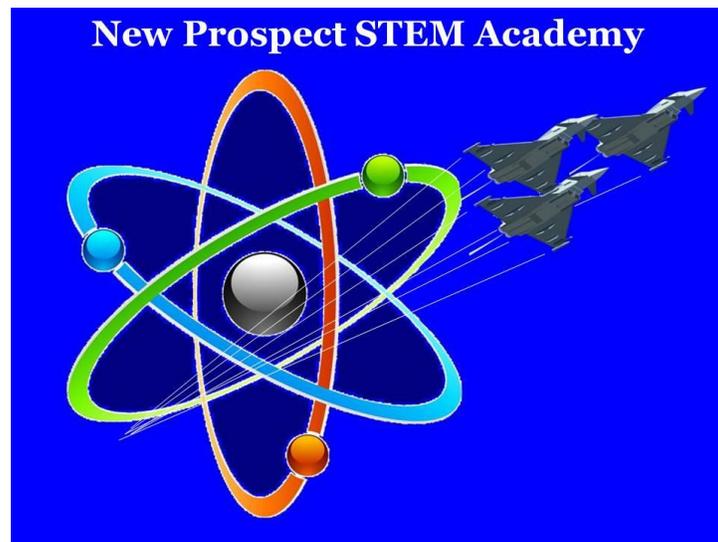


Parent/Student Handbook



New Prospect STEM
Academy
2015-2016

Reference Guide

1. Be seated in your classroom by 7:50. Afternoon dismissal is 2:30.
2. All grades K-5 will send home a "Monday Folder" with student work, notes/flyers home, PTO information, behavior sheets, etc. Please review all information and sign the front of the envelope and return it to your child's teacher on Tuesday mornings.
3. No fast food or sodas are allowed in the cafeteria or classrooms.
4. Notify the office in writing to change address and phone number as needed.
5. Wear appropriate clothing, according to District Five Dress Code.
6. Tennis shoes are to be worn on P.E. days.
7. All visitors **must** come to the office to sign in.
8. Students with five or more tardies and/or five or more unexcused early dismissals are not eligible for perfect attendance.
9. **Every time** you are absent, please email or bring an excuse upon returning.
10. Cell phones, pagers, Ipods, etc. will not be allowed. (Board Policy JICDA)
11. District Five is "peanut free" due to the increased number of students with allergies. Please refrain from bringing any food with nuts to classroom parties.
12. The school will not accept deliveries of flowers, balloons, or other gifts to individual students on Valentine's Day. We encourage parents to celebrate this event privately.
13. **Please notify your child's teacher in writing if there is to be a change in transportation. If written notification is not received, your child will follow his/her regular method of getting home. We will not make transportation changes over the phone due to safety reasons.**
14. **Yellow car rider tags must be present** when picking up your child. If blue car rider tags are not present, students will be dismissed from the office.

SCHOOL MOTTO

"We are the...High Flying Jets!"

SCHOOL MASCOT

Jets

SCHOOL COLORS

Blue/Yellow/White

TEACHER OF THE YEAR, 2015-2016

Sandy Eudy

BUSINESS PARTNERS

Home Depot
Pizza Buffet
Blue Ridge Security
Meares Auctions
Draisen-Edwards
The Pet Tavern
The Flooring Center
Ingles Hwy. 24

I Dreamed
By: Ray A. Lingenfelter

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher, the tools he used
Were books and music and art;
One was a parent with a guiding hand
And a generous loving heart.

And when at last their task was done,
They were proud of what they had wrought,
For the things they had molded in the child
Could be neither sold or bought.

And each agreed he would have failed
If he had worked alone.
For behind the parent stood the school,
And behind the teacher, the home.

Dear New Prospect Students and Parents,

Welcome to the 2015-2016 school year! I am very excited to start my second year as principal and twelfth year at New Prospect! Please read the contents of this handbook in its entirety. Clear and consistent rules and procedures are very important to me, as this will keep your children safe and our school running smoothly as we work very hard to be fair and consistent with everything we do. Please read the handbook, discuss it with your child, and sign and return the Acknowledgement page to your child's teacher. I'm looking forward to a wonderful school year! If you have any questions, please call or come see me!

