

# **NEVITT FOREST ELEMENTARY SCHOOL**

**Home of the SWARMing Yellow Jackets**



## **2018-2019 Parent and Student Handbook**

## **Welcome to Nevitt Forest Elementary School!**

We look forward to an exciting and successful 2018-2019 school year. We believe that all students should be proud to attend Nevitt Forest. It is our vision to nurture and empower our students to be lifelong learners who take personal responsibility for improving our world. We have high expectations for all students and desire for them to demonstrate their best each and every day. In order for you to partner with us in this endeavor, this handbook has been created. It contains information for you and your child about the policies and guidelines of our daily routines here at Nevitt Forest.

With the belief that supporting our students is a shared responsibility, we hope that you will partner with us to help your child achieve his or her highest potential. One way of accomplishing this task is through an open door communication policy. We encourage each parent to get to know our staff personally, visit our school, and involve yourself in our daily school life.

Thank you for taking the time to read the contents of this handbook with your child. We hope this information will answer any questions you may have and help you throughout the upcoming school year. If you have other questions or concerns, please do not hesitate to let us know.

Have a wonderful year!

*Robin Gay*  
Principal

# Anderson School District Five



## Our Mission

To educate students who are college and career-ready and will positively contribute to an ever-changing world.

## Our Vision

To provide a superior school system, empowering students to reach their potential through academics, arts, and athletics.

## Guiding Principles

- We make a quality instructional program the highest priority.
- We foster a caring and safe environment that respects the dignity of learning.
- We treat each person with dignity and respect in a caring atmosphere.
- We recruit, hire and retain the highest qualified, most effective and committed teachers, leaders, and staff.
- We include parents, business, industry and community as partners in education.
- We promote the recognition and understanding of individual differences.

Anderson Five School Board meetings are held in the District Office Board Room on the third Tuesday of each month. These meetings are open to the public.

## Anderson School District Five Board of Trustees:

Chairman Tommy Price, Vice Chairman John B. Wright Jr., Mr. John Griffith, Dr. Sandy Addis, Mr. Paul Zugg, Mr. Rick Bradshaw, Rev. Johnny S. Donald Jr., Mrs. Ann Huitt, Mr. Harold Kay  
Our superintendent of schools is Mr. Thomas A. Wilson.

## Contact Information

<b>Anderson Five District Office and Transportation</b>	<b>260-5000</b>
<b>Nevitt Forest Elementary School</b>	<b>260-5190</b>
<b>Robin Gay, Principal</b>	<b>260-5190, ext. 24100</b>
<b>Angela Rardon, Assistant Principal</b>	<b>260-5190, ext. 24066</b>
<b>Danessa Barr, Instructional Facilitator</b>	<b>260-5190, ext. 24059</b>
<b>Kimberly Grove, Literacy Coach</b>	<b>260-5190, ext. 24067</b>
<b>Jondrea Speaks, Registered School Nurse</b>	<b>260-5190, ext. 24054</b>
<b>Chelsea Yost, School Counselor</b>	<b>260-5190, ext. 24070</b>
<b>Tish Crittendon, Cafeteria Manager</b>	<b>260-5190, ext. 24063</b>

## Nevitt Forest Elementary School Faculty & Staff 2018-2019

Administration / Office	
Robin Gay	Principal
Angela Rardon	Assistant Principal
Danessa Barr	Instructional Facilitator
Kimberly Grove	Literacy Coach
Carie Jones	Secretary
Zalika Walker	Data Clerk
Jondrea Speaks	Nurse
Instructional Support Services	
Marianne Norris	ESOL Room 9
Matt Brophy	PE Teacher Gym
Brandon McIntosh**	Math Interventionist and Title I Facilitator Room 33
Jason Cunningham	Art Teacher Room 36
Brandon Johnson	School Resource Officer Clinic Office
Allison Sutter	Speech Therapist Room 37
Shannon Moorhead	Gifted & Talented Room 35
Logan Dickson	Technology Support Computer Lab
Candice Harding	Behavior Interventionist Room 34
Sonya Rice	Instructional Support Room 15
Brittini Tubman	LLI Instructor Room 29
Cathelene Morris	Media Specialist Media Center
Carla Clardy	Special Education Room 9
Phillip Bergt	School Psychologist Guidance Suite
Richard Powell	Music Teacher Room 38
Andrea Overton	Reading Recovery Room 39
Ashinique Owens**	Reading Recovery Room 39
	Reading Interventionist Room 29
Pamela Ritterling	Special Education Room 15
Chelsea Yost	Guidance Counselor Guidance Suite

