

The  
**Leader in Me™**

great happens here



# **COOSA ELEMENTARY LEADERSHIP SCHOOL**

**Student and Parent Information  
2019-2020 School Year**

45 Middle Road  
Beaufort, SC 29907  
(843) 322-6100  
(843) 322-6122-FAX

School Website: <http://ces.beaufortschools.net/>  
Facebook Page: <https://www.facebook.com/coosaelementary/>

***“Growing Great Leaders Who Dream More, Learn More, Achieve More, and  
Become More”***

**STUDENT AND PARENT INFORMATION**  
**ARRIVAL AND DISMISSAL**  
The school hours are 7:45 a.m. – 2:45 p.m.

***Morning Arrival***

- 7:10 – 7:45 a.m. Students can begin arriving at **7:10 a.m. The doors will remain locked until this time.** Students may eat breakfast in the cafeteria. Students eating breakfast should be dropped off in the car rider drop off area. Students **MUST arrive by 7:20 a.m.** to eat breakfast. Arriving beyond this time, may result in a tardy pass being issued. Students should be in their seats and ready to learn by 7:45 a.m.
- 7:25 a.m. Students are allowed to go to classrooms.
- 7:10 – 7:43 a.m. Car rider drop-off on the pod side of the school where staff supervises until 7:43 a.m.
- 7:43 a.m. Students need to be dropped off in the front of the school beginning at 7:43 a.m. Students that do not make it to class by 7:45 a.m., will be sent back to the office for a tardy pass.
- 7:45 a.m. Morning announcements and the instructional day begins.  
***If a student arrives to class at or after 7:45 a.m., the student must sign in at the office and receive a tardy slip.*** At or after 7:45 a.m., students must present a tardy slip to his/her teacher in order to enter class. Students are not prepared for class and ready to learn when arriving late to school.

***Instructional Day***

- 7:45-2:45 ***During these hours, students are engaged in the learning process. It is critically important to your child's education that he/she be in school during this entire time. Students cannot be checked out after 2:15 p.m.***

***Dismissal Process-***Car riders are dismissed to their designated pods. Students will only be dismissed to a car displaying a Coosa Elementary issued car tag– **no walk-ups**. Cars should enter Fiddler Road from Brickyard Point Road South. PLEASE do not enter Fiddler Road from Middle Road, turn around on community members' driveways, or private property. Pick-up for Pre-K and students with documented medical needs takes place from the curb by the main entrance. All traffic in this area is reserved for these students during dismissal time. Students who ride buses are dismissed to the cafeteria side of the school.

***Late Afternoon Pick-Up-*** Parents must pick their children up by the end of dismissal. You will be considered late when the students are brought to the office after car rider line finishes. If the child is late being picked up, the parent or approved adult MUST come to the office to sign out the child. Frequent, late pick-ups will be closely monitored by administration and the social worker.

***Early Dismissal*** – If a student needs to leave school early, the parent or guardian must sign him/her out at the office. Students may not be checked out after 2:15 p.m. It is disruptive to student learning when calls are made to a classroom for pick up especially at the end of the day when lessons are being wrapped up, planners are signed, and backpacks are checked and organized. We will not dismiss a child to an unauthorized person. If someone else (approved by the parent/guardian) is to pick up your child, please advise the teacher in writing.

If a student must leave school early for a medical appointment, a note from the medical facility should be sent with the child the following school day. Please schedule appointments after school hours, if possible.

***Change in Transportation Arrangements*** – If a student's normal way of getting home needs to be changed (example: car rider takes bus, going home with a friend, etc.), a **written note** from the parent must be received via fax, email, or signed letter by noon on the day the change is to take place (preferably the day before). If the change is being sent via fax or email the day of the transportation change, the request should also be accompanied by a phone call to the front office to be sure of its receipt. For safety reasons, phone calls alone are not accepted for any student transportation changes. Please do not send a verbal message with your child as teachers must have any changes documented in writing.