Sincerely,

Layne Putnam
Principal

New Prospect STEM Academy Staff

Administration

Layne Putnam, Principal
Brandon Meares, Assistant
Principal

Instructional Facilitator

Shelly Blalock

Office Staff

Deana Kern,
Secretary/Bookkeeper
Gloria Brown, Data Clerk
Teresa Pettigrew, Nurse
Kirstie Erskine, SRO
Roger Ellison, Security

Instructional Specialists

Amy Davis, Interventionist
Angie Bruhjell, ESOL
Margret Wilson, Reading Rec.
Madelaine Brownlee, ERI
Kristie Harrison Norman, PC
Denise Brown, Reading Coach

Resource/Speech

Nick Davis, Resource
Karen Shumaker, Speech
Trina Gabbard, Speech
Jenna Wages, ABA
Lindsey Busha, OTPT

Kindergarten

Lauren Ashley
Sonja Subbert Asst.
Anna Patterson
Angie McCarley Asst.
Anna Williams
Quintella Burton Asst.
Vickie Dockery
Kinsey Lewis Asst.

First Grade

Eve Barnes
Jessica Brown
Liz Pearson
Kaleigh Coats

Second Grade

Emily Huitt
April Cowan
Pamela Hammett
Lindsey Long

Third Grade

Colleen Deegan
Kelly Spehar
Hannah Sammons
Ashleigh Marcie

Fourth Grade

Jenika Herron
Jennifer Nelson
James Lies
Amanda Capps

Fifth Grade

Kimberlee Andrews
Courtney Mattison
Kimberly Altman
Sara Jones

Special Education

Deborah Davis (3-5)
Mallory Butler Asst.
Jane Ollis (K-2)
Nancy Galloway Asst.

Related Arts

Chris Clark, PE
Tara Jenness, Media Specialist
Beka Huguet, Tech Assistant
Carla Shaw, Music
Cody Watson, Art
Sandy Eudy, STEM Teacher

Psychologist/Guidance

Shelvia Maynard, School Psy.
Caroline Edwards, Social Worker
Ashley Gelder, Guidance
Kelly Ray, School based counselor

Custodial Staff

Larry Johnson (Head Custodian)
Susan Hanna
Marshall Hunter
TBA

Lunchroom Staff

Joyce Butler, Manager
Jackie Blair
Tammy Bryant
Sandra Fincannon
Sharon Hughes, Asst. Manger

TIPS FOR STUDENTS

1. Be present each day by 7:50 a.m. unless you are sick or there is an emergency.
2. Pay close attention in class to each assignment, what you are expected to do, and how to do it. This will shorten the amount of time needed for studying.
3. Keep a record of all assignments in your planner.
4. Set aside a specific time for doing homework and stick to it. Daytime is the best time to study.
5. Clear your desk of everything except the things you must have to do your assignment.
6. Begin each study period with a ten minute review of previous assignments. This helps when it comes to preparing for the test.
7. Place your book bag in a "Special Spot" near the door so you will remember to bring it to school.
8. Bring a notebook, paper, pen, or pencil and other necessary material to class.
9. Be an active participant in the classroom-listen well and take part in discussions.
10. Ask questions if you don't understand the discussion or if you have a problem.
11. Schedule time for homework each day; make sure you understand the assignment before you leave class.
12. Strive to do your best; not just enough to get by.

TIPS FOR PARENTS

1. Be involved. Parent involvement helps students learn and improves home-to-school relations.
2. Make sure to look for your child's Monday folder that evening; review the material, sign the front of the envelope, and return to the teacher on Tuesday.
3. Provide resources at home for studying and completing assignments.
4. Set a good example.
5. Encourage students to do their best in school. Parents need to show students that they believe education is important.
6. Emphasize academics.
7. Support school rules and goals.
8. Call teachers early if there is a concern about your child. This will provide time to discuss and resolve the matter.
- 9. Please notify your child's teacher in writing if there is to be a change in transportation. If written notification is not received, your child will follow his/her regular method of getting home. We will not make changes over the phone due to safety reasons.**
10. Please do not bring in food from commercial restaurants for students during their lunch time.

