



Elevate Elementary Handbook  
2022-2023 School Year

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# Welcome to Elevate

Welcome to Elevate Learning Project! It is going to be an exciting year and we are happy to have you as part of our community. We understand that you have many options for schooling and appreciate the trust you have put in us to educate your child.

## Our Mission

It is the mission of Elevate Learning Project to contribute positively to our community through educational programs including a primary focus on kindness, peace, and acceptance in addition to a rigorous academic curriculum.

## Our Values

Elevate Learning Project is a community centered collaboration of educators, community activists, entrepreneurs, and parents. By adhering to our core values, we strive to develop kindness and empathy in our students.

Our core values include:

- Respect: For ourselves, each other, and our environment
- Individualized learning experiences for each student
- Providing opportunities to explore concepts and ideas in a variety of ways
- Contributing positively to the community

## Location

Elevate Learning Project is located on Daniel Island in Charleston, SC. Daniel Island is a wonderful walkable community providing opportunities for outdoor exploration and neighborhood walks. Our building is in the heart of the island at 230 Seven Farms Drive Suite 201, Charleston, SC, 29492.

## Drop Off and Pick Up

Drop off begins at 8:00am. Students must be in class by 8:20am. Class will start promptly at 8:30am. Students arriving early will have time to put on their indoor shoes, use the restroom, get a drink of water, and work on quiet open-ended morning activities prior to being welcomed to circle time.

In order to have less congestion at pick up, Lower Elementary will dismiss at 3:00pm and Upper Elementary will dismiss at 3:15pm. Class assignments will be available at Parent Orientation in August. If you have children in both classes we will schedule them to leave together.

Drop off and pick up will be in the back of the building. You may park in any available spot and walk up to meet a staff member or you may utilize our drop off/pick up line where you stay in your car and a staff member meets you.

Punctuality is **extremely important** for arrival and dismissal. If an emergency arises please call or text the school cell phone number to talk with a staff member ASAP.

## Parking

Parking can be found on the street or located behind the school in the parking lot. We share the parking lot with other local businesses.

## Health Policy

We ask that you always assess your own child's health before bringing them to school. No student will be admitted to school for the day if they are exhibiting any signs or symptoms of infectious disease.

If your child has any of the following symptoms that indicate a possible illness that may decrease the child's ability to learn and also put them at risk for spreading illness to others they will not be admitted:

- Temperature 100.0 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Excessive continuous mucus
- Sudden and/or unexplained rash
- Excessive and uncontrollable itching

We also ask that all students have the ability to practice good hygiene including covering their mouth when coughing or sneezing, blowing their nose appropriately, and washing their hands.

If your child is diagnosed with an infectious illness (covid-19, flu, strep, lice, scabies, etc) we would greatly appreciate being notified. Administration will work with you on the best next steps for your child to return to school. This will not result in canceling or closing of the school.

## Attendance

In the state of South Carolina, children between the ages of five and seventeen must attend school. Our school year is 180 days. To receive credit, students must attend at least 170 days of each 180-day year course, as well as meet minimum requirements. Any absence in excess of 10 may cause the student to lose credit for the year. Elevate shall approve or disapprove any student's absence in excess of 10 days, regardless as to whether those absences are lawful, unlawful, or a combination of the two and may award credit for the year. South Carolina stipulates that a child ages 6 to 17 years is considered **truant** when the child has three consecutive unlawful absences or a total of five unlawful absences. An unlawful absence includes absences without the knowledge of the parents/caregivers, absences without acceptable cause with the knowledge of parents. Elevate may approve absences as lawful if plans are made in advance.

## Lunch/Snack

Students are expected to eat a healthy breakfast prior to arriving at school every day. Whole fruit baskets are provided by Elevate Learning Project and are available in the classrooms. Students may grab a piece of fruit during work cycle if or when they are hungry. Students will pack their lunches everyday or order through our arrangement with Food for Thought.