***Fire Lane/Parking Requirements*** - For the safety of all and to keep the fire lane clear in the event of an emergency, please do not park along the yellow curbs in the Drop-Off/Pick-Up Areas near the front office. If you need to come inside the school, please park in the designated “**Visitor**” parking spaces, or in the large parking lot.

**ATTENDANCE REQUIREMENTS**

Students are expected to be in attendance daily and in the classroom when announcements begin. When students arrive late, they are missing important instructional time and information and don't have adequate time to prepare for the school day.

Excused absences and tardies consist of:

- Illness or medical situation when attendance in school would endanger the health and well-being of the child and/or other students
- Serious illness or death in the child's immediate family that reasonably necessitates absence from school
- Special and recognized religious holidays observed by the child's faith
- A family emergency may also qualify as an excused absence with prior administrative approval.

**Any other reason for an absence not mentioned above is considered unexcused. Family vacations are *not* an excused absence, and oversleeping is *not* considered an excused tardy. Excessive tardies, early check outs and absences (5 days or more in a marking period) will result in further examination with possible truancy action.**

When a student returns to school, he or she must bring a legibly written note (from the parents) which includes the following information:

- The student's first and last name
- Date(s) of absence
- Reason for the absence
- The signature of the parent or guardian and a contact phone number and/or email

Notes from the doctor, in the event of an appointment, are also acceptable for the absence or tardy arrival to school. In the case of an absence, the student will be allowed to make up assignments within three days. If a student is absent due to an extended illness, additional time will be given to make up assignments on an individual basis. When a student is marked absent at school, this will generate a call to parents by the automated school messenger system.

### **BEHAVIOR EXPECTATIONS**

Students have a right to learn in a safe and nurturing environment that is conducive to learning. It takes a team effort between students, school, and parents to provide a place where students not only achieve academic success, but also learn the qualities of being a good citizen who is responsible for his/her own behavior. To achieve this important goal, school-wide expectations for behavior in the classroom, cafeteria, hallways, and playground have been developed. These expectations also correlate with the "Beaufort County School District Student Code of Conduct" which every student will receive electronically at the beginning of the school year and will be followed when disciplinary consequences must be taken. Expectations and procedures will be taught in detail with students at the beginning of and throughout the school year.

**Items that Need to Stay at Home** - Students are not allowed to bring the following items to school: toys, games, matches, tobacco, medicine, guns, drugs, pets, electronic equipment, knives of any kind, fireworks, unnecessary amounts of money or valuable items, gum, candy, cell phones or soft drinks in bottles or cans.

**School Bus Guidelines- Remember... riding the school bus is a privilege, not a right!**

Students should be at their bus stop 10-20 minutes before the bus is scheduled to arrive. Buses may not arrive exactly at the same time every morning or afternoon. If the bus is missed, please bring your child to school. **All Pre-K and Kindergarten students must be brought to the bus in the morning and be met by an authorized adult at the bus stop in the afternoon. With parent permission, students are able to walk home with siblings or another authorized student in 3<sup>rd</sup> grade or older.**

### **Student Expectations on the Bus**

1. When you board your bus, go directly to your seat. Sit down and remain seated until the bus arrives at school or your stop. Place book bags on your lap. Do not save seats.
2. Follow the directions and requests of the bus driver. She/he is the adult responsible for the safety of all students being transported.
3. Display proper behavior. Order and appropriate behavior must be maintained at all times.
4. Use quiet, inside voices at all times. Loud talking or screaming may distract the bus driver or interfere with radio communications.
5. Do not throw objects inside the bus or out of the bus windows. Maintain safety at all times by keeping arms, hands, head, etc. inside the windows.
6. Always treat the bus driver and bus respectfully. Do not damage bus seats, walls, or windows. Do not eat, drink, or place litter on the bus.
7. All electronic devices need to remain off while on the bus.

Students are permitted to ride only the bus to which they have been assigned. Any requests to ride a different bus must be in writing from the parent and must be received by noon of that day (preferably the day before.) Telephone requests for change of bus are not permitted. If there is a problem on the bus, please encourage your child to inform the driver and school personnel upon arrival at school. If this occurs during an afternoon route from school to home,

please contact the school. Any level of inappropriate behavior described in the Student Code of Conduct Handbook that goes against the Student Behavior Code will be dealt with in accordance to the consequences also described in the handbook.