\*\*Grade Chairs

Kindergarten	
Elizabeth Dunkleman	Room 23
Jennifer Lee, assistant	
Verika Gambrell **	Room 32
Samantha White, assistant	
Amanda Gladney	Room 21
Gena Hodges, assistant	
Amanda Pearson	Room 31
Linne Otter, assistant	
First Grade	
Annabelle Bucks	Room 3
Jo Gibert	Room 7
Angel Reese	Room 1
Mandy Kennelly, Clemson University Teacher Resident	
Lori Rizk**	Room 5
Kimberly Sharp	Room 8
Second Grade	
Kaitlin Breeden	Room 11
Melissa Brock**	Room 14
Kelsey Cox	Room 13
Ashley James	Room 10
Taylor Quinn	Room 12
Third Grade	
Jazelle Brown	Room 25
Maghan Churchill	Room 24
Lori Crisp**	Room 22
Anna Minyard	Room 26
Fourth Grade	
Cynthia Adkins (A)	Room 16
Wes Padgett (B)	Room 17
Tamara Porter **	Room 20
Charles Stanback (A)	Room 18
Sue Norman (B)	Room 19
Fifth Grade	
Karen Glenn	Room 28
Betsy Heintz**	Room 27
Michael Kennedy	Room 30
Custodial Staff	
Charles Young	Head Custodian
Carla Banks	
Debra Brock	
John Latimer	
Marion Roach	
Cafeteria Staff	
Tish Crittendon	Cafeteria Manager
Emily Hicks	Assistant Manager
Deborah Jefferson	
Kellie Kraft	
Tiffany Burns	
Kelly Cole	

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## **PARENT TEACHER ORGANIZATION**

The PTO is a voluntary organization whose membership is open to parents, grandparents, teachers, and school staff. Volunteers are encouraged and appreciated at our school. They work with children and our school in many ways, including tutoring, reading, assisting in the media center, office tasks, school fundraisers, and so much more. More information about joining our school's PTO will be available at a later date.

## **SCHOOL IMPROVEMENT COUNCIL**

The purpose of the Nevitt Forest Elementary School Improvement Council will be to:

- (1) Assist in the development, implementation and evaluation of the five-year school improvement plan, also known as the school renewal / strategic plan or Title One plan;
- (2) Assist in the preparation of yearly plan updates;
- (3) Assist in writing the school's annual Report to Parents, which provides information on the school's progress in meeting school and district goals and objectives, due for distribution by April 30<sup>th</sup> each year.
- (4) Assist in preparing the annual narrative for the annual S.C. School Report Card, in conjunction with the principal;
- (5) Provide advice on the use of school incentive award expenditures (if allocated by the State Legislature and awarded to the school);
- (6) Participate in the revision of the school improvement plan if the school is rated as "At Risk" on the SC School Report Card;
- (7) Serve as liaison between the school, school organizations, the community, and the local school board by collecting and disseminating pertinent information; and
- (8) Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

The council will not have the powers and duties reserved by law or regulation for the local school board.

For more information about the SIC, or to request to be a part of the 2014-15 SIC, please contact the school.

## **ATTENDANCE**

We believe that attendance is a major key factor in student achievement. Any absence from school represents an educational loss to the student. However, we recognize that some absences will be unavoidable.

Anderson District Five will consider students **lawfully absent** under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- There is a doctor or dentist appointment and a statement of doctor's care verified in writing by the doctor or dentist upon the student's return to school.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

- A child in foster care must be absent due to a certified court appearance or related court ordered activity

The district will consider students **unlawfully absent** under the following circumstances:

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.

### **Excuses**

Any student who misses school must present a written excuse, signed by his/her parent or legal guardian upon return to school. A valid excuse should include the student's name, the date(s) of the absence(s), the reason(s) for the absence(s), a parent/legal guardian signature, and a telephone number where the parent/legal guardian can be reached. The school administration will keep all excuses confidential. Doctors may fax excuses to the school at (864) 375-2043 (Attn: Data Clerk). Parents may send excuses to the school's data clerk via e-mail at zalikawalker@anderson5.net.

### **Tardiness/ Late Pick-Up**

Students who attend school regularly and are on time clearly demonstrate higher levels of academic progress. Students are expected to arrive at school on time and to report to class on time. Students who enter classrooms late are disruptive to the instructional program and parents may be subject to truancy actions. Habitually tardy students, students who are picked up early, or students who are left at school late may be referred to the district's attendance office if school-based intervention with the parent and student is unsuccessful.