\*All snacks and lunches must comply with any allergies present in the classroom. Notices will be sent out prior to the start of school.

## Tuition

There are 180 days of school attendance each year, and different months have different numbers of school days. For your convenience and to simplify the payment process, we

have divided tuition fees into 10 equal payments. A late fee of \$50 will be applied to any payments made after the 5th day of the month. Failure to pay may result in dismissal from the school as determined by administration.

## Communications

Elevate utilizes a platform called Transparent Classroom for day to day communications. Every parent will receive a login they will use to access the online portal. An app is also available for download to use on mobile devices. This platform is our method of relaying important information from the school and classroom teacher. Please ensure you check in on Transparent Classroom throughout the week to avoid missing any important announcements.

Communication between school and home is an essential part of your child's education. Administration is available to answer your questions M-F from 7:45am - 3:30pm. Our general email is [info@elevatelearningproject.org](mailto:info@elevatelearningproject.org) and the school phone number is 843-940-6477. You can call or text the school phone.

### **What you can Expect**

- Communication responded to within a reasonable time and in a courteous manner
- Requests for appointments responded to or scheduled within a reasonable time frame
- Parent to be notified about single serious issues or ongoing problems

### **Contact the School if You Have**

- Changes in your family situation
- Medical issues that arise or change
- Illness that will lead to the child being absent
- Safety issues, change in behavior at home
- Family emergencies
- Ongoing and pervasive problems/concerns at school or home
- When you need to change a scheduled appointment

## Behavior & Discipline

Elevate promotes peaceful, collaborative behavior while honoring individual differences. We use developmentally appropriate management techniques in the classroom.

Here at Elevate, we use a loving approach to discipline. Students are always treated with kindness and respect. Their feelings are acknowledged and accepted. Role playing and our kindness curriculum will teach children appropriate ways to handle various situations that arise. We focus on peaceful conflict resolution.

Incremental and appropriate consequences will be employed when necessary. Teachers will work with the student and parents to address any issues or concerns as they arise. Aggressive behavior and fighting will not be tolerated by anyone in the Elevate community and may result in immediate dismissal.

## Bullying

Elevate Learning Project has a no tolerance policy for bullying. Any reports of bullying will be investigated thoroughly. Any findings that bullying is occurring will result in consequences ranging from suspension to expulsion.

## Early Pick Up

If a student needs to be signed out early, advanced notification is preferred if possible. Any student released prior to school dismissal must be signed out by a parent or guardian or an adult who is listed in the student's emergency information. We require that all visitors provide a picture identification to ensure the safety of all students.

## Emergency School Closings

In case of an emergency school closing, parents will be notified via e-mail, phone, and/or text.

## Grading and Report Cards

The Elevate school year will be divided into two semesters. After each semester a report will be issued in Transparent Classroom detailing every student's progress. Formal parent/teacher conferences are held once a year or as needed to establish measurable goals and to provide detailed progress on your child. Teachers conference informally with students to share assessment and performance information in various content areas and to set learning goals. Assessment tools to promote children's

learning and development include observation, checklists, portfolios, self-evaluation, and assessments. We will be grading on the following scale:

M - Mastery

W - Working Towards Mastery

I - Needs Additional Instruction

N - Not Yet Introduced

## Homework

Elevate believes that spending time with your family is important for the healthy development of the child. As such, more formal homework assignments are typically not given. Parents are encouraged to read with their children, tell a story, sing, or encourage their children to read for about half an hour each night. Occasionally, a family project may be suggested to be performed together at home to reinforce concepts learned at school.

## Dress Code

Elevate Learning Project strives to create a comfortable and safe environment for every child to learn. Part of this effort involves students' clothing. Students will be active inside and outside on a daily basis and must be comfortable for these environments. We encourage students to wear comfortable shorts under dresses and skirts to accommodate our active schedule. We will often be exploring and digging in the dirt, the children will get dirty, so plan accordingly. Students are to wear comfortable, closed-toe shoes to school every day. These will be removed upon arrival and kept in lockers for outside time. All students will be issued a pair of soft soled indoor shoes that will not be worn outside of the classroom.