### CLINIC

The clinic is designed to provide basic health services to students, including first aid for cuts and abrasions, nose bleeds, stomachaches, headaches, insect bites, and general assessment of children who are not feeling well. In addition, if authorized by the student's parent and physician, basic health care treatments and/or medication can be administered. The school nurse also provides basic hearing and vision screenings, supports the management of communicable diseases, and promotes health care education.

Children with special health care needs (asthma, diabetes, seizures, allergies, etc.) can receive individualized treatments in the clinic if the clinic personnel has the required documentation from the student's parent and physician. All parents of students with special health care concerns should discuss these directly with the school nurse.

In case your child becomes ill at school, or if he/she needs to take medication, or has an accident during school hours, it is imperative that clinic personnel have up-to-date emergency contact information. All parents should complete **Power School Registration** at the beginning of the school year. Information must be updated in the school clinic any time health or emergency contact information changes.

Medication(s) should be given at home. According to Beaufort County policy, **no medication will be administered at school without written permission by the parent as well as a written order from the physician.** This includes all over-the-counter medications, such as Tylenol and Ibuprofen. If your child frequently requires the use of a medication, please obtain the necessary documentation on the required **Medication Form** (available in the school clinic). Faxed physician orders may be used for temporary purposes, but original documentation is required within two weeks.

1. All medication must be in the original container. With prescriptions, ask your doctor or pharmacist to provide two labeled containers so you will have one for home and one for school.
2. All medications and/or related equipment must be taken directly to the School Nurse by the parent/guardian.
3. It is the responsibility of the parent/guardian to inform the School Nurse of any changes in writing. New medications or new doses will not be given unless a new Medication Administration Form is completed.
4. Unused medication should be retrieved from the school clinic within one week after the medication is discontinued; otherwise the school will dispose of the medication.

***In order to keep the spread of illnesses to a minimum, students with contagious illnesses or conditions must not be sent to school.*** No student who shows evidence of acute illness will be permitted to remain in school. Symptoms include fever, vomiting, excessive coughing, excessive nasal discharges, or diarrhea. Students arriving at school displaying any of the afore mentioned symptoms will be sent home. **Students must be free of these symptoms for at least 24 hours before returning to school.** Additionally, any students with head lice must be sent home to be treated. After completion of treatment, the child must return with a parent/guardian to the nurse for clearance to be admitted to class.

### COMMUNICATION

**Conferences** - We encourage parent-teacher conferences throughout the year. Conferences may be arranged by calling the teacher's direct line to voicemail, emailing, or sending the teacher a note. Please remember that conferences may not be held during instructional time. Phone or email conferences can also be arranged, as needed, if scheduling conflicts prevent a face-to-face conference from occurring.

**School Communication** - Class and school newsletters, agendas, the marquee, School Messenger and the school website are used to keep parents and the community informed. One of our main forms of communication is through School Messenger. When you get an automated call from the Beaufort County School District or Coosa Elementary, it is most likely a message from administration. Please take the time to listen to the message in its entirety to stay informed of important events and reminders.

### COOSA CLOSET

Donations of new or used uniforms are accepted and available at the school. Please contact Kim Fickes (School Nurse) if you need uniform assistance, are interested in making a donation to the "Coosa Closet," or have a question about uniforms.

## DRESS CODE

### ***Shirts, Sweaters, and Sweatshirts (Tops)***

- Uniform shirts (Polo style) may be a solid color of dark green (hunter or evergreen color), yellow, or white. During colder months, students may also wear yellow, dark green, or white sweatshirts with or without the Coosa school logo.
- Mock turtlenecks, turtlenecks, and sweaters (with no commercial print or logo) in dark green (hunter or evergreen color), yellow, or white are also acceptable.
- Uniform shirts must be worn Monday through Friday. Spirit shirts (T-Shirts with the school logo) may be worn at any time.
- All uniform and spirit-wear shirts may not exceed one size larger or smaller than the current, appropriately fitting size.
- Uniform shirts must be tucked in around the entire waist and stay tucked throughout the day.
- White undershirts may be worn under uniform shirts.
- Students may wear plain, hooded sweaters or sweatshirts over school uniforms. The sweaters or sweatshirts may be solid white or school designated colors of dark green or yellow.