### **Process for Student Absences**

State Law requires that students attend school for 180 school days each year. Parents should send a written excuse to the school on the first day back after an absence. A determination will be made as to whether the absence was lawful or unlawful. Parents must provide a valid excuse in order for the absence to be excused.

**Lawful absences include:** illness, death or serious illness of immediate family, recognition of religious holiday, doctor or dentist appointment, prearranged absence for other reasons **preapproved** by the principal.

\*After three consecutive absences or five total unlawful absences, students will be referred for an attendance intervention meeting at the school level. If absences continue, the student will be referred to the district office for further intervention. This could result in a referral to the family court system.

\*\*Excused absences do not equate to students being present and therefore exclude them from receiving perfect attendance awards.

*The Education Improvement Act of 1984 amended Section 59-65-90 of the 1976 Code of Laws of South Carolina.*

### **Make-up Work**

Teachers will permit students to make-up work missed during absences as long as the student makes appropriate arrangements within a reasonable time as determined by the teacher.

## ARRIVAL AND DISMISSAL

***The school day for students is 7:50 am - 2:30 pm. Students are tardy after 7:55.***

Students are expected to arrive at school on time. Students who enter classrooms late are disruptive to the instructional program. Habitually tardy students will be referred to the district attendance officer.

The school day begins promptly at 7:50 a.m. Students should be in their classrooms and ready to begin work at this time. **Children who walk or are transported by adults should not arrive at school before 7:00 a.m. (make sure an adult has unlocked the door and is outside to greet students before you leave your child).** Beginning at 7:00 AM, all car riders should be dropped-off in the front of the building and enter through the main lobby. **Students arriving after 7:55 a.m. must report to the office with an adult before they may enter class.** Please make every effort to help your child be to school on time.

School is dismissed at 2:30 p.m. Car riders and walkers are dismissed from the front of the school, through the car rider line only. Faculty and staff members will assist with dismissal. Car riders will not be released to drivers who do not know the child's teacher name and number. **If you do not know the teacher's name and number, you will need to park and verify you are on the pick-up list for the student.** This is a very hectic time during the day.

Please help us keep our children safe by following these procedures:

- ❖ **DOUBLE LANE TRAFFIC IS ALLOWED ONLY BETWEEN 2:15-3:00 IN THE CAR RIDER AREA. AT OTHER TIMES, ONLY THE LANE CLOSEST TO THE SCHOOL SHOULD BE USED.**
- ❖ **DO NOT PARK AND GET YOUR CHILD FROM THE SCHOOL. THIS INCLUDES PARKING AT THE CHURCH, ON THE STREET, OR IN OTHER NEARBY LOCATIONS.**
- ❖ **ALL CAR RIDERS MUST BE PICKED UP IN THE CAR PICK UP LINE.**
- ❖ **STUDENTS MAY NOT BE DISMISSED FROM SCHOOL AFTER 2:00 WITHOUT A VALID EXCUSE. PATTERNS OF CONTINUED EARLY CHECKOUT WILL BE ADDRESSED.**
- ❖ **DO NOT PULL THROUGH THE BUS LOOP OR TEACHER PARKING LOT IN THE MORNING OR AFTERNOON TO DROP OFF OR PICK UP STUDENTS. THIS AREA IS FOR BUSES AND TEACHER PARKING ONLY.**
- ❖ **STUDENTS SHOULD BE PICKED UP NO LATER THAN 3:00 EACH DAY. STUDENTS LEFT BEYOND THIS TIME WILL BE BROUGHT INTO THE BUILDING AND PARENTS WILL BE REQUIRED TO ENTER THE SCHOOL AND SIGN OUT THE STUDENT. STUDENTS WHO ARE NOT PICKED UP BY 3:00 - OR STUDENTS BEING RETURNED BY THE BUS DUE TO LACK OF ADULT SUPERVISION WILL BE LOGGED IN THE FRONT OFFICE. REPEATED PATTERNS WILL BE IDENTIFIED AND REFERRED TO THE APPROPRIATE PERSONNEL, WHICH MAY INCLUDE: SCHOOL COUNSELOR, SOCIAL WORKER, SCHOOL RESOURCE OFFICER.**



## EARLY DISMISSAL

Parents/Guardians should come to the office and sign out students for early dismissal. Students may not be dismissed from school after 2:00 without a valid excuse. Possible reasons for students leaving school early may include the following:

- Illness
- Medical appointments
- Family emergencies



If a parent/guardian consistently picks up his/her child prior to the end of the school day, he/she will be in violation of the SC Compulsory School Attendance Law, Section 59-65-10. Violation of the law could result in a referral to the district office or Family Court.

