



July 2018

Dear Parent,

Welcome to HHIE! Your child will be entering an authorized IB school just around the corner on **August 20<sup>th</sup>**! You will come to appreciate the fact that Hilton Head Island Elementary is a fabulous school for young learners. Your child will be held to high expectations in an inquiry-based learning environment. We have a team of enthusiastic and highly qualified teachers.

Your child's placement will be determined prior to school starting. A member of our team will be contacting you directly to set up a time to come into school for some beginning of year assessments. If you do not hear anything prior to August 14<sup>th</sup>, please contact the school directly in order to set that up. We look forward to working with you.

It is natural for your child (and maybe even you) to feel a bit nervous about a new school. Rest assured that we will do everything possible to help with the transition, making you feel comfortable, nurtured and welcomed. On **August 17<sup>th</sup>**, we will have a special informal **Meet and Greet** for our new HHIE families, providing you and your child an opportunity to meet your child's teacher between **1:00-3:00 p.m.** Here, you will meet your child's teacher and drop off any supplies. You will also obtain important information regarding the cafeteria, bus transportation, drop off any medications, obtain car hang tags and sign up for volunteer opportunities. We will have many community-based agencies on site to provide information on their available programs. If you are unable to meet your child's teacher on August 17<sup>th</sup>, you may certainly walk your child into school on the first day of school.

For your information, all parents are invited and encouraged to come to our Parent Informational Night on **August 27<sup>th</sup>**. An overview of the PYP Programme will begin promptly at 5:30 pm in the Red Auditorium and then we will have two shifts of meeting the teacher to accommodate your schedules and parents with multiple children (Shift A 6:00-6:30 p.m. and Shift B 6:30-7:00 p.m.). You will receive more specific information about your child's year and any questions can be answered during this time!

Annual InfoSnap registration is required per district and needs to be completed before the first day of school. You should have recently received an email from BCSD with your child specific InfoSnap information (be sure to check your spam/junk folder). If you are having troubles attaching your proof of residency electronically, you may drop your proof at the school (examples: lease, water/electric bill, car registration; for complete list, refer to your email).

For those needing computer help/access, the HHI Cluster (Grades 1<sup>st</sup> - 12<sup>th</sup>) InfoSnap registration will be held at Hilton Head Island School for the Creative Arts (Media Center) from 8:00 a.m.-2:00 p.m. on Monday, July 23<sup>rd</sup>, Wednesday, July 25<sup>th</sup> and Thursday, July 26<sup>th</sup>. HHIE personnel will be onsite to assist.

<u>SCHOOL UNIFORMS ~ In a Nutshell</u>	
<u>TOPS</u>	<p>Shirts, Sweaters and Sweatshirts (<b>please label outerwear with your child's first and last name</b>)</p> <ul style="list-style-type: none"> <li>• Tops may be white, pale pink, pale yellow, light blue, or navy blue</li> <li>• Students must wear plain shirts with a collar. Mock turtlenecks and turtlenecks are acceptable.</li> <li>• Shirts must be tucked in.</li> <li>• White T-shirts (long or short sleeves) may be worn under uniform shirts.</li> <li>• Students may wear plain, sweatshirts or sweaters in school colors or with school logo over the uniform.</li> </ul>
<u>BOTTOMS</u>	<p>Pants, Skirts, Skorts, Jumpers, Capris and Shorts</p> <ul style="list-style-type: none"> <li>• Bottoms may be solid khaki or navy.</li> <li>• Jeans and Cargo-style pants are not permitted.</li> <li>• Belts must be worn if the garment has belt loops.</li> <li>• <b>Tights/under garment leggings may be solid uniform color.</b></li> </ul>
<u>SHOES</u>	<ul style="list-style-type: none"> <li>• Appropriate closed-toe footwear must be worn at all times, conforming to special programs (PE).</li> <li>• <b>Flip flops, sandals, crocs and slippers are not permitted.</b></li> <li>• <b>We prefer socks that are solid color. Save those colorful fun socks for CRAZY SOCK DAY!</b></li> </ul>

On Fridays, and special occasions, students are allowed to wear Spirit Shirts. This includes shirts with HHI school logos, special programs (Chines/Spanish, Chorus, Sea Hawks, etc..). Parents will be notified about these special occasions ahead of time. Order forms for special apparel will be sent home during August.

