

McLees Elementary School Parent/Student Handbook

2018-2019



Dear Parents,

Welcome to McLees Elementary School! The administration, faculty, and staff appreciate the opportunity to work with you and your child(ren) this school year. McLees is an awesome school! Our mission statement is "Learning to Live as Leaders for a Lifetime!" Our vision statement is "Living to LEARN, Learning to GROW, Growing to LEAD!" Our theme this year is Be a LIGHT! Our Motto is: Learning lights the way! We strive to create an environment that allows every individual to feel valued for their unique gifts and talents. Our goal is to help students reach their full potential while helping others do the same.

Our faculty and staff are committed to providing a quality instructional program that is tailored for each child in a safe school environment. We value your participation and input in your child's education. Your continued cooperation and support are important to us and greatly appreciated as we work together to provide a quality education for your child. School, parents, businesses, and community must partner together to "inspire greatness one child at a time." This assures that within every child there are to be found true leadership qualities.

We invite and encourage you to visit us. The school's office hours are 7:30 a.m. until 3:30 p.m., Monday through Friday.

Sincerely,
Janet Mills, Principal

IT'S GOING TO BE A GREAT YEAR!

MISSION STATEMENT

Learning to Live as Leaders for a Lifetime

SCHOOL GOALS

- Each student will master and apply mathematical skills to analyze and solve problems.
- Each student will master and apply reading, listening, writing, and speaking skills to effectively communicate.
- Each student will master and apply science skills and concepts to analyze and solve problems.
- Each student will master and apply social studies skills and concepts in order to become more active and knowledgeable citizens.
- Each student will become well rounded in academics and interpersonal skills.

Quality Parent and Community Partnerships

- The school will endeavor to create effective partnerships to assist in the achievement of student goals.

Instructional Personnel

- The school and district office administrative teams will ensure that all individuals on the faculty and staff meet the stringent requirements of federal and state legislation/certification requirements.

Safe and Orderly School

- The school and community will work together to provide a safe, caring, positive learning and working environment.
- The school will promote high expectations for appropriate behavior to create a secure, disciplined environment.

McLEES ELEMENTARY FACULTY & STAFF

ADMINISTRATIVE STAFF

Janet Mills, Principal, Room 106
Melody Lollis, Assistant Principal, Room 105

OFFICE STAFF

Lisa Manning, Secretary
Lizette Shaw, Data Clerk

KINDERGARTEN

Robin Clark, Room 01
Kayla Bower, Asst., Room 01
Brandy Wurst, Room 02
Shannaska Blake, Asst., Room 02
Melissa Payton, Room 03
Leisl Heistermann, Asst., Room 03
Andi Buckless, Room 04
Trish Gresham, Asst., Room 04

GRADE ONE

Beth Anders, Room 11
Sarah Cook, Room 13
MariBeth Ford, Room 14
Tara Kelly, Room 15
Michelle Ulsacker, Room 16

GRADE TWO

Leslie McCabe, Room 22
Carmen Elkins, Room 23
Tracy Harbert, Room 24
Melissa Bryan, Room 25
Julie Wertz, Room 26

GRADE THREE

Jane Fralix, Room 33
Brantley Isom, Room 34
Jenny Ward, Room 35
Emily Huitt, Room 38

GRADE FOUR

Stacie Clark, Room 40
Katilyn Buchanan, Room 41
Hailea Ringer, Room 42
Leah Miller, Room 43

GRADE FIVE

Michael Kirby, Room 51
Beth Cheshire, Room 52
Brian Green, Room 53
Bonnie Williams, Room 54
Courtney Page, Room 55

GUIDANCE

Heather McCullough, Room 129
Jackie Roberts, Room 134

LEARNING LABS

Kelly Jerolamon, TMD /SC, Room 05
Crystal Bolt, TMD/SC Asst. Room 05
Mike Lawler, TMD/SC Asst. Room 05
Missy Stowe, TMD/SC Nurse/Asst. Room 05
Briana Lowe, MD/SC Room 06
Michael Turner, MD/SC Asst. Room 06
Brandi Aiken, EMD/SC, Room 61
Gayla Antrican, EMD/SC Asst. Room 61
Allyson Bowen, EMD/SC, Room 63
Everette Adger, EMD/SC Asst., Room 63
Courtney Kinard, Chasity Ballon, Julius Gambrell
Part time Floating Assistants for Learning Labs

COMPUTER LABS

5th Hall Lab-Room 50, Google Expedition
Main Lab-Room 152(Jill)

SENSORY ROOM

Room 12

SPECIAL SERVICES

Judy Jones, Speech, Room 72
Jennie Mahaffey, Room 73
Elizabeth Dickard, Resource, Room 32
Dana Bowen, Resource, Room 64
Sue Christian, ERI, Room 62
Jill Bowen, Computer Lab, Room 152