HELP US AVOID CLASSROOM INTERRUPTIONS

1. Teachers have many tasks before and after school in addition to their responsibilities to their students during the school day. If you have a question or want to have a conference with a teacher, send a note with your child or call the school to arrange this. The secretary will assist you in contacting the teacher.
2. Students are encouraged to be responsible for coming to school with all necessary materials. If, however, **you want to bring a forgotten lunch or medicine, please bring it to the office.** This item will be given to your child at a time that is the least disruptive to the learning process.
3. **Parents are discouraged from calling the school or coming into the office at dismissal time to make different transportation arrangements.** In the past, this has created a great deal of confusion. **If you must make a change, please send a note with your child that morning. Avoid calling the school to make a change in transportation arrangements.** Thanks for helping out.
4. The school day begins promptly at 8:00 a.m. **If you drive your child to school, please arrive by 7:45.** This will allow ample time for him/her to get settled in the room before the start of school. **Students who plan to eat breakfast need to be seated in the cafeteria by 7:50. Breakfast closes at 7:50.** All students are expected to be in their room by 8:00. **The doors will close PROMPTLY for students at 7:57 in order to be in the classrooms by 8:00 AM. If you are in the car line before 7:57, but your child does not make it to the door before it closes at 7:57, then you must come to the front office and sign your child in.**
5. The district expects students to arrive at school on time and to report to each class on time. Students who enter classrooms late are disruptive to the instructional program, and we encourage all students to be on time. Parents of habitually tardy students may be referred to the district's attendance office after school-based intervention with the parent and student is unsuccessful.

IF YOU HAVE A PROBLEM

The proper and requested method of resolving problems is to begin with the party directly involved. If the problem remains unresolved, the person with the complaint should proceed to the next level of authority.

For example:

First, talk to the teacher or counselor.

Second, talk with the assistant principal or principal.

DAILY STUDENT SCHEDULE

6:50-7:15 All students report to gym and sit at their assigned seat according to teacher. Breakfast begins in the cafeteria at 6:50.

7:15-7:45 Students sit outside their classrooms on their specific hall.

7:45-8:00 Students enter the classroom.

8:00 School begins. Students should be in their classrooms and ready to begin the school day. **Students arriving after 8:00 must be accompanied by a parent/guardian and sign in at the office.**

2:25 Bus/daycare students are dismissed to the front circle.

2:30 All other students are dismissed to the gym.

TEACHER SCHEDULES

7:45 a.m. – 3:00 p.m. Monday, Wednesday, Thursday

7:45 a.m. – 3:45 p.m. Tuesday

*or later if necessary due to meeting or professional development

7:45 a.m. – 2:45 p.m. Friday

RELATED ARTS SCHEDULE

Kindergarten - 8:35-9:20

First Grade- 12:40-1:25

Second Grade- 10:20-11:05

Third Grade- 11:10-11:55

Fourth Grade- 1:30-2:15

Fifth Grade- 9:25-10:10

*PE Schedule is different because of the new 60 minute requirement.

PARENT-TEACHER CONFERENCES

The first scheduled conference will be held on September 28, 2015 for children grades K through five. All parents are expected to attend this conference to receive information from the teacher regarding their child's progress. Parents are encouraged to schedule other conferences as needed by sending a note to the teacher or calling the school office for an appointment.

PROGRESS REPORTS (REPORT CARDS)

Grades K - 5

Progress reports are provided to students and parents at the end of each nine-week grading period. Students are graded on all academic subjects appropriate to the grade level and on work/study habits and citizenship.

Interim progress reports are sent at the midpoint of a grading period beginning with the second nine weeks. These are sent to inform parents of a lack of progress in certain areas.

D and F Conferences: If your child makes a D or F on their report card, you will be sent a conference notice in the report card with a date and time to meet with the teacher to discuss strategies to help your child be more successful.

TESTING

The South Carolina Readiness Assessment will be administered to all students in kindergarten and first grade. A norm-referenced achievement test will be administered to students in grade two in the fall. The State Standardized test will be administered to all students in grades three through five in the spring of the year.

Other tests will include reading and math, chapter, unit and end of book tests, teacher made tests, district benchmark tests, and MAP tests.

GRADING

Students are graded at their instructional level. They receive daily, weekly, and other periodic grades from their teacher.

Grading for students in kindergarten and grade one is as follows:

Parents will receive a progress report after each nine-week period. Also, students in kindergarten and grade one will be formally evaluated with the S. C. Readiness Assessment Checklist two times during the year

Grading for students in grade 1 is as follows:

E Excellent Progress
S Satisfactory Progress
N Needs Improvement
U Unsatisfactory

The grading scale for grades 2 - 5 is as follows:

A 93 – 100 Excellent work
B 85 - 92 Above average work
C 77 - 84 Average work
D 70 - 76 Below average/poor work
F 69 or below Failing

HONOR ROLL CRITERIA

Grades 3, 4, and 5

In grades 3 through 5, to qualify for the honor roll a student must have earned only A's and B's. Handwriting and citizenship will **not** be counted for the honor roll. Students in kindergarten and grades one and two do not participate in honor roll.