Students will not be allowed to leave with anyone other than the parent/guardian unless either **prior written notification** has been made with the office by the parent or the adult is listed in Power School or on the child's emergency contact sheet as provided by the parent. Students will not be allowed to leave with anyone under the age of 18. This is for the protection and best interest of your child.

## **VISITORS**

For the safety of our school community, all visitors must request entry into the building at the school's main entrance only. To request entrance into the building, visitors will use the call box, located to the right of the front entrance doors. Here, they will identify themselves to office personnel. Please stand facing the call box so that school personnel can identify you through the entrance camera.

All school visitors, including parents, must first report to the front office and receive a visitor's badge when visiting the school. Photo IDs are required for all who sign in and the Lobby Guard system will be utilized to log visitors. At no time may any visitor go to a classroom to see a student or teacher without signing in first. Visitor parking is at the front of the building. Please do not park on the curb in the front of the building. This area is for drop off, pick up, and must be free for emergency personnel.

We encourage parents to visit and volunteer in the classrooms, but ask that you keep your visits short to avoid disruptions to the instructional program. Unscheduled classroom visits must be approved by an administrator in advance. Every effort will be made to schedule meetings and conferences with parents quickly, but at a time that does not interfere with instruction.

## **SEX OFFENDER REGISTRY**

South Carolina state law requires the Anderson County Sheriff's office to provide school and daycare facilities information regarding any sex offender whose address is within one-half mile of a school or childcare facility. This list is mailed annually. A current list can be viewed in the school principal's office or obtained through the internet at [www.sled.state.sc.us](http://www.sled.state.sc.us). In addition, our school Lobby Guard system runs a national sex offender check when you log in to enter our facilities. All visitors will be denied entrance to the school if information returns from any state where that individual's name has been on a similar list.

## **MATERIAL AND TECHNOLOGY FEE**

For the 2018-2019 school year, the district will be charging a **technology fee** of \$20. This fee will be charged to all students from kindergarten through grade 12. The fees will be assessed to all students. Please view the Anderson 5 Technology One-to-One Parent Student Handbook at [https://3b4fab47-a-4bdc996b-sites.googlegroups.com/a/anderson5.net/1to1/A5\\_One-to-One\\_Student-Parent\\_Handbook.pdf?attachauth=ANoY7crXdmdP4a7J7y6Pn1VmKL1QW1qiN1ttW7htYzVs5O7td-KzjQskV5qc3paC6RrF7W2\\_cLsgSK4ZNRNmoFal6M4vK2pLwXtZb5p\\_ofnpISsAz6BD0TdK3gZVKAibcaVMdqhNYzP9rYk5Rb7erDFV\\_VD\\_emORyf0HaPegi9w42PEwtGYoNSP1hMAGy5d1SI8SkYZQieLPggNS\\_tWtkvCU0tAI7Is3O2-GAG4e\\_2XML-S4on0AG8k%3D&attredirects=0](https://3b4fab47-a-4bdc996b-sites.googlegroups.com/a/anderson5.net/1to1/A5_One-to-One_Student-Parent_Handbook.pdf?attachauth=ANoY7crXdmdP4a7J7y6Pn1VmKL1QW1qiN1ttW7htYzVs5O7td-KzjQskV5qc3paC6RrF7W2_cLsgSK4ZNRNmoFal6M4vK2pLwXtZb5p_ofnpISsAz6BD0TdK3gZVKAibcaVMdqhNYzP9rYk5Rb7erDFV_VD_emORyf0HaPegi9w42PEwtGYoNSP1hMAGy5d1SI8SkYZQieLPggNS_tWtkvCU0tAI7Is3O2-GAG4e_2XML-S4on0AG8k%3D&attredirects=0)

## **CARE OF TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be replaced. All monies collected are recorded by Mrs. Jones and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded. Your child's teacher or Mrs. Rardon will contact you by phone or letter if your child has lost or damaged a book.

## **TOBACCO USE**

According to Anderson School District Five Policy, the use of tobacco in or on school district property is not permitted.

## **LOST AND FOUND**

**Please label all jackets, sweatshirts, lunchboxes, etc. with your child's name.** Students are asked to turn in lost and found items to the designated area near the cafeteria entrance (outside the gym). Students and parents are urged to look for lost items. All unclaimed items will be donated to charity.