We will be spending a minimum of 1.5 hours outside every day, rain or shine. As such, raincoats and water resistant shoes or boots are encouraged for wet weather.

A change of clothes is **required** to be kept at school in case a need arises.

## Birthdays

We celebrate birthdays with a symbolic walk around the sun and a personalized handmade beeswax candle for every student. We do not do traditional birthday parties

in class. Celebrations will occur on each student's actual birthday, the Friday before their birthday if it should fall on a weekend, the Friday before a scheduled break (Fall break, Spring break, etc), or on their half birthday if it should fall during Summer vacation.

## Personal Items From Home

We ask that all personal items stay at home. This includes toys, books, lovies, etc. We will have special days where students can bring certain items into the classroom from home. The teachers will notify families of when those days will occur throughout the year. We do encourage all educational opportunities so if your child has something special they would like to share with the class (for example: a snake skin during a reptile unit) please feel free to reach out to the teachers to give them a heads up.

## Outdoor Tips/Requirements

Elevate Learning Project is an elementary program designed to ignite a sense of wonder and adventure in children while exploring all that Daniel Island has to offer. We will be hiking trails, climbing trees, exploring the riverfront, and more.

### **Potting in the Forest**

While out on the trail, we will not always have access to a restroom. For these occasions we bring a portable toilet. We will make the potty place as private as can be. We will always bring bags and wipes. We strive to leave no trace in the forest.

### **Dressing Appropriately**

Dressing your child appropriately is critical to your child's enjoyment and comfort while playing and learning outdoors. Appropriate gear is non-negotiable and essential to your child's participation for the day. Remember, this program spends a large amount of time outdoors. Make sure you and your child understand and are comfortable with that.

### **Clothing and Gear Suggestions:**

An insulated water bottle; preferably 16 oz.+

A lunch box with cold pack (if needed)

Label all of your child's clothing

Dress your child in clothes that can get dirty

Dress your child in comfortable clothes and comfortable close-toed shoes that they can easily take on and off by themselves

Your child will need a full set of change of clothes in a labeled Ziploc bag  
No jewelry which can easily catch on limbs, vines, and play structures  
Comfortable sun hat and sunglasses  
Cold weather clothing/gear when appropriate

### **Rain Gear**

Your child is required to have this gear if it is raining or if there is a threat of rain:

Rain Boots

A lightweight raincoat with a hood or rain hat

## Weather Considerations

We go outside rain or shine. We also keep a very close eye on weather conditions at all times. If there is a threat of lightning or any other extreme conditions we will not go outside. We also will stay inside if the temperature is expected to be to a heat index of 100 degrees or higher. The teachers always make sure that all students are drinking water and have the appropriate sunscreen and bug spray applied as needed. They also plan to go to areas with a breeze and available shade when it is hot. It is very rarely too cold to go outside in our area, but if the temperature drops and there is a significant wind chill we will either stay inside or shorten our time outside by taking breaks to warm up.

## Attendance List and Cell Phones

At all times, the teachers will have an attendance list with them with the full names of all the children, an emergency contact number for caregivers and parents, and notations of any allergies and any other medical conditions.

All teachers and assistants will have working, fully charged cell phones with them at all times. In the event that a 911 call is necessary, one teacher will remain with the children while the other teacher steps aside to make the call.

# First Day of School Checklist

## **What to bring:**

- An insulated water bottle; preferably 16 oz.+
- A lunch box with cold pack (if needed)
- A full set of change of clothes in a labeled Ziploc bag
- Labeled sunscreen
- Labeled bug spray
- Rain gear if it is raining or if there is a threat of rain (rain boots, lightweight rain jacket with hood or a hat)

All other supplies will be provided by Elevate Learning Project including a mid-morning snack. Every student is assigned a space where they may leave their change of clothes, sunscreen, bug spray, etc.