RELATED ARTS PROGRAM

Each class in grades K through 5 and special education receives a period of art, music, and physical education each week. Classroom teachers also provide activities in each of these areas. Students in grade five may also participate in a stringed instruments program and in chorus. Special events such as the Fine Arts Festival, field days, and many others are held each year.

MEDIA CENTER (LIBRARY)

The Media Center is an important part of New Prospect STEM Academy. The basic function of the library is to help children to learn through:

- providing books and other media for the school's educational program;
- helping students develop an interest in reading, thus stimulating their interest in a variety of subjects;
- teaching them how to use the media center.

The media center is the center for all teaching materials, books, reference sources, magazines, pamphlets, pictures, filmstrips, recordings, and other audio-visual aids. It is the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between the reading textbooks and the many types of reading materials used in everyday life.

The purpose of the media center begins and ends with children, their needs, abilities, motivations, values and problems.

The media center opens at 7:45 a.m. and closes at 2:30 p.m. Students are encouraged to come anytime during these hours (with teacher permission) for reference work, for recreational reading, and for checking out books.

There are no overdue fines. Books are checked out for two weeks and can be renewed. A charge is made for lost or damaged library books.

Book Fairs are held periodically and reading incentive programs encourage students to enjoy reading.

HOMework

Homework is an important part of the educational process. It is an extension of classroom activities, and assignments should be challenging and meaningful. It serves a valid purpose and may be adapted to varying abilities and needs. Homework is defined as work assigned to a student to be completed outside the regular classroom. It is 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 kinds of homework, e.g., reports, research projects, science fair projects, presentations, reading assignments, integration, and application of learned skills. 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 which may be used to determine report card grades. Scores for all other homework may be used to determine report card grades.**

Some of the purposes of homework are:

- ❖ **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 IN THE HOMEWORK PROCESS

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

STUDENTS:

Students will develop independent work-study habits and assume responsibility for the completion of homework on time.

PARENTS:

Parents will provide an atmosphere at home that is conducive to effective study, and encourage the student to study and complete assignments.

TEACHERS:

Every teacher will have written homework expectations that are communicated to both parents and students. Teachers will 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 will be monitored and immediate feedback provided to students to emphasize learning objectives. Teachers will avoid the use of homework assignments which involve the expenditure of funds and be sensitive toward students who may not have access to needed materials.

PRINCIPALS:

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

In order to become well rounded, students in elementary school need to have time to participate in other activities after school. However, a definite time for reading and/or homework should be planned each day.

Some students who do not work well independently in the classroom will often need to complete class work as homework. Parents need to be aware when this is the case.

As a rule of thumb, a formula can be used to determine an adequate amount of time for the student to be involved with homework.

$$10 - 12 \text{ minutes} \times \text{current grade level} = \\ \text{average number of minutes considered appropriate for homework}$$

EXAMPLE:

A grade 3 student should spend no more than 30 to 36 minutes on homework. The working pace of the student and his/her attention to the task must be considered in using this formula.

See Board Policy IKB 7/03 on district website

PUPIL ATTENDANCE

The Education Improvement Act of 1984 amended Section 59-65-90 of the 1976 Code of Laws of South Carolina to read:

The State Board of Education shall establish regulations defining lawful and unlawful absences beyond those specifically named in this article and additional regulations as are necessary for the orderly enrollment of pupils to provide for uniform dates of entrance. These regulations shall require: (1) that school officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences, and (2) that the district board of trustees or its designee will promptly approve or disapprove any student absence in excess of ten days. As used in this section, "intervene" means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his parent or guardian to improve his future attendance. Provided, however, that nothing within this section will interfere with the board's authority to at any time refer a child to a truancy prevention program or to the court pursuant to Section 59-65-50.

Lawful absences

- Students who are ill and whose attendance in school would endanger their health or the health of others.
- Students in whose immediate family there is a serious illness or death.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- Students may be excused from attendance in school for a doctor or dentist appointment. The beginning and ending of time of the appointment must be verified in writing by the doctor or dentist upon return of the student to school.

Unlawful absences

- Students who are willfully absent from school without the knowledge of parents.
- Students who are absent from school without acceptable cause with the knowledge of the parents.