## **CHANGE OF PERSONAL INFORMATION**

It is extremely important that we have your current address and phone number at all times. The address must be a street address, not a post office box number. This information is important in cases of emergency. Please notify the school immediately if there are any changes. **You can send a note or email the school's data clerk at [zalikawalker@anderson5.net](mailto:zalikawalker@anderson5.net).**

## **MONEY SENT TO SCHOOL**

Children should not bring money to school except for specific purposes. When money is brought to school by the child, please place it in an envelope with the student's name, the amount, and the purpose written on the envelope. Neither the teacher nor the school can be held responsible for money or other items that are lost.

## **COMMUNICATION WITH TEACHERS/STUDENTS**

The school telephone number is (864) 260-5190 (FAX: 864-375-2043). Messages for students and staff will be given to the teacher in a timely manner and answered as soon as possible. Neither students nor teachers will be called to the telephone except in an emergency.

Parents wishing to talk with teachers on the phone are requested to call the teacher during his/her planning period or right after school. Teachers cannot leave their classrooms for telephone conferences during instructional time. Teachers will return phone calls and emails within 48 hours of receiving communications.

There is a phone in the office that students may use **for emergencies only**.

## LUNCH FEES



Nevitt Forest Elementary School qualifies for Community Eligibility Provision therefore, students attending Nevitt Forest will not pay for breakfast or lunch. If child or adult guests eat, the price is \$4.00 for lunch and \$2.50 for breakfast.

## STUDENT DRESS POLICY

View or print the Anderson School District Five Code of Conduct at [www.anderson5.net](http://www.anderson5.net) under the parent tab. Copies of the Code of Conduct can also be obtained from the school office.

## TRANSPORTATION

Safety is of prime importance for our students as we transport them to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians and school personnel. Bus transportation is provided to students for locations within the Nevitt Forest attendance zone. Students must register to ride the bus and ride their assigned bus. There are three ways to register:

1. Fill out the on-line 2018-2019 School Bus Transportation Request Form located on the Transportation website
2. Registration Gateway for 2018-2019 will direct you to the 2018-2019 Bus Registration on-line form
3. Fill out the form within the Transportation Office located behind the District Office on Standridge Rd

**If you need your child to ride home on a different bus or get off at a different stop, please send a note to your child's teacher no later than the morning of the change. You must include the drop off address. In the absence of a note, your child will be placed on their assigned bus and delivered to their assigned stop. In order to ensure the safety of our students, we cannot accept verbal notifications from a child.**

Anderson School District Five Board Policy states:

*The district charges students with the responsibility of conduct that will result in safe transportation, respect for school personnel and respect for other students. Because the school bus is an extension of school activity, students are expected to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe all bus rules and other district policies.*

*The bus driver is responsible for supervision of students on the bus. The driver may stop the bus at any time that misbehavior or threatened misbehavior presents a hazard to safe driving.*

*The driver will report students who create a disturbance on school buses. The principal or his/her designee, as authorized by state law and regulation and consistent with the District Student Bus Conduct Handbook and Student Behavior Code, may take disciplinary action as appropriate including, but not limited to, the suspension of bus riding privileges. For serious offenses, as defined by Student Behavior Code JCDA, the principal or his/her designee may also take further disciplinary action as appropriate including, but not limited to, in school or out of school suspension and recommending expulsion.*

*The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular and extracurricular events. Accordingly, the district may use video cameras to monitor student behavior, and may use videotapes as evidence in a student disciplinary proceeding. Only those persons with a legitimate purpose may view the videotapes, subject to applicable federal and state laws and regulations.*

An electronic copy of the district's Transportation Handbook is included through the online registration process. If you are interested in viewing this handbook, you can also access it through the following link: <http://www.anderson5.net/cms/lib02/SC01001931/Centricity/Domain/641/Bus%20Riders%20Handbook%20Updates%202012-13.doc>

## EMERGENCY DRILLS



A fire drill will be held once each month in accordance with state laws. Each teacher will be responsible for instructing students on the manner and route of exit during each drill. These rehearsals are necessary for helping children react quickly and responsibly in instances of emergency. Preparedness drills will be provided for lockdown situations, tornadoes or severe weather conditions, and for the evacuation of the school, including buses.

## SCHOOL CLOSING (WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other severe emergencies will be announced on local television and radio stations. The district will also use a School Messenger system, an automated calling system, used for making announcements to all district / school staff and parents. **Parents are also encouraged to check the district's web site ([www.anderson5.net](http://www.anderson5.net)) for current school closing information.**

In case of an emergency situation during the school day, parents are **asked not to call the school** for information. The school has detailed plans for the evacuation and safety of all students. Information will be provided over radio and television stations. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

### 2-hour delay:

- Breakfast will not be served at school.
- Students may not be dropped off before 9:00 AM. School will begin at 9:55 AM.
- Buses will be at their stops two hours after the normal time. For example, if the bus normally picks your child up at 6:45 AM, be at your stop by 8:45 AM.
- Students will be dismissed at the regular time.