McLEES ELEMENTARY FACULTY & STAFF

RELATED ARTS

Meg Earley, PE, Room 218
Stewart Uldrick (Itinerant), PE, Room 218
Wendy Nix, Media Specialist, Room 144
Amy Janssen, Music, Room 81
Carla Shaw (Itinerant), Music, Room 82
Kimberly Barnette, Art, Room 91
Jessica Stone (Itinerant), Art, Room 92

NURSE

Rhonda Roland, Room 135

SCIENCE LIASON

Beverly Wilson, Room 17/18

ESOL

Jean Jones, Room 27

TEACHER OF THE DEAF/HARD OF HEARING

Kathy Ann Shillingburg, Room 37

CUSTODIANS

Renee' Brown, Head Custodian, Room 193
Steve Callaham
Debra Ward
Bobbie Groves
Dennis Parker
Steve McKee

FOOD SERVICE

Kristi Richey, Cafeteria Manager
Lynn Bramlett, Assistant Manager
Jill McBride
Lisa Crocker
Rita Powell

OCCUPATIONAL THERAPY

Room 36

MENTAL HEALTH

Jan Martin, Room 130

SCHOOL PSYCHOLOGIST

Philip Bergt , Room 133

PROJECT CHALLENGE

Vanette Wilson, Academic, Room 31

READING COACH

Meridith Johnson, Room 190

INTERVENTIONIST

Danielle Bartal, Room 62

STRINGS

Olivia Done, Room 82

SCHOOL RESOURCE OFFICER

Josh Bowen

Important Notes to Remember

1. All visitors must report to the front office to receive a pass.
2. Students must be in school for at least half of the day in order to be counted as present for the day.
3. Students arriving after 8:00 a.m. must report to the office accompanied by an adult before they may enter class. The back doors will be locked promptly at 8:00 a.m., and students will not be allowed to enter through these doors. Students must enter at the front office and be signed in by a parent. Students with five or more tardies and /or unexcused early dismissals within any semester period will not be eligible for perfect attendance recognition on Awards Day and Leadership Recognition Day assemblies.
4. Please send a note if there is a change in your child's normal manner of dismissal. We will no longer deliver changes made by phone, because the afternoons are very busy in the front office and due to no longer having phones in the classroom, we cannot guarantee that your child's teacher will receive the message, we cannot interrupt instruction, and for safety reasons.
5. If your child is absent from school, please remember to send an excuse containing the child's name, date when excuse was written, date when child was absent, reason for absence, and parent/guardian signature. Excuses should be turned in the day your child returns to school.
6. Please schedule teacher conferences during planning periods or before or after school.
7. We love to have visitors in our school. We do ask, however, that if you visit during instructional time to please sit quietly and observe. Please do not interrupt instruction or talk to the students or teacher during teaching time.
8. Please remind students to wear tennis shoes on PE day.
9. District Five is "peanut free" due to an increase in student allergies to peanut products. Please refrain from bringing any foods with nuts to classroom parties.
10. Our schools will no longer accept deliveries of flowers, balloons, and other gifts to students on Valentine's Day. We encourage parents to celebrate this special event privately.
11. We would love for parents and community members to attend our PTO meetings and other special events. Please look for our memos, School Messenger emails, and school calendar for important dates.
12. We would love to have you serve as a volunteer in our school. Please contact our PTO president Mrs. Amanda Seawright, or our school office (716-3600) to find out about ways that you can help our school.
13. Just a reminder that cell phones, pagers, ipods, or any other electronic devices and/or toys are not allowed at school unless your child is participating in the district Bring Your Own Technology program and has a signed parent waiver on file. The school will not be held responsible for any such devices that are brought and lost or stolen.
14. We welcome parents to eat lunch with their children. However, please do not bring fast food to school for your child. Please do not send cans or bottles of soda.

DISTRICT ADMINISTRATION

ANDERSON SCHOOL DISTRICT FIVE
400 PEARMAN DAIRY ROAD
PO BOX 439, ANDERSON, SC 29622
TELEPHONE 260-5000 FAX 260-5074

Mr. Tom Wilson	District Superintendent
Mr. Mike Mahaffey	Assistant Superintendent for Human Resources
Mr. Tripp Dukes	Assistant Superintendent for Instructional Services
Mr. Kyle Newton	Asst. Superintendent for External Affairs /Chief Communications Officer
Dr. Jerome Hudson	Assistant Superintendent for Student Services
Mrs. Amy Heard	Assistant Superintendent for Financial Services/Chief Financial Officer
Mr. Darryl Webb	Assistant Superintendent for Operational Services/Chief Operating Officer
Dr. Brenda Parker	Director of Special Education