Minimum Day in Grades K-8

A student who misses a portion of a school day for a lawful reason shall be counted present if he/she is at school for a minimum of two hours in grades K-8.

TARDINESS

Students will be expected to arrive at school on time and to report to each class on time. Students who enter classrooms late are disruptive to the instructional program and we encourage students to be on time. Parents/guardians of habitually tardy students may be referred to the district's attendance office.

STUDENTS WITH FIVE OR MORE TARDIES AND/OR FIVE OR MORE UNEXCUSED EARLY DISMISSALS WILL NOT BE ELIGIBLE FOR PERFECT ATTENDANCE RECOGNITION ON AWARDS DAY.

Intervention

Principals will intervene after the following:

- -three consecutive unlawful absences
- -a total of five unlawful absences
- -a total of 10 absences
- -each absence in excess of a total of 10 absences
- -a total of 7 tardies

The documentation of intervention will include, but not be limited to, reasons for the absences, methods to resolve the cause, and actions to be taken. The parent/guardian will be involved in the intervention process.

Promotion and Unit Credit

Absences in excess of five per semester for secondary students or 20 per year for elementary and middle school students may affect a student's progress in school as determined by the district's Promotion and Retention policy (IHE).

Excuses

Students are required to bring a written excuse from a parent/guardian to their homeroom teacher on the first day back to school after an absence. Absences for which a valid excuse is not presented by the fifth day back to school after an absence shall be considered unlawful. Valid excuses include:

- the student's name
- the date(s) of the absence(s)
- the reason(s) for the absence(s)
- a parent's/guardian's signature
- a telephone number where the parent/guardian can be reached

WEAPONS

Bringing weapons or tools that look like weapons of any kind to school is strictly prohibited by District policy and State law. Violation of this policy will result in suspension from school and/or other actions.

DISCIPLINE

Discipline is defined as understanding and following reasonable rules to make one's life and that of others better. One acts in a disciplined way; not out of fear, punishment or threat, but because one receives a feeling of worth.

All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion as a last resort.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by district employees or other students or third parties is prohibited. All employees, students and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. The board directs district and school employees to take prompt, appropriate and responsive action to end sexual harassment and to prevent its reoccurrence. Teachers and school administrators are expected to use judgement and common sense which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature.

Any student who feels he/she has been subjected to sexual harassment, or the parent/guardian of a student who feels his/her child has been subjected to sexual harassment, is encouraged to file a complaint in accordance with the administrative rule which accompanies this policy. All allegations will be investigated promptly, thoroughly and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

New Prospect STEM Academy DISCIPLINE PLAN

Students perform best in an atmosphere where rules, expectations, and consequences are clearly understood. The child's first source for discipline should originate in the home. However, while at school, students are expected to act in a disciplined manner and abide by those rules that promote a safe and orderly learning environment.

The New Prospect STEM Academy Discipline Plan centers around 3 rules:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Prepared**

Respectful- Student will demonstrate respect for faculty, staff, and all other adults they come in contact with through appropriate body language and response. Students will conduct themselves quietly and courteously throughout the building

Responsible- Students will not be permitted to fight or touch any other student with harmful intent. Students will be not bring candy, gum, or any object to school which may interfere with learning or cause physical harm. Weapons will be strictly prohibited in accordance with District, State and Federal law.

Prepared-Students will be prepared for school daily with necessary materials, assignments, and/or written communication (permission forms, excuses for absences, etc.) Students will be ready to learn in class and prepared to assist in the learning culture of our school.

New Prospect STEM Academy will be an orderly, disciplined school where students are responsible and accountable for their actions. Students are expected to act with respect for each other, as well as teachers, staff, and other adults with which they have contact.

Each classroom teacher has a set of classroom rules and consequences. Parents receive a copy of the teacher's rules and consequences at the beginning of the year or when a child is enrolled during the year. In addition, students receive instruction on bullying prevention throughout the year from teachers and counselors.

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, the student's parents will be notified.

Prior to a student being referred to the office, it is expected that the teacher will have followed the procedures established in his/her discipline plan- i.e. verbal warning, conferencing with student, parent contact by phone or letter, and parent conferencing. These steps shall be documented.

When it becomes necessary to refer a student to the office, the teacher will complete a discipline referral for to be sent with the student. This documentation is necessary and will be utilized in making decisions concerning consequences.