## ACCIDENTS AND ILLNESS

Every effort is made to prevent accidents. However, in case of an accident, school personnel will administer first aid.

The school will exercise extreme care and caution if a decision involving the health or safety of the child must be made following an accident or other emergency.

If your child becomes sick or injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided.

**Please remember that we cannot keep sick children at school. Students who have become sick at school will not be permitted to ride the bus home. Students who have had bathroom accidents on their clothing will not be permitted to ride the bus home unless a change of clothes is provided.**



## HEALTH ROOM

Nevitt Forest has a full-time registered nurse on staff in our office health room. Children in need of medical attention will be sent to the health room.



The school nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first-aid necessary, depending upon his symptoms. The health room does not have aspirin or any other medications and the nurse cannot administer any medicine without permission from the parent. (See below.)

## MEDICATIONS & IMMUNIZATIONS

According to state law, all students must have an up-to-date South Carolina Immunization Form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary vaccinations.

### **ADMINISTERING MEDICATION**

Please read the following information carefully regarding procedures for administration of either prescription or non-prescription medication during the school day.



- ❖ Written permission is required for any medication to be administered.
- ❖ A parent or legal guardian must deliver all medication to the school. Students may not transport medication on the school bus. Prescription medication must be in the bottle provided by the pharmacy or physician with the student's name, date, medication, dosage, strength and directions for use. It must also include the doctor's name and pharmacy name and address. Non-prescription medication must be in the drug manufacturer's container.

- ❖ For students requiring daily medication on a long-term basis (more than three weeks), parents may supply the school with no more than a month's supply at a given time.
- ❖ For students requiring medication on a short-term basis (no more than two weeks), parents are strongly encouraged to give the medication at home. However, if this is not possible, the school will administer the medication following the above guidelines.
- ❖ If your child should require medication on an emergency basis (allergic reactions, asthma, migraine headaches, etc.), you may leave the appropriate medication with the school. You will also be asked to provide specific instructions for administration of the medication.
- ❖ No aspirin will be administered without a doctor's statement. Studies have shown that using aspirin to treat the symptoms of viral illnesses increases the chances of developing Reye's Syndrome.
- ❖ All medication left after the last day of school will be disposed of properly.

## **CURRICULUM AND INSTRUCTION**

Nevitt Forest makes a positive impact on student achievement through effective teamwork. This includes a strong staff, great students, and a supportive community. Students in every grade-level receive a quality education in the four academic areas of language arts, mathematics, science and social studies. All instruction is implemented and guided by the South Carolina College and Career Ready Standards (SCCCR). Best practices, differentiated instruction, small group and individual instruction, technology integration, and reading and writing is taught across the content areas. Teachers continually assess instruction and student performance through the use of common classroom assessments, district assessments, MAP (Measures of Academic Performance) assessments, classroom assessments, and South Carolina's state assessments.

### **Gifted and Talented**

Special programs are provided for students in third through fifth grades who qualify for gifted and talented education. Nevitt Forest meets the requirements, as defined by law, for students who qualify for this designation.

### **ESOL (English for Speakers of Other Language)**

Students who are limited in English proficiency are provided with instruction to support the development of English language skills. Our ESOL teacher serves these students as well as parents who need translation services in the school setting.

### **Special Education**

Special Education programs are provided for students who qualify as individuals with disabilities. A team of teachers, administrators, and parents collaborates to write an IEP (Individual Education Plan) for students served by the special education program.

### **Early Reading Intervention**

Nevitt Forest receives the services of two full-time Reading Recovery teachers, who provide highly effective short-term intervention of one-to-one tutoring for selected first graders. These teachers also teach small group reading strategies to selected groups of students, as needed. Nevitt Forest also receives the services

of one full time Leveled Literacy Intervention teacher who provides intervention for small groups of identified students.

### **Math Intervention**

Nevitt Forest provides students who need additional math support with individualized math instruction. This additional instruction is provided by a certified teacher with highly effective strategies which support student growth in the area of mathematics.