DISTRICT BOARD OF TRUSTEES

Mr. Tommy Price, Chairman
Mrs. Ann Huitt
Rev. Johnny S. Donald, Jr.
Mr. Paul Zugg
Mr. Harold Kay
Mr. Rick Bradshaw
Mr. John P. Griffith
Mr. John B. Wright, Jr.
Dr. Sandy Addis

PARENT TEACHER ORGANIZATION

Mrs. Amanda Seawright, President
Mrs. Rachel Hughes, Vice President
Mrs. Sara case, Treasurer
Mrs. Katrina Emirzian, Secretary
Mrs. Allison Lesley, Volunteer Coordinator
Mrs. Brandy Carey, Membership Chairperson
Mrs. Kristen Miller, Classroom Support Chairperson
Mrs. Lari Vipperman, Book Fair Chairperson
Mrs. Ebony Miller, Box Tops Coordinator
Mrs. Miranda Carter, Teacher Appreciation Coordinator
Mrs. Janet Mills, Principal
Mrs. Melody Lollis, Assistant Principal

ATTENDANCE

Absenteeism is recognized as the most serious detriment to effective learning. Full day absentees and partial day absentees (late arrivals and early dismissals) both result in missed classes and breakdowns in the learning process. Absenteeism occurs when a student is not present in class for every learning activity during the school day. ***Therefore, students must be in school for at least a half of the day in order to be counted as present for the day.***

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 or whose attendance at school threatens their health or the health of others.
- ❖ Death or serious illness in the immediate family.
- ❖ Students who are absent due to recognized religious holidays.
- ❖ Doctor or Dentist Appointment (Must bring a statement from the doctor's office showing date, time, and dates excused).
- ❖ Principal's emergency discretion.

All other absences are considered unexcused.

Intervention:

- The data clerk shall refer students to the principal and notify parents after the following:
 - ✓ three consecutive unlawful absences
 - ✓ a total of five unlawful absences
 - ✓ a total of ten absences
 - ✓ each absence in excess of a total of ten absences

- The principal may intervene after the following:
 - ✓ three consecutive unlawful absences
 - ✓ a total of five unlawful absences

- The principal shall intervene after the following:
 - ✓ a total of ten absences

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

Please carefully check the nine weeks grade report cards that are distributed at 45-day intervals during the school year. These reports include days absent and number of tardies. It is vital that you stay in contact with the school in order to keep abreast of your child's attendance and academic standing. Excessive absences may affect a student's progress in school as determined by the district's Promotion and Retention Policy (IKE).

Tardiness:

Students are expected to arrive to school on time. When students enter classrooms late, instruction is interrupted. Habitually tardy students may be referred to the Assistant Superintendent of Student Services for intervention action.

Parents are required to accompany tardy students to the office.

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

EXCUSES

When a child is absent from school, parents should send an excuse to the teacher. The excuse should contain the following:

- ❖ Date excuse written.
- ❖ Student's name/teacher's name.
- ❖ Date/dates child is absent.
- ❖ Reason for absence.
- ❖ Parent/guardian signature.

ARRIVAL AND DISMISSAL

Morning meetings/cheers occur at 7:45. Students then enter the classroom. The school day begins promptly at 8:00 a.m. Students should be in their classroom and ready to begin work at this time. **Children transported by parents/guardians should not arrive at school before 7:00 a.m.** Bus students will enter the building on the eastside (auditorium side) and car riders will enter the building on the westside (cafeteria side). Students desiring to eat breakfast will proceed to the Center Rock Café (cafeteria). **Students arriving after 8:00 a.m. must report to the office accompanied by an adult before they may enter class.**

School is dismissed at 2:30 p.m. Bus riders and day cares will be dismissed from the gym and will exit on the eastside of the building. Car riders will be dismissed from the cafeteria and exit on the westside of the building. Teachers on duty will assist with dismissal.

This is a hectic time of the day, and we ask that you abide by the following to ensure the safety of our students while dismissing.

- ❖ DO NOT PARK AND ENTER THE BUILDING TO GET YOUR CHILD. THIS CAUSES CONFUSION AND SLOWS DOWN THE DISMISSAL PROCESS.
- ❖ DO NOT SIGN YOUR CHILD OUT FROM THE OFFICE TO AVOID WAITING IN TRAFFIC.
- ❖ IN ORDER TO KEEP EVERYONE SAFE, WE MUST BE FIRM AND EXPECT STUDENTS TO LISTEN CAREFULLY AND BEHAVE PROPERLY.
- ❖ PLEASE ARRIVE ON TIME TO PICK UP YOUR CHILD. STUDENTS WHOSE PARENTS ARE HABITUALLY LATE PICKING THEM UP IN THE AFTERNOON MAY BE REFERRED TO THE ASSISTANT SUPERINTENDENT OF STUDENT SERVICES.
- ❖ PLEASE SEND A NOTE IF THERE IS A CHANGE IN YOUR CHILD'S NORMAL MANNER OF DISMISSAL. WE NO LONGER DELIVER CHANGES MADE BY PHONE, BECAUSE THE AFTERNOONS ARE VERY BUSY IN THE FRONT OFFICE, AND WE CANNOT GUARANTEE THE TEACHER WILL RECEIVE THE CHANGE IN TRANSPORTATION, WE CANNOT INTERRUPT INSTRUCTION, AND FOR SAFETY REASONS.