REFERRALS TO THE OFFICE

Upon the first referral to the office, the student will be warned about his/her behavior and provided suggestions for future behavior. The parent/guardian will be contacted on the first referral by a phone call or letter from an administrator.

A second referral to the office will result in a conference with the student and teacher. The parent/guardian will be notified by phone call or letter from an administrator.

A third referral to the office may result in a suspension from school or some activity for a period of 1-3 days at the discretion of the principal/designee. A suspension conference must be held with the administration prior to your child returning to school.

A fourth referral to the office may result in suspension from school until a conference can be arranged with the parent. He/she will speak with a counselor prior to a return to the classroom.

Regardless of where a student is in the referral process, the principal has the authority to immediately suspend students from school for being disrespectful to a teacher or other staff member, or physically harming others. A conference with the parent/guardian must be held before the student may re-enter school.

GENERAL RULES

CARE OF SCHOOL PROPERTY

Any damage done to school property must be repaired or replaced at the expense of the offender. The cooperation of parents is required in helping us teach children to respect school property, books and materials, furnishings, equipment, and the building itself.

New Prospect has three playgrounds and a track for student use. We have the Kindergarten playground, 1-3 grade playground, and 4-5 grade playground. This equipment is fun to use, but must be used in an appropriate manner.

Your child's safety is of prime concern to all of us at New Prospect. For this reason, we have established some rules and guidelines that must be followed regarding the safe use of this equipment, when it is available.

- 1. During the school day, as well as BEFORE and AFTER school, no students will be allowed to play on the equipment unless being supervised by an adult.**
- 2. No motorized vehicles allowed on the track.**
- 3. THE KINDERGARTEN PLAYGROUND IS TO BE USED ONLY BY KINDERGARTEN STUDENTS.**
- 4. No careless horseplay will be allowed.**
- 5. Rules for appropriate behavior on the playground should be followed when using the equipment.**
- 6. ADULTS WILL MONITOR CLASSES TO GUARD AGAINST TOO MANY STUDENTS BEING ON OR NEAR THE EQUIPMENT AT ANY ONE TIME.**

STUDENT DRESS CODE

Code **JCDB-R** Issued **06/14**

Grades four and five

Items that can be worn:

1. Pants, shorts and skirts that are worn at the waist.
2. Dresses, skirts, shorts or pants that show no visible skin above the knee. Clothing should not touch the floor. Exceptions to length of shorts may be made for Special Olympics, field days, etc.
3. Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home.
4. Pants that are worn with equal pant lengths.
5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs or midriffs during the course of normal movement.
6. Shoes or sandals.
7. Accessories or clothing that does not pose a safety threat to self or others.
8. Clothing that is not see-through.
9. Items that do not advertise alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
10. Leggings, jeggings, yoga or exercise pants may be worn with a blouse, sweater or top that comes to the mid-thigh.

** Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.*

Prohibited Items:

1. Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings.
2. Items advertising alcoholic beverages, tobacco, narcotics profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
3. Sunglasses worn inside buildings.
4. The wearing of any item(s) displaying any gang symbols.
5. Accessories or clothing that could pose a safety threat to self or others. These include chains, fishhooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Also to include oversized clothing of any type or garments that may be determined could conceal dangerous articles or items.
6. Sleeveless tops/shirts.
7. Clothing that is see-through.
8. Provocative and suggestive clothing.

General Dress Code Statements

1. Sagging pants will not be tolerated.
2. Pajamas and bedroom shoes may not be worn.
3. The school administration reserves the right to prohibit any item of clothing or symbols that are inappropriate or disruptive to the daily operation of the school.

4. Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.

Issued 6/10/14

SCHOOL PARTIES

There are three scheduled class parties planned by the room parents for each classroom. These will be at Christmas, Valentine's Day and end of the year (Spring). Parties are held just before the end of the day. Individual birthday parties at school are not allowed. Invitations to birthday parties may only be distributed before and after school. To be given out at school, there must be an invitation for every student in the class. Teachers may plan other parties for good conduct, etc.

FIELD TRIPS

Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom and serve to enrich classroom instruction. The school requires written permission from the parents/guardians before a child is permitted to go on a field trip. In some instances, students are asked to pay a fee to cover expenses of the trip. Parents are encouraged to volunteer as chaperones in accordance to teacher's written request on permission slip. Parents volunteering to chaperone must accompany a student group and ride with the school group unless a medical reason is on file. In the result of multiple parent offers to chaperone; in the interest of fairness, teachers may choose volunteering parents to chaperone who have yet to accompany the school on a field trip.