## **TITLE I**

Title I of the Elementary and Secondary Education Act provides financial assistance to state and local educational agencies to meet the needs of at-risk children. The goal of Title I is to provide instructional services and activities which support students in meeting the state's challenging performance standards. Title I Part A funds are currently spent to support the following initiatives:

- Support for instructional effectiveness by providing an Instructional Facilitator
- Opportunities for professional development for school staff
- Additional teaching materials which supplement the regular instruction
- Interventionist to support math achievement
- Reading Recovery teachers to provide intensive early reading intervention
- Title I Facilitator to support home to school connections

Homeland Park, Nevitt Forest, New Prospect, Varennes, Calhoun and Whitehall elementary schools, and Robert Anderson Middle School all qualify for school-wide programs. Title I funds are used to enhance the entire school's instructional program and all students to benefit from the services that Title I provides.

### **Parents' Right to Know**

In compliance with the requirements of the No Child Left Behind statute, Anderson School District Five informs parents that you may request information about the professional qualifications of your students' teacher. The following information may be requested:

1. Whether the teacher has met the state requirements for certification for the grade-level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under a critical needs or other provisional status through which SC qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please feel free to contact the principal, Mrs. Robin Gay.

More information about Title 1 can be found [here](http://ed.sc.gov/agency/programs-services/77/) on our state's website. (<http://ed.sc.gov/agency/programs-services/77/>)

You may also contact the Office of Federal and State Accountability with the given information.

Roy Stehle, Director  
1429 Senate Street  
Suite 502  
Columbia, SC 29201  
Tel: 803-734-8118  
E-mail:  
RStehle@ed.sc.gov

## STUDENT RECORDS

Information concerning the maintenance of and access to student records is contained in the Anderson School District Five Student Information Packet (Board Policy JRA-R).

## GRADING

Students are graded on their performance as compared to grade-level expectations. They receive daily, weekly and other periodic grades from their teachers.

**All** students will receive interim progress reports at the midpoint of each nine week's grading period.

**In kindergarten, checklists are utilized throughout the year. Your child's progress will be shared at each nine weeks' grading period.**

**Grading for students in first grade is as follows:**

E	Excellent Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory



**Grading for students in grades 2-5 is as follows:**

A	90-100	(Excellent)
B	80-89	(Above Average)
C	70-79	(Average)
D	60-69	(Below Average)
F	60 or below	(Failing)

## HONOR ROLL (GRADES 1-5)

**To be eligible:**

- ❖ A student must make all A's to be on the "A" honor roll.
- ❖ A student may have any combination of A's and B's to be on the "A/B" honor roll.
- ❖ Citizenship is not included in determining either "A" or "A/B" honor roll.



## AWARDS & RECOGNITION

It is important to recognize students for accomplishments. The school will host awards ceremonies



during the year. During the ceremonies, students will be recognized for the following:

1. **Perfect Attendance:** Certificates will be printed for each quarter and year long perfect attendance
2. **Behavior:** Certificates will be awarded to every student who has not had an office or class referral
3. **Swarming Yellow Jacket:** Every teacher will select one boy and one girl from the students who earn excellent behavior certificates who most exemplifies outstanding character and citizenship. These students will be awarded at the end of the year.
4. **Honor Roll:** Students will be recognized for earning all A's or A's and B's. Certificates will be awarded to the students at the end of each quarter.
5. **Academics:** Students will be recognized for demonstrating high academic performance and high levels of academic growth.
  - a. Gold medals will be awarded to students who demonstrate academic performance based on MAP data. These will be awarded at the end of the year. Students who meet or exceed the grade level norm for spring will receive a medal in math and/or reading.
  - b. Gold medals will be awarded to the students who perform in the Meets and Exceeds categories of SC PASS in science and social studies, and Levels 3 or 4 in all subjects for SC READY. The dates for these awards will vary due to the uncertainty to data availability.

Parents will receive invitations to these ceremonies and we encourage you to attend and celebrate your child. Following each ceremony, students who have been recognized will participate in a Parade of Champions. Students will be encouraged to wear their medals to school on days of the ceremonies. 5<sup>th</sup> grade continuation will be a special awards ceremony for students. This is not a graduation and students will not wear caps and gowns. Graduation is reserved for high school and college.

## **HOMEWORK**

### **Taken from Anderson School District Five Board Policy IKB:**

Homework is an important part of the learning process. It is an extension of classroom activity and assignments should be challenging and meaningful. It serves a valid purpose and shall be adapted to varying abilities and needs.

Homework is defined as that work assigned to a student to be completed outside the regular classroom. It shall be a relevant extension of the instructional program given only after direct instruction and guided practice.

It may be assigned by the teacher, or it may be a creative effort initiated by the student's interest and motivation.

