoles	Exámenes de PASS (Escritura)
marzo 24	martes	Final del 3er Cuarto (135 días)
marzo 27	viernes	Día de trabajo para maestros o Día para Ponerse al Día (si sea necesario)
marzo 30-31	lunes – martes	Feriado—Vacaciones de Primavera (Escuelas y Oficinas Cerradas)
abril 1-3	miércoles – viernes	Feriado—Vacaciones de Primavera (Escuelas y Oficinas Cerradas)
abril 8	miércoles	Tarjetas de Calificaciones
mayo 1	viernes	Tarjetas de progreso
mayo 5-8	martes – viernes	Exámenes de PASS
mayo 22	viernes	Ultimo Día para los Estudiantes de Head Start y Child Development
mayo 25	lunes	Feriado—"Memorial Day" (Escuelas y Oficinas Cerradas)
junio 3	miércoles	½ Día para Estudiantes
junio 4	jueves	½ Día / Ultimo Día para Estudiantes (180 días)
junio 5	viernes	Día de trabajo para maestros o Día para Ponerse al Día (si sea necesario)
junio 9	martes	Tarjetas de Calificaciones