SCHOOL TELEPHONES

The school telephone number is 260-5195. Messages will be taken for students and staff and will be delivered 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.

Students wishing to call parents may use the phone **for emergencies only**. **Arrangements for after school activities of students should be made before the child leaves home.** If a child must use the phone, the teacher will provide a telephone pass to the student and send him/her to the office to make the phone call. Students must have a phone pass in order to use the phone. The school telephone is a

business phone and should be used as such by staff, students, and parents. **CALLS MUST BE BRIEF.**

STAFF TELEPHONE NUMBERS

The school will not furnish the telephone numbers of any staff member to parents. If staff members wish to give their own numbers to parents, they may do so.

UNLISTED TELEPHONE NUMBERS

Many families now have unlisted telephone numbers; however, the school must have a number where parents can be reached. The school will not release any unlisted number.

CHANGE OF ADDRESS

It is necessary that the school have the current address and phone number of the student at all times. The address must be a street address, not just a post office box number. This information is important in cases of emergency. **Please notify the school office immediately upon changing your address or phone number.**

BREAKFAST/LUNCH/SNACKS

Breakfast is free to all students who would like to eat breakfast in the mornings. Breakfast is served in the cafeteria from 6:50 to 7:50 every morning.

Each student eating lunch is issued their lunch number. Each student needs to know their lunch number in order to eat every day.

Lunch- \$1.90 Reduced Lunch-\$.40 Adult Lunch-\$4.00 Extra Milk-\$.55

- **In accordance with Federal guidelines, parents are not allowed to bring in food from commercial restaurants for students.**
- Students are not allowed to bring carbonated drinks to school.
- Students are not allowed to use microwaves. Teachers may not heat food for students.

If your child owes lunch money to the school, letters will be sent home periodically to inform the parent and collect debts owed. If debts are not paid in full or you do not make arrangements for a payment plan by a date given to you in writing, Anderson School District Five will report your debt to the South Carolina Department of Revenue

for collection. This means that the Department of Revenue will garnish your wages and/or income tax refund until such time as the debt has been satisfied.

MONEY SENT TO SCHOOL

Children should be discouraged from bringing large amounts of money to school. When money has to be brought for special reasons, it should be in an envelope with the child's name, the amount, and the purpose written on the front.

VISITATION IN THE SCHOOL

All visitors in the building, including parents and school volunteers, must stop and sign in at the office using the Lobby Guard machine. This regulation is to protect students from those who may disrupt classes and also to notify visitors of telephone messages.

All visitors must wear a visitor's sticker.

During the first week of school, parents will be allowed to walk their child to the classroom in the mornings. After the first week, parents are encouraged to drop off their child at the side doors and allow them to gain independence as they walk to the classroom on their own.

In the afternoon, parents are discouraged from walking down to the classroom to pick up their child. This time of day can be hectic. Allow the teacher to walk car riders out to the designated dismissal area. This established procedure will result in a safer and more orderly dismissal.

Parents are welcome in the school at any time and must report to the office and sign in upon arrival. At no time should parents interrupt the class to speak with the teacher during instructional hours.

TRANSFER TO ANOTHER SCHOOL

When a child is transferred to another school, a transfer card will be prepared and may be picked up by the parent on the student's last day. School records will be forwarded to another school upon request. The school and the teacher would like to know a week in advance about an upcoming transfer.

PERMISSION TO LEAVE SCHOOL

If parents must take a child from school before the close of the day, they must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. Parents must sign the student out in the school office if the child is being

dismissed before 2:30. **Whenever possible medical and dental appointments should be made after school hours.**

No child will be allowed to leave the school grounds during school hours unless signed out by a parent/guardian or another adult designated by the parent.

Children should be cautioned about accepting rides with strangers. They will be expected to leave the school grounds immediately after dismissal at 2:30. School personnel cannot supervise or be responsible for students who remain on campus after school.

HEALTH AND SAFETY OF STUDENTS

ACCIDENTS AND EMERGENCIES

Every effort is made to prevent accidents; however, in case of an accident, first aid will be administered by school personnel. Parents will be contacted in all cases of serious accident or illness. If parents cannot be reached, emergency numbers given to the school by parents will be used. 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.