### ***Pants, Skirts, Skorts, Jumpers, Capri Length Pants, and Shorts (Bottoms)***

- Uniform bottoms must be non-denim and be solid khaki, black or navy in color. Bottoms may have an elastic waistline or belt-loops. Belts should be worn with bottoms containing belt loops.
- Jeans are not permitted. Principal may make exceptions for a specific group or a special designated day, which will be announced in advance.
- Uniform bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words or pictures.
- Shorts, skirts, skorts, and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three (3) inches above the top of the knee when standing. Shorts for boys must be at or no more than 3 inches above the knee, not below the knee.
- Cargo-style pants or shorts are not permitted at any time.
- Uniform bottoms may not exceed one size larger or smaller than the current, appropriately fitting size. Baggy or sagging pants or shorts are not permitted. "Low rise" clothing is not permitted. Pants, shorts, and skirts must be worn at the natural waistline. **Leggings should not be worn as pants.**
- Belts must be worn if pants, skirts, skorts or shorts have belt loops. Belt buckles must not be oversized, computerized, have any writing that is considered offensive, or unsafe (sharp edges).

### ***Coats and Jackets (Outerwear)***

- Outerwear may not be worn inside the school building during the school day.
- Students may wear a sweatshirt or sweater of dark green (hunter or evergreen color), yellow, or white with no additional graphics or writing if the building/classroom is unusually cold.
- Outerwear may be worn during a class change if the student is exiting or entering the building after being outside.
- Outerwear may be worn to school, then must be removed and placed in an area in the classroom designated by the teacher.

### ***Shoes (Footwear)***

- Tennis shoes should be worn. Tennis shoes shall conform to special requirements, e.g., P.E. classes – shoes with rubber soles that allow for safe movement, running, playing, etc.
- Laces on tennis shoes must be tied at all times. Tennis shoes with Velcro straps are acceptable.
- Any other type of footwear that is not a tennis shoe (Flip flops, crocs, hee-lies, or slippers, etc.) is not permitted.

### ***Other Clothing Items or Accessories***

- Socks must be solid-colored black, navy, yellow, white or hunter green and must match.
- Tights must be solid black, white or yellow without any type of design or pattern.
- Students may not wear large pendants or medallions. If there is a question about a pendant, please check with administration.
- Any adornment that could be perceived as, or used as, a weapon such as chains, spikes, etc. is not permitted.
- Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- Head coverings of any kind, including but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses or hoods\* are not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.

School spirit wear sweatshirts with a hoodie are acceptable, but the hoodie portion should not be worn indoors.

- During cold weather, students may wear hats, gloves, or scarves when outside. These items need to be removed and placed in the designated area for outerwear after entering the classroom.
- Make-up or tattoo-type items are not permitted on the face of elementary students unless it is part of a school-related special event.

#### ***Other Uniform Requirements***

- Students are expected to be dressed according to the uniform standards at all times when school is in session.
- Exceptions to this may be made by the principal for special occasions (such as outdoor field trips, special events at the school, fundraisers, or school picture day) and will be announced prior to the event.
- The name of the student needs to be written with permanent ink on all removable clothing items, lunch boxes, book bags, etc.

\* Exceptions may be made to the dress code throughout the school year for celebrations, special events, spirit week, classroom rewards, etc.

#### **EMERGENCY RELEASE FORM**

We must have an Emergency Release Form on file for each child, including emergency contact information. This needs to be completed at the beginning of the school year. Please notify the school office if your address, phone number, emergency number, etc., changes during the school year.

