

July 2016

Dear Laurel Hill Families,

As the start of school approaches, I want to take this opportunity to welcome all of the new families to our school, as well as those of you who have children returning to Laurel Hill. I hope that the summer has been full of enjoyable and relaxing experiences with your family. I look forward to seeing the bright, smiling faces of all the children in the coming weeks.

Laurel Hill Primary School

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**Gerrita Postlewait, Ed.D.**  
Superintendent of Schools

**Terri Nichols**  
Associate Superintendent

**Michael Antonelli**  
Principal

My expectation for your family's experience at Laurel Hill is nothing short of excellence. I am so proud of our school's continued successes, and the learning environment in which our amazing faculty works with your children. We have great plans for your children this year, and I encourage you to be an active part of their educational career.

The purpose of this packet is to answer many commonly asked questions that you may have regarding our opening day procedures and the school in general. Please read through this information carefully as it addresses many areas including: arrival, dismissal, start times, bus riders, car riders, food policy, dress code and important upcoming dates.

Our mission is to provide a safe and orderly opening day, as well as the best instructional environment for all of our children. With your support and cooperation, I have no doubt that this goal will be attained. I look forward to working closely with each of you as we ensure a successful educational experience for all of our precious children.

Additional information will be available at our Meet the Teacher / Fact & Fee Day on Thursday, 8/11. We have again coordinated with Pinckney Elementary, and on this day families with children at both schools will be able to flow from one event to the next. If you have questions about any of the contents in this packet, please do not hesitate to contact the school at 843.849.2200. I wish you and your family a safe and enjoyable remainder of the summer vacation.

Sincerely,



Michael C. Antonelli

July 2016

Dear Loggerhead Students,

I have one word for you...PLAYGROUNDS! I am excited to share that by the time school begins we will have a ton of new playground equipment at Laurel Hill!

Laurel Hill Primary School

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**Gerrita Postlewait, Ed.D.**  
Superintendent of Schools

**Terri Nichols**  
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**Michael Antonelli**  
Principal

I hope that you have had an awesome summer thus far. My summer has been filled with a lot of fun activities and experiences. I traveled to New York and attended my sister's wedding. While I was there I was able to go to Yankee Stadium and see the Yankees win in the bottom of the 9<sup>th</sup> inning with 2 outs. It was awesome! I also rode in 9 different taxi cabs while in New York City and each driver was from a different country ... Pakistan, India, Chad, Morocco, Haiti, Bangladesh, Israel, Guyana and the Ivory Coast. It was so cool to interview them and learn about their cultures. Have you ever ridden in a taxi? Have you ever been to any of these countries?

I also spent a lot of time on the beach this summer, riding waves and spending time with my family. One day I tried something I had never done before. I rode a tube being pulled by a boat. It was so much fun! I also played lots of basketball this summer and even went to school and took some classes. That's right, principals have to go to school too.

What did you do this summer? I would love to hear about your experiences.

I know that you are excited about the start of school. We have been working really hard to prepare for your arrival. The building is clean and the teachers are setting up the classrooms and making them look extra cool.

I hope that you have an awesome last few weeks of summer. Please be sure to read, read and then read some more as you get ready for the start of school. Your teacher looks forward to meeting you on Thursday, August 11<sup>th</sup> and I look forward to seeing you soon at Laurel Hill.

Your Friend,

MR. ANTONELLI

Mr. Antonelli

## **POSTING OF CLASS ROSTERS – THURSDAY, AUGUST 11<sup>TH</sup> – 2:00-4:00**

The rosters for all classes will be posted in the main hallway of our school beginning at 2:00pm. The roster process is a very complicated system in which we take into account a number of factors while specifically placing each of our 1000+ children. Over the spring and summer I received hundreds of forms from parents requesting specific teaching characteristics and/or learning environments for our children. Please know that we have reviewed and have taken into account each and every one of these requests as we determine classroom placements.

## **MEET THE TEACHER / FACT&FEE DAY – THURSDAY, AUGUST 11<sup>TH</sup>**

**Last names beginning with A-H - 2:00-2:40**

**Last names beginning with I-P - 2:40-3:20**

**Last names beginning with Q-Z - 3:20-4:00**

During this afternoon, you and your child will have the opportunity to meet your child's teacher, visit the classroom, pay fees, learn all about our PTA and the Park West Campus Education Fund, purchase Laurel Hill attire, and conduct self-guided tours of our facility. Please note that this is a drop-in and should not take any longer than the 40-minute time window to visit all of the stops on this day. We have also coordinated times with Pinckney Elementary. If you have children at both schools, you can attend one event and then move right over to the next scheduled session. You will have 3 options for paying school fees this year.