**ARRIVAL:** Classes begin at 7:45 a.m. Students may be dropped off no earlier than 7:15 a.m. Students must remain in the car line until 7:15 a.m. 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade students enter the building at the Wilborn Road Entrance, also known as the "yellow" entrance. 2<sup>nd</sup> and 5<sup>th</sup> grade students are asked to enter at the School Road entrance, also known as the "red" entrance. **Note-NO Left turn into the school, via School Road, is allowed during drop off or pick up times because of safety (per District).** If your car is parallel to the sidewalk, it is safe to let your child out of the car. It is strongly recommended that your child arrive at school before 7:35 a.m. The building is secured at 7:45 a.m. and students are marked tardy at 7:46 a.m.. A word of caution...please allow for traffic, especially the first two weeks of school. **We**

**strongly recommend that if your child a bus rider, he/she should begin on the first day of school so that bus routes can be adjusted accordingly.**

**CAR DISMISSAL:** The school day ends at 2:45 p.m. 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade students dismiss from the "yellow" entrance. 2<sup>nd</sup> and 5<sup>th</sup> grade students are dismissed at the "red" entrance. **Please note, for safety, NO Left turn into the school, via School Road, is allowed during drop off or pick up times (per District).** A hang tag will be provided for your child (after August 13). If you wish for a second hang tag, please email [melina.magazzu@beaufort.k12.sc.us](mailto:melina.magazzu@beaufort.k12.sc.us) and she will handle your request. Please stay in the car line and your child will be brought to your car. Please do not park your car and walk to the dismissal area to retrieve your child on foot. If you have two or more children in our school, the oldest child will be asked to dismiss with your younger child. A word of caution - the car lines will be slow moving for the first 10 days or so - as we are getting accustomed to the new cars, new students and new hangtags! **Safety comes FIRST!**

**BUS DISMISSAL:** If your child is a bus rider, it is typical for the first couple of weeks to run a touch late as our students are getting accustomed to the dismissal system. **If you have any questions regarding bus transportation, please call the transportation office at 843-342-4378 or 4379 as we do not have the ability to speak to the drivers during their routes.** Normally, buses will leave the parking lot around 2:55 p.m. **HHIE ensures that we have staff in the building and answering main phone line until "all buses are clear" to ensure the safety of all students.**

**MISSING SCHOOL:** Thank you for scheduling any appointments outside of the school day. No one other than a parent/guardian may sign out a student unless they are listed on the student's emergency card. Identification will be requested so please bring this into the office. **Please note, early dismissals may not take place between 2:00 and 2:45 p.m.**

**TRANSPORTATION CHANGES:** **If a transportation change is necessary, it must be made in writing and sent to your child's teacher in the morning.** Should a true emergency arise which would require a transportation change during the school day, fax the change with your signature before 1:30 p.m. **E-mailing your child's teacher with a transportation change is not a safe option as teachers may not check emails until after the school day.** We strive to avoid making ANY transportation mistakes at all costs.

**LUNCH:** You may send your child to school with a packed lunch or purchase school lunches. Your child will have a lunch account and it is highly recommended that you apply money to the lunch account by going to <http://PayPAMS.com>. If your lunch account accrues a balance, your child may receive an alternative lunch until it is paid and automated phone calls from the cafeteria regarding the balance will be sent. If you have questions regarding <http://PayPAMS.com>, please call Denise Friday, Social Worker, for assistance. We invite parents to eat with their child at a designated area in the cafeteria or the Secret Garden (outside area). But please...NO fast food.

**RECESS:** Your child will enjoy a 20-minute recess each day, weather permitting. In addition, your child's teacher will ensure that all children get "brain breaks" and have the opportunity for some light movement opportunities throughout the day. HHIE is dedicated to healthy bodies, healthy minds!

**SAFETY:** Safety is our number one priority. All students and staff members wear an ID badge which will be provided to them. Drills are conducted on a regular basis including: fire, tornado, earthquake, active shooter and lock down. Some are announced and some are not. In addition, we closely monitor both entrances and require ID/clearance for any pick-ups or volunteers working with children. We have a Community Based Resource Officer that we work closely with. School doors remained locked at all times and video cameras are monitored by office personnel and administration. We educate students in a developmental appropriate way on what to do if they notice something that may be dangerous. We communicate with district and town personnel to ensure that practices are current and appropriate.