#### **FIELD TRIPS**

Parents will be notified in writing by the teacher of upcoming field trips. A permission form signed by the parent must be received for each student to participate on the field trip. All chaperones for field trips ARE REQUIRED to complete a volunteer application on the school district website at <http://www.beaufort.k12.sc.us/cms/one.aspx?pagelid=241007> AND be approved before attending a field trip. Please do not plan to attend a field trip before your volunteer application is approved. Classroom teachers have access to the Approved Volunteer List.

#### **HOMEWORK POLICY**

The Beaufort County Board of Education views homework as an extension of the classroom activity. Homework is designed to be meaningful, reinforce classroom learning, develop and extend student interest, and provide opportunities for practice and mastery of skills. The nature and amount of homework assigned depends on the student's skill and grade level.

#### **INCLEMENT WEATHER**

Any changes to the regular school schedule will be announced over local television and radio stations, on the district and school website, and by School Messenger. Please tune in to these broadcasts if there is any doubt about the opening or closing of school due to inclement weather (severe storms, hurricane, tornado, ice or snow).

#### **INSTRUCTIONAL PROGRAMS**

**Library-Media Center** – Story time, book and author studies, research skills, study skills, and independent reading are all part of our library program. During visits to the Media Center, we encourage students to check out library books. Students are responsible for books checked out of the library, and payment is required for lost or damaged books. In the event of relocation to another school, students must return all library books to the school prior to withdrawal from Coosa.

**Related Arts** – In addition to the core content areas of Reading, Language Arts, Math, Science, and Social Studies, students also receive instruction in Art, Physical Education, Music, Media Center, and the STEM Lab. These teachers will provide information about their programs at the beginning of the school year.

**Special Area and Services** – Brain Boosters is offered in grade 2 to provide enrichment activities and reinforce critical thinking skills. Gifted and Talented Education (GATE) is offered to qualifying students in grades 3, 4 and 5. Other services offered for qualifying students of all grade levels are English as a Second Language (ESOL), Literacy Intervention to improve reading skills, Speech and Language Pathology services, Resource Special Education, and a Military Family Liaison Consultant (MFLC) representative (for children of military families). We also have a full-time guidance counselor and a part-time social worker.

### LOST AND FOUND

Please make sure all personal items are labeled with the student's name. All unclaimed student clothing, etc. will be placed on the hooks just outside of the cafeteria. Periodically, all items that remain unclaimed are collected and given to a local charity.

### MEALS

Breakfast and lunch are served at Coosa Elementary daily (prices below). If preferred, students may bring a healthy lunch from home. If a student is not bringing a lunch, they need to be prepared to purchase a meal from the cafeteria.

### Outside Food

With the increased amount of food allergies among our student population, we ask that you only bring outside food items for your child. Birthday celebrations should occur at home, not during the school day. However, you are more than welcome to bring your child a special treat on their birthday during lunch, if you choose.

### **Price of Meals (as of June 2019-Subject to change)**

|                         |        |
|-------------------------|--------|
| Breakfast (w/ milk)     | \$1.00 |
| Reduced Price Breakfast | \$ .30 |
| Lunch (w/ milk)         | \$1.75 |
| Reduced Price Lunch     | \$ .40 |
| Milk                    | \$ .75 |
| Guest Adult Lunch       | \$3.70 |
| Guest Child Lunch       | \$1.75 |

Assistance is available for qualifying students. Applications for free or reduced-price meals will be available online at the beginning and throughout the school year on the district website or you can access the link directly at [www.paypam.com/onlineapp](http://www.paypam.com/onlineapp). A new application must be completed AND approved EACH YEAR for each child in a family. A grace period of 30 days is given for students who were approved for free/reduced lunch the previous year AND were enrolled through the last day of school during the previous school year. **Students must pay full price for all meals until the application is approved.** If meal charges total \$8, we will send home a note regarding the balance. In an emergency situation, students will be allowed to charge a maximum of three more meals.