EARLY DISMISSALS

Parents/parent designees need to come to the office and sign out students for early dismissal. The school has the right to refuse dismissal if we believe the pick-up does not have parental approval. Possible reasons for students leaving school early may include the following:

- ❖ Illness.
- ❖ Medical appointments.
- ❖ Family emergencies.

THE LAST 30 MINUTES OF THE DAY IS AN EXTREMELY BUSY TIME IN THE CLASSROOM. PLEASE DO NOT ASK US TO RELEASE YOUR CHILD DURING THIS TIME UNLESS IT IS AN EMERGENCY. PARENTS THAT PICK UP CHILDREN PRIOR TO REGULAR DISMISSAL ON A CONSISTENT BASIS ARE IN VIOLATION OF THE SC COMPULSORY SCHOOL ATTENDANCE LAW, SECTION 59-65-10. THE DISTRICT INTERPRETS THIS LAW AS REQUIRING REGULAR ATTENDANCE, ON TIME, ALL DAY. IF A PARENT CONTINUES TO PICK UP A CHILD EARLY, AN ATTENDANCE INTERVENTION PLAN WILL BE ESTABLISHED AND MAINTAINED. IF THE PLAN IS CONTINUALLY VIOLATED, A REFERRAL WILL BE MADE TO THE OFFICE OF STUDENT MANAGEMENT, AND A

REFERRAL TO FAMILY COURT COULD BE MADE. WE APPRECIATE YOUR COOPERATION IN THIS MATTER.

Students will not be allowed to leave with anyone other than the parent/guardian or whomever is listed on your child's blue Emergency Form, unless prior notification has been made with the office by the parent. This is for the protection and in the best interest of your child.

STUDENT VOLUNTARY INSURANCE

Information about accident insurance for students is available on the district's website under the "Parents" heading (<https://www.anderson5.net/domain/2838>). There are two plans that are available (school-time coverage and 24-hour coverage). While the carrying of insurance is optional, you are urged to take it, as it will help you with expenses in case of an accident. Most injuries that occur at school are unavoidable and not covered through the district's insurance policy.

If a student is injured, he or she may be treated by his or her own private physician, medical clinic or in the hospital emergency room. The student is responsible for seeking treatment, filing personal insurance and all costs associated with injury accidents.

NON - STUDENT ACCIDENT ON CAMPUS

If a visitor is injured on campus, he or she may be treated by his or her own private physician, medical clinic or in the hospital emergency room. The visitor is responsible for seeking treatment, filing personal insurance and all costs associated with injury accidents.

MATERIALS FEE

Students are required to pay a fee for materials and technology. The cost for materials fees is \$15.00 full cost and \$2.85 if on reduced lunch. There is no cost for students on free lunch. The district will also be charging a technology fee of \$20.00 to all students from kindergarten through grade 12. This money is used to purchase supplies such as workbooks, art paper, paint, crayons, etc. We request this be paid at the beginning of the year if possible. Student fees may be refunded (in whole or partial) to parents when free/reduced lunch eligibility is determined.

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 paid for lost or damaged books are recorded by the secretary for replacement purposes. If a lost book is found, refunds are awarded.

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 lost and found room. Students and parents are urged to look for lost items. All items not claimed will be donated to charity twice a year. Items will be donated after winter break and on the last day of the school year.

CHANGE OF ADDRESS/PHONE NUMBER

It is necessary that we have your current address, phone number, and any emergency information 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 immediately if there are any changes.**

MONEY SENT TO SCHOOL

Children should not bring money to school except for specific purposes. When money is to be brought to school by your child, please place it in an envelope with the student's name, teacher'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.

SCHOOL TELEPHONES

The school telephone number is 716-3600 (FAX: 716-3611). 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 at the end of the day. Teachers cannot leave their classrooms unsupervised for telephone conferences during instructional time.

Students wishing to call parents may use the office 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. We request that phone calls be brief.

UNLISTED TELEPHONE NUMBERS

Many people now have unlisted telephone numbers. However, the school **must** have a number at which parents can be located. The school will not release any phone numbers.

STAFF TELEPHONE NUMBERS

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

LUNCH FEES

Well-balanced meals are available to students at the school. We would like for meals to be paid for on the first school day of the week. Free and reduced lunches are provided for those qualifying. Forms may be secured from the cafeteria. Send lunch money in a sealed