**COMMUNICATION:** HHIE prides itself with its communication-we actually won state recognitions for it! The school sends home Quarterly Newsletters. On a very regular basis, posts are made on Facebook, Instagram, and now Twitter! Email and phone messenger blasts are sent home with very important information including items regarding safety. The school web page will have updated information regarding school happenings and events. The student agenda book will help you understand our school rules and policies, a way for your child to track homework, and a way for you and your child's teacher to communicate with one another. Your child will receive this agenda book on the first day of school and we are asking that you sign it each and every day. A take-home folder will also be provided. In addition, your child's teacher will have other modes of communication which will be shared with you during the Parent Informational Night.

**In order to continue to foster communication from school to home we ask that you keep all phone numbers, email addresses and emergency contacts up-to-date. Any changes can be made in writing or could be directly to Ms. Sherol Pheiffer, Data Specialist via email at: [sherol.pheiffer@beaufort.k12.sc.us](mailto:sherol.pheiffer@beaufort.k12.sc.us)**

If at any time, you have questions or concerns, please do not hesitate to e-mail your child's teacher or call the school to speak to your child's teacher. Teachers have a "planning period" during the day and may return phone calls after school, before school or during their planning period. All classroom phones go directly to voice mail during the instructional day. Thank you for arranging and scheduling appointments directly with your child's teacher.

Just as information, HHIE has been closed this entire summer due to much needed facility updates. In saying this, we needed to modify our typical before school start events including meet and greets. We appreciate our friends at HHIESCA for hosting us this summer.

Be on the lookout for a bus full of excited teachers. On Friday, August 17<sup>th</sup> at from 8:00 -10:00 a.m., new teachers to HHIE will be taking a tour of our beautiful island. Our teachers will be handing out free gifts to all children at designated sites that will be posted on HHIE's Facebook page by August 1<sup>st</sup>. Be on the lookout for that information and consider "waving us on!" **Bus route information will be posted on District/School webpage, *The Island Packet*, as well as printed and posted outside of school entrances as soon as it becomes available.**

In closing, it is our pleasure and privilege to serve your family in the very important capacity of educating your young child. We are grateful to have a dedicated and seasoned staff, trained to teach young learners using an inquiry based, concept driven IB framework. We have been an authorized IB school since 2001; our school was the third elementary school in our country to achieve this status. We recognize that this area has a great number of options for educating your child, so we truly appreciate you choosing HHIE.

It is an honor to have this program on Hilton Head Island and we look forward to sharing it with you!

Sincerely,

*Sarah L. Owen*

Sarah L. Owen  
Principal

# STAY CONNECTED!!!!

(keep this page as a reference)

Hilton Head Island Elementary  
30 School Road  
Hilton Head Island, SC 29926

Sarah Owen-Principal  
Michelle Brockway-Assistant Principal  
Heidi Neeson-Assistant Principal

## Important Phone Numbers (843):

School Main Number	342-4100
School FAX	342-4299
Attendance, Mrs. Pheiffer	342-4207
Bilingual Liaison, Mrs. Sheeran (Spanish)	342-4220
Social Worker, Mrs. Friday	342-4213
School Nurse, Mrs. Gibson	342-4275
Grade 1 School Counselor, Mrs. Barnes	342-4279

Beaufort County School District Webpage: <https://www.beaufortschools.net>

Hilton Head Island Elementary Webpage: <http://hhie.beaufortschools.net>

Hilton Head Island Elementary Facebook: <https://www.facebook.com/hhiesotters/>

HHIE Twitter: @hhieotters

HHIE Instagram: hilton head island elementary school

Other information:

Teacher email address: \_\_\_\_\_

Teacher class phone number: \_\_\_\_\_

**Please remember to keep all phone numbers, email addresses and emergency contacts up-to-date. Any changes can be made in writing to your child's teacher or could be sent directly to Ms. Sherol Pheiffer, Data Specialist via email at:**

[sherol.pheiffer@beaufort.k12.sc.us](mailto:sherol.pheiffer@beaufort.k12.sc.us)