EMERGENCY DRILLS

Emergency drills are held in accordance with state laws and district policies. A fire drill is held monthly without warning. Teachers are responsible for instructing students on the manner and route of exit during each drill. These drills are held to allow students to practice their reactions and responsibilities in emergencies. Tornado drills, earthquake drills, and bus evacuation drills are also held.

HEALTH ROOM

New Prospect has a full-time licensed practical nurse on staff. Any child who is not feeling well or has been hurt will be sent to the Health Room by the teacher.

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 symptoms. The health room does not have aspirin or any other medications, and the nurse cannot administer any medicine without permission from the parent.

MEDICATION

LONG-TERM PRESCRIBED MEDICATION

If a child must take a prescription drug or other medication during the school day, a medication form must be completed by the parent/guardian before the medication can be dispensed. This form is available from the school nurse. Each medication should be labeled with the child's name, the time the medication is to be administered, and the dosage amount.

SHORT-TERM "AS NEEDED" MEDICATION

If a child must take a prescribed drug or other medication over a short period of time, i.e. several days to two weeks, a medication form will not be necessary. The parent must send to the nurse the **MEDICATION IN THE ORIGINAL CONTAINER** along with a note that includes the student's name, the time the medication is to be administered, and the dosage amount.

All medication should be brought to the health room for safekeeping. All medications will be dispensed in the health room.

The school reserves the right to refuse to administer any medication which may be unsafe or inappropriate in dosage.

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.

IMMUNIZATIONS

All students must have a 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 shots.

INSURANCE

Information about student insurance is available on the district web site at www.anderson5.net or in the school office.

TRANSPORTATION

BUS TRANSPORTATION

Bus transportation is provided to all students who live more than 1.5 miles from the school. Students should ride only the bus to which they have been assigned. Any changes must be cleared with the office ahead of time.

To ensure the safety of all students to and from the school, it is important that every student obey the following rules:

- board and leave the bus in a quiet, orderly manner.
- while in the bus, students will talk at an acceptable volume level; yelling or making other loud noise is **not** acceptable.
- students must remain seated at all times.
- obey all other safety rules that the bus driver has listed.

Disciplinary action will be taken by the principal and his/her designee in accordance with District Five's School Bus Conduct Policy or Student Conduct Policy.

First Offense: Warning to students and a letter to parents advising them of misconduct. If the offense is of serious enough nature, a three-day suspension from the bus will be given.

Second Offense: Suspension from riding the bus from a period of three days to one week; letter to parents.

Third Offense: Two weeks' suspension from riding the school bus; parent conference.

Fourth Offense: If, after a third offense, a pupil persists in uncontrollable conduct, he/she will then be suspended from riding the bus for the remainder of the school year in progress.

CAR RIDERS

New Prospect has a long, circular section of road that is beneficial to the morning and afternoon car dismissal procedures. It is to the right of the front of the school.

Mornings- Please follow procedures by driving the entire distance of the car loop to unload your students under the cement awning. In the morning, students should only be dropped off in the lane closest to the building. **PLEASE DO NOT DROP OFF STUDENTS AT THE CROSSWALK FOR WALKERS OR AT THE TEACHER'S PARKING LOT.** Parents of special education students only may park and walk their students in the building.

Afternoons- Please follow procedures by driving the entire distance of the car loop to pick up your students under the cement awning. In the afternoons, please form 2 lanes because adults will assist in the afternoon dismissal. Always pull down as far as you can to ensure the most students being picked-up at one time. Students at the yellow cone are not allowed to cross in front of cars unattended, but are instructed to wait on an adult to ensure the safety of the cross. Students are told to wait at their cone until all cars have come to a complete stop. A safety fence has been installed to ensure cars do not roll up onto the area where children are standing. There are five openings in the fence. Each cone, 1-5, will be placed at or near the opening. Please align your car with the opening/cone at which your child is standing.

Please have your yellow dismissal car tag available. An absence of the yellow car tag will result in picking your student up in the office.

Please be prompt when picking up your child at 2:30 p.m. At 3:00, you will be required to park your car and come into the office to sign your child out.

Our front office staff leaves at 3:00, so habitual lateness will result in a parent conference to discuss an alternative plan for your child.

If you are interested in the enrolling your child in the YMCA Afterschool program, please contact Jan Page at 716-6266.

WALKERS

Upon dismissal at 2:30 p.m., students should walk directly home. No loitering around school will be permitted.