### NOTES REQUIRED FROM PARENTS

The school requires notes from parents for the following events:

- Absences
- Requests for early dismissal
- Request to miss recess or physical education for a valid reason
- Permission for field trips
- Allergic reactions (insects, medication, food, etc.) \*Doctor's note needed
- Change in transportation

### PARENT/COMMUNITY INVOLVEMENT

**Parent Teacher Leadership Team (PTLT)** - The major objectives of our PTLT are to establish a bond between the home and school, organize family events, and provide additional funds through fundraising activities. This enables parents and teachers to work together in a positive manner which will benefit our children and their education. All parents are encouraged to participate in PTLT events.

**School Improvement Council (SIC)** - Each school is required by the Education Improvement Act to set up a School Improvement Council. The council is composed of parents, teachers, and other community members interested in improving the quality of education available to the children of Coosa Elementary School. Parents and community members are welcome and encouraged to attend.

### SCHOOL MESSENGER RAPID CALLING SYSTEM

Coosa School Messenger is an automated system that has the capability to call parents when students are absent and communicate directly with every family to provide news about upcoming school events and other school-based news or emergencies. In order for School Messenger to function efficiently and contact everyone as needed, it is very important that parents notify the school of any change in phone number(s) and email.

### **TESTING PROGRAM**

All school children participate in a variety of testing programs. Tests serve a variety of purposes; among these include assessment of student achievement and diagnosis of learning needs.

### **TEXTBOOKS/LIBRARY BOOKS/DEVICES**

Textbooks and devices are assigned directly to the student at the beginning of the school year. Students should make every effort to be responsible and to keep up with and take good care of all school-issued items. Parents are responsible for payment of their child's lost or damaged item. Students are not allowed to write in any textbooks or library books.

### **VISITORS**

All visitors must complete the Ident-a-kid process in the front office to receive a visitor's sticker. Identification, such as a Driver's License, is required. No admittance is allowed beyond the front office to other parts of the building or school grounds without a visitor's sticker. If you are attending a school function during school hours, please arrive 20-30 minutes prior to the start of the event to ensure ample check in time. Students are not allowed to bring pre-school age relatives or friends to school.

### **VOLUNTEERS**

Volunteers are a vital part of Coosa Elementary. We need volunteers every day. Your help can contribute to providing a better atmosphere in which our children will learn and thrive. During this time, we request that outside distractions (personal cell phone use, other discussions that distract from the learning experience of the classroom, etc.) be avoided to keep the focus on instruction. All volunteers must be approved through the online district volunteer application process at <http://www.beaufort.k12.sc.us/cms/one.aspx?pagelid=241007>. It is important that each parent consider volunteering in some way. Please call the school for information on areas of need.

**Coosa Elementary School  
Grading Practices  
2019-2020**

Academic grades play an important role in the schooling process. The purpose of reporting to parents is to strengthen the home-school connection and to communicate what students know and are able to do. Assignment of student grades is the purview of the teacher. Grades cannot be changed without following BCSD established procedures which include explicit consent of the teacher. Teachers develop research-based grading and assessment practices to guide the recording and reporting of student progress under the supervision of the Principal. The BCSD follows the South Carolina guidelines for grading/assessment. As such, no school leader or teacher will engage in grading practices that violate state policy. Report cards and progress reports are sent to parents informing them of the degree to which student success in learning and in mastering the standards has occurred. Students and parents/guardians can access student grades via the PowerSchool Portal at any time 24 hours a day, 7 days a week. Visit our webpage, then Parents, then Parent Portal for more information. Below you will find the practices we follow at Coosa Elementary School (CES) for grading. All Beaufort County Schools use the South Carolina 10 Point Grading Scale:

| Numerical Grade | Letter Grade (3 <sup>rd</sup> -5 <sup>th</sup> ) | Letter Grade (1 <sup>st</sup> -2 <sup>nd</sup> ) |
|-----------------|--|--|
| 90-100          | A  | <u>E</u> xcellent                                |
| 80-89           | B  | <u>G</u> ood                                     |
| 70-79           | C  | <u>S</u> atisfactory                             |
| 60-69           | D  | <u>N</u> eeds Improvement                        |
| 0-59            | F  | <u>U</u> nsatisfactory                           |

Essential Agreements for grading at CES includes:

- All grades will be weighted as follows: **60% Summative** and **40% Formative.**
- All grades will be entered into PowerSchool within 5 school days.
- Grades are only based on students' achievement on the standards taught.
- Students who are consistently scoring below a 70 (C) on assignments, tests, and quizzes or who are working below grade level in math or reading may be referred for possible support or interventions (RTI).
- Teachers must provide the opportunity for students to redo/retake summative assessments after additional study, practice, or corrective teaching.
- Teachers must implement IEP/504 accommodations and modifications listed for students. If accommodations/modifications are made this should be stated on the report card.
- Parents must be notified when their child's grade falls below a 70 (C).
- Homework is used as practice and therefore is not included in the assigning of student's academic grades.
- A zero "0" will be recorded within five school days for all missing assignments.

## Grade Level Criteria for Assessment and Evaluation

### Pre-Kindergarten

Our Pre-K teachers utilize the Creative Curriculum as their guide. The assessment tool is the Teaching Strategies Gold Assessment which contains objectives for learning and development in the areas of social-emotional, physical, cognitive, and the content areas. There are three checkpoints throughout the school year.

### Kindergarten

Students in kindergarten are assessed using the South Carolina College and Career Ready Standards on the Beaufort County Kindergarten Progress Report each quarter. The progress report assesses students in the following areas: (1) Personal and Social Skills, (2) Language Arts, (3) Writing, (4) Speaking and Listening, and (5) Mathematics. Listed below is the scale and descriptors.

| Status Report Scale | Proficiency Level Descriptors  |
|---------------------|--|
| M=Meeting           | Demonstrates independent and consistent mastery of standards                                   |
| D=Developing        | Progressing toward mastery of standards but needs additional practice                          |
| N=Needs improvement | Standard not assessed at this time lacking adequate progress/not meeting grade level standards |

### Grades 1-5

#### Formative Assessments: 40%

Formative assessments are used to monitor student learning and to provide a benchmark of student progress toward learning targets and goals. It provides ongoing feedback to both the student and the teacher, which can in turn be used to improve instruction and learner outcomes. Formative assessments help identify areas of strength and weakness for students which allow for timely intervention. Not every formative assessment is graded. Some examples of formative assessments are listed below.

|   |  |
|---|--|
| <ul style="list-style-type: none"><li>➤ Classwork</li><li>➤ Checklists</li><li>➤ Quizzes</li><li>➤ Interactive Notebooks</li><li>➤ Exit Slips</li></ul> | <ul style="list-style-type: none"><li>➤ Projects</li><li>➤ Knowledge Checks</li><li>➤ Observation/Anecdotal/Conference Notes</li><li>➤ Whiteboard Activities</li><li>➤ Kahoot Activities</li></ul> |
|---|--|

#### Summative Assessments: 60%

Summative assessments are given to evaluate mastery of state standards. They provide opportunities for students to demonstrate their understanding of a skill. Types of summative assessments may include, but are not limited to the following in each grade level.

|  |
|--|
| <ul style="list-style-type: none"><li>➤ End of Unit Tests</li><li>➤ End of Chapter Tests</li><li>➤ Projects</li><li>➤ Performance Tasks</li><li>➤ Essays</li></ul> |
|--|

Teachers are required to collect the minimum number of grades per subject area over the course of a grading period.

Formative minimum

| Content Area   | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 |
|----------------|---------|---------|---------|---------|---------|
| ELA            | 6       | 6       | 8       | 8       | 8       |
| Math           | 6       | 6       | 8       | 8       | 8       |
| Science        | 3       | 4       | 6       | 6       | 6       |
| Social Studies | 3       | 4       | 6       | 6       | 6       |

Summative minimum

| Content Area   | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 |
|----------------|---------|---------|---------|---------|---------|
| ELA            | 2-3     | 2-3     | 2-3     | 2-3     | 2-3     |
| Math           | 2-3     | 2-3     | 2-3     | 2-3     | 2-3     |
| Science        | 2-3     | 2-3     | 2-3     | 2-3     | 2-3     |
| Social Studies | 2-3     | 2-3     | 2-3     | 2-3     | 2-3     |

**Homework:**

Teachers recognize that home and outside activities have educational value and therefore will not overburden students with homework. Homework is used as a review or reinforcement of skills that were taught in the classroom. No grade will be assigned to homework, but students are held accountable for completing and turning it in. Teachers will evaluate the student's homework performance to assess needs and/or level of mastery. Homework develops responsibility, good study habits, and is an extension of the learning process. Independent reading should be built in as part of every student's homework time.