For the purpose of this policy, homework for practice (initial skill reinforcement) is distinguished from other assignments such as reports, research projects, science fair projects, presentations, reading and writing assignments, integration and application of learned skills and take home tests. It is inappropriate to use

scores on homework for practice to determine report card grades; therefore, scores on homework for practice **will not be used** to determine report card grades. Even though the scores for homework for practice are not used to determine report card grades, the scores may be used with other daily participation scores to determine the daily participation grade that may be used to determine report card grades. Scores for all other homework assignments, such as those listed above, may be used to determine report card grades.

### **Purposes**

- to provide independent practice (initial skill reinforcement) and the integration and application of learned skills
- to inform students of their progress toward skill mastery
- to serve as a tool used by the teacher to plan future instruction
- to develop good study habits which stimulate voluntary effort, initiative, independence, responsibility and self-directed learning
- to promote thinking and to provide the opportunity to develop or expand creative ability
- to increase knowledge and to prepare for new knowledge
- to encourage a carry-over of worthwhile school activities into permanent leisure interests
- to incorporate help and resources of the home and family
- to challenge every student
- to provide motivation and interest

### **Roles**

Homework can be an effective educational tool only through the cooperation of students, parents, teachers and principals.

**Students:** Students shall develop independent work study habits and assume responsibility for the completion of homework on time.

**Parents:** Parents shall provide an atmosphere at home that is conducive to effective study and encourage the student to study and complete assignments.

**Teachers:** Every teacher shall have written homework expectations that are communicated to both parents and students. Teachers shall assign a reasonable amount of homework that fits within the purposes stated in this policy, and that is at the student's performance level. Homework shall be monitored and immediate feedback provided to students to emphasize learning objectives. Teachers shall avoid the use of homework assignments which will involve the expenditure of funds and shall be sensitive toward students who may not have access to needed materials.

**Principals:** The principal shall communicate the district's homework policy and any additional guidelines established in respective buildings to teachers, parents and students. It shall also be the principal's responsibility to ensure that the policy is followed.

## **DISCIPLINE PLAN**

Nevitt Forest is a PBIS school. This means that we incorporate **Positive Behavior Interventions and Support** into our daily routines and procedures. PBIS is based on a problem-solving model and aims to prevent inappropriate behavior through the reinforcement of appropriate behaviors.

Nevitt Forest is the home of the SWARMing Yellow Jackets. We use the SWARM model for expectations in all areas of the school. The SWARM model is based on five school-wide expectations:

Stay safe

Work hard

Accept responsibility

Respect others and environment

Manage myself

When keeping to these expectations, students will be rewarded. Rewards will be given through the use of a point system. When students reach the expected number of points, they will be rewarded through weekly classroom rewards, monthly grade level celebrations, and quarterly school-wide SWARM celebrations. Attendance will also be a factor in earning SWARM celebrations. In addition, the points will also be used to determine students' citizenship grades each nine weeks. Further information about this scale will be communicated by classroom teachers.

Most discipline problems can and should be handled between the teacher and the student. If, however, the offense is serious or if inappropriate behavior continues, parents will be contacted, then, if necessary the student may be referred to the office. Prior to a student being referred to the office, it is expected that the teacher will have used a classroom system of consequences that include a warning, conferencing with student, loss of a privilege, and parent contact. If a classroom referral is required, parents will be notified with a phone call or text and a written classroom referral. This form is meant to inform parents of their child's behavior in class and document recurring classroom behaviors prior to referring students to the office. **In certain circumstances when student behavior is so extreme that immediate intervention is needed, this process may be bypassed and the student will be directly referred to the office.** When it becomes necessary to refer a student to the office, the teacher will complete a discipline referral form to be sent to the Assistant Principal or Principal. This documentation is necessary and will be utilized in making decisions concerning consequences.

The Anderson School District Five Student Code of Conduct is provided to parents electronically through the district's 2018-2019 online registration process. Additional copies are available upon request from the school office and the document can be viewed on the Anderson Five webpage ([www.anderson5.net](http://www.anderson5.net)) under the Parent tab.

## **CELL PHONES**

Nevitt Forest Elementary School serves students in kindergarten through fifth grade. Due to the young age of students, we know that without direct adult supervision students do not always make appropriate decisions regarding cell phone usage. Teachers are unable to monitor the use of cell phones as parents do at home. Furthermore, cell phone usage is a disruption to instructional time. All students are assigned an individual chrome book, and this is the device that students will use at school when technology is integrated into classwork and instruction. Therefore, all cell phones are to be left at home. If students bring cell phones to school, they will be confiscated by school personnel and a parent/guardian will be required to pick them up in the front office.