1. **Beginning August 1<sup>st</sup>** you can visit our new web store link: <https://laurelhill.revtrak.net> and **pay online**.
2. If you choose to **pay by check**, we have included a pink fee card in this packet. Simply complete the pink card ahead of time, attach your check, and we'll have a box where you may deposit payment without waiting in line. A receipt for payment will come home with your child. If you have multiple students, you may write one check for all student fees.
3. If you choose to **pay with cash**, we will have a separate (short) line as we will write you a receipt at the time of deposit.

We would also like to drastically cut down on your wait as we check visitors and volunteers into our school each day. We are going to continue our 'fast pass' visitor badge system. This badge will allow you to bypass the check-in line in our front office for morning drop-off. You will still be required to sign in at our front office each time you visit after the morning bell. Additional information about this plan will be available on August 11<sup>th</sup>.

## **FIRST DAY OF SCHOOL – MONDAY, AUGUST 15<sup>TH</sup>**

### **How will arrival for the first day of school operate?**

In an effort to alleviate traffic congestion on our first day, we will offer a staggered arrival for all children as follows (with the exception of bus riders):

Last names beginning with **A-M will arrive between 7:00am-7:30am**

**N-Z will arrive between 7:30am-8:00am**

If your child will ride the bus on the first day of school, his/her arrival will NOT be staggered. The bus pick-up times will be the same as any other school day. A list of bus times and stops will be available at our fee day on 8/11. As soon as we receive a schedule from the bus company, we will also post it on our website for your convenience. Please either use the buses, the car rider line, or walk your child to his/her classroom on this day. Bus routes will also be posted on the CCSD website, [www.ccsdschools.com](http://www.ccsdschools.com) and in the Post & Courier prior to the start of school.

### **What if I want to walk my child to his/her classroom on the first day?**

If you elect to walk your child to the school, please park in the main parking lot. Please be sure to enter our building through the front entrance. Faculty members will be stationed throughout the school to assist you in finding your child's classroom. **Under no circumstances should a child ever cross traffic, or walk any portion of the route to our front doors unescorted.**

## **KINDERGARTEN PARENTS – BACK-TO-SCHOOL REFRESHMENTS**

In the same way that the mother loggerhead must leave her eggs to hatch and grow, it is now your turn to send your child off to kindergarten where they too will mature and flourish. Plan to drop in and join other kindergarten parents for refreshments (and possibly tears) from 7:15am-8:15am on 8/15 in our media center.

## **AUGUST 16<sup>TH</sup> AND BEYOND**

### **What are the arrival and dismissal times for Laurel Hill?**

Students may arrive beginning at 7:05am each morning (please do not drop your children off prior to this time). The morning bell will sound at 7:30am, at which time school will begin. Students who enter the building after 7:30am will be considered tardy.

### **What are the car rider procedures? (please refer to the attached map)**

Car rider drop-off will begin at 7:05am and end at 7:30am each morning at the school's main entrance. Many parents arrive at the car rider line prior to 7:05am – this is absolutely okay. **However, please do not release your children from your vehicles until faculty members arrive to car duty at 7:05am.** The route for cars is outlined on the attached map. Car rider pick-up will begin at 2:30pm each afternoon at the main entrance. We have created unique, school-issued placards for you to use. You may pick up placards at our Meet the Teacher Day on August 11<sup>th</sup> or you may request them through our main office. If you have a green placard from last year, that may also be used. These placards will help us to create a safer environment for our students who are dismissed through the car rider line. **Please place it on the passenger's side sun visor.** This will assist us to move the car rider line as quickly as possible. **If you forget your placard when picking up your child, you will need to bring your driver's license to our main office in order for us to dismiss your child.**

### **If I wish to walk up to the school with my child in the morning, where should I park?**

Please park in the main parking lot (not in front of the school's main entrance) and enter the building through the main entrance. Faculty members will be instructed to direct you to the front entrance if you choose to walk your child to class. You are responsible for safely walking your child all the way up to the main entrance. Under no circumstances should a child walk any portion of this route unescorted by an adult.

### **Can I walk my child all the way to the classroom if I wish?**

Parents of preschool and kindergarten students may walk children to the classroom door (during our arrival time 7:05-7:30) throughout the year. Parents of 1<sup>st</sup> and 2<sup>nd</sup> grade students may walk children to the classroom during the first week of school. After the first week of school, parents who elect to park and walk their 1<sup>st</sup> and 2<sup>nd</sup> grade children to school will drop them off at the front door/main entrance. We will have faculty members on duty throughout the building to assist your child (if needed) as they walk to class. Thank you for your cooperation with this policy.

### **Where do I meet my child in the afternoon (dismissal) if I wish to walk up to the school?**

Children who fall into this category are considered "walkers". Walkers will only be dismissed at the basketball court labeled "walker area" on the attached map. Please be sure to notify your child's teacher that they will be dismissed as a "walker" if you plan on this type of dismissal. **Please do not plan to meet your child in the car rider area, atrium, office, classroom, bus loop or any other location on campus.** Student safety is our top priority, and an orderly dismissal is necessary to ensure that each child is properly dismissed.

### **What is the school's website address?**

<http://laurelhill.ccsdschools.com> As we approach the start of school, we will be adding many links to our website to improve our communication with parents.

### **Where should I park when I visit the school during the day?**

Parking for all faculty members as well as visitors will be in the main parking lot as shown on the map. Additional visitor spaces will be provided in front of the main entrance. These spaces are intended for short, 10-minute visits (picking up a sick child, dropping something off in the office, etc.) These spaces are not intended for morning drop-off, volunteering, or afternoon pick-up. Under no circumstances should anyone park on the grass, the street, or any other area not designed for parking at any time.

## **OPEN HOUSE/PARENT ORIENTATION – TUESDAY, AUGUST 23<sup>RD</sup>**

This event will give you an opportunity to hear a presentation by your child's teacher about all of the exciting plans for the school year. This night is intended for adults only and we ask that, if possible, you make other arrangements for your children.

**PIC, CD & Kindergarten, 5:30pm-6:15pm**

**First Grade, 6:15pm-7:00pm**

**Second Grade, 7:00pm-7:45pm**

## **PTA PICNIC / Q&A with Mr. Antonelli – TUESDAY, AUGUST 30<sup>TH</sup>**

Additional information about this event will be available once school begins.

## **PARENT / STUDENT HANDBOOK**

The handbook will be placed on our website prior to the beginning of the school year. Hard copies will also be available in our office if needed. I've listed below two important policies from the handbook that I would like for you to familiarize yourself with at this time.

### **FOOD POLICY**

Laurel Hill is committed to providing a safe school setting for all of our students. We also believe that teaching children to eat in a healthy manner is an important life skill that has become less enforced in recent years. The high number of life-threatening food allergies, coupled with the extreme rise in childhood obesity has resulted in the following food policy for Laurel Hill:

- We limit the amount of food sent to school, also known as 'outside food'.
- Outside food will only consist of daily lunch, daily snack, food for occasional instructional lessons and scheduled classroom parties (ex. Valentine's Day, end-of-year party, etc.)
- Outside food is not permitted to celebrate children's birthdays. Instead, classrooms have a list of fun, non-food items for children to select in an effort to celebrate their special day. (ex: appear on the morning news show, have a parent come in and read to the class, etc.)
- Items to be eaten in the classroom during daily snack shall be healthy. A list of recommended items (as well as discouraged items) will be provided to parents and is available on our website.
- Candy will only be used for rare, educational purposes.

**If your child has a life-threatening food allergy, please e-mail**

**michael\_antonelli@charleston.k12.sc.us** and copy our nurse

**kimberly\_edwards@charleston.k12.sc.us** with specific information prior to August 4<sup>TH</sup>.

### **DRESS CODE**

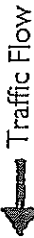
The goal of our dress code is to provide parents and students with a wide variety of clothing options, while ensuring that student attire does not interfere with instruction. Laurel Hill T-shirts are available for purchase and Laurel Hill event shirts will also be sold throughout the year. Thank you for ensuring that your child adheres to our dress code policy.

- Shoes with a closed toe are required (backless shoes and those with greater than a ½" heel are not permitted).
- Athletic shoes should be worn on PE days.
- Shorts and skirts must be an appropriate length.
- When leggings are worn, the accompanying top must be an appropriate length.
- Halter tops or spaghetti straps are not allowed.
- Shirts may not show the midriff or back.
- Hats, bandanas, or headgear are not allowed (hats may be worn at recess on cold days).
- Hoods may not be worn indoors.
- Clothing must fit properly: not oversized or too tight, and pants must fit at the waist.
- Clothing and accessories may not display profanity, suggestive phrases, weapons, and/or offensive/inflammatory graphics or statements.
- Any attire, bracelets, necklaces, accessories, etc. that are determined to be unsafe or a distraction to the learning environment are not allowed.

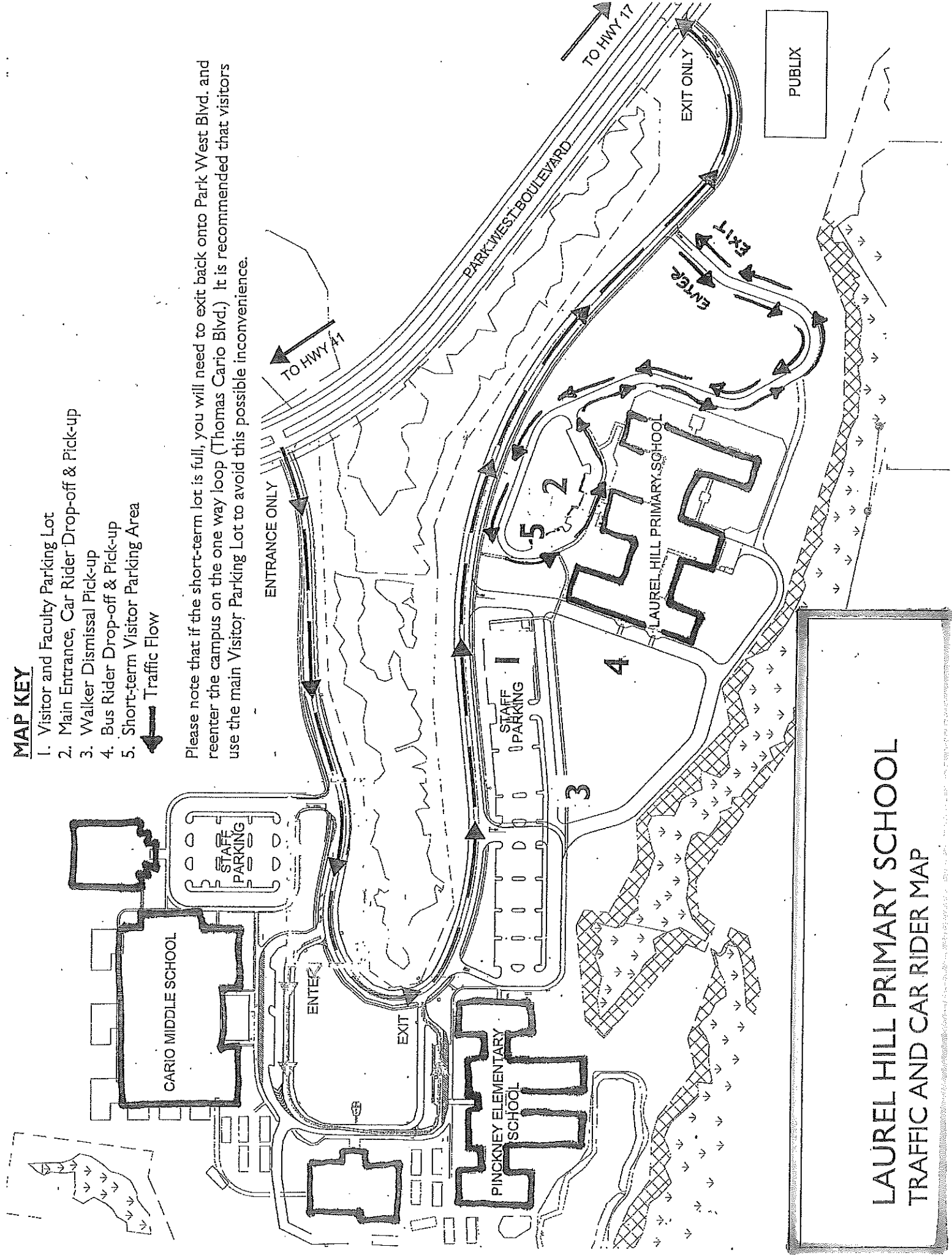
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**MAP KEY**

- 1. Visitor and Faculty Parking Lot
- 2. Main Entrance, Car Rider Drop-off & Pick-up
- 3. Walker Dismissal Pick-up
- 4. Bus Rider Drop-off & Pick-up
- 5. Short-term Visitor Parking Area



Please note that if the short-term lot is full, you will need to exit back onto Park West Blvd. and reenter the campus on the one way loop (Thomas Carlo Blvd.) It is recommended that visitors use the main Visitor Parking Lot to avoid this possible inconvenience.



**LAUREL HILL PRIMARY SCHOOL  
TRAFFIC AND CAR RIDER MAP**