**Honor Rolls (Grades 3-5):**

A student will be named to the Principal's Honor Roll if he/she has no grade less than A in all subjects for that grading period. A student will be named to the Honor Roll if he/she has no grade less than B in all subjects for that grading period. Grades in related arts are not used in the calculations for honor roll.

**Make-up Work:**

For excused (lawful) absences, students will be granted the opportunity to make-up any missed assignments and /or work due to the absence(s). This will include quizzes, tests, writing assignments, etc. The period for making up the work will be a minimum of one (1) class day for each class day missed to a maximum of one week. For example, if a student misses two days of school (Monday and Tuesday) and returns on Wednesday, then Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one day for each day missed). In this example, all missed assignments or work (test, quiz, etc.) would not be due until Monday. Students who have unexcused absences may be given the opportunity to make up work at the discretion of the principal and teacher during make-up sessions, however, the unexcused absence remains in the student's record.

## Coosa Elementary School Academic Arts Citizenship Criteria

Since attitude is a significant factor in a child's success, each student receives a citizenship grade based on his/her capacity for growth. This grade includes an evaluation of characteristics that are essential to personal and social development:

|                      |   |
|----------------------|---|
| <b>Attitude</b>      | Spirit of cooperation within the classroom.   |
| <b>Effort</b>        | Be attentive, do what is required, and take advantage of the educational opportunities present. |
| <b>Dependability</b> | Be recognized in the classroom as a responsible person.   |

Each student will receive a grade on their progress in meeting the above criteria.

E = Excellent    G = Good    S= Satisfactory    N= Needs Improvement    U = Unsatisfactory

The following guidelines are used when determining the citizenship grade:

|                      | (E) Excellent  | (G) Good   | (S) Satisfactory   | (N) Needs Improvement  |
|----------------------|--|--|--|--|
| The Student...       | Always...  | Usually...   | Sometimes...   | Rarely...  |
| <b>Attitude</b>      | approaches school work with enthusiasm<br>follows rules & directions of the teacher<br>participates constructively in class activities | approaches school work with enthusiasm<br>follows rules & directions of the teacher<br>participates constructively in class activities | approaches school work with enthusiasm<br>follows rules & directions of the teacher<br>participates constructively in class activities | approaches school work with enthusiasm<br>follows rules & directions of the teacher<br>participates constructively in class activities |
| <b>Effort</b>        | is attentive & produces quality work<br>completes assignments on time<br>initiates contact for extra help when needed                  | is attentive & produces quality work<br>completes assignments on time<br>initiates contact for extra help when needed                  | is attentive & produces quality work<br>completes assignments on time<br>initiates contact for extra help when needed                  | is attentive & produces quality work<br>completes assignments on time<br>initiates contact for extra help when needed                  |
| <b>Dependability</b> | is prepared for class<br>makes up work in a timely manner  | is prepared for class<br>makes up work in a timely manner  | is prepared for class<br>makes up work in a timely manner  | is prepared for class<br>makes up work in a timely manner  |

**U – Unsatisfactory:** The student is always being reprimanded for inappropriate behavior. He/She does not cooperate with the group activities. He/She does not participate in class discussions. He/She always disrupts class discussions or activities. He/She does not complete assignments.

**BUG Award:**

To receive a BUG award a student must bring up one letter grade in at least 1 subject area while maintaining all other grades. For example, during the first nine weeks a student receives 2 A's and 2's C's and 1 D. In order to receive the BUG award starting the second nine weeks, this same student would have to maintain the same grades as he/she earned the first nine weeks, and improve at least one letter grade in any subject, i.e. 2 A's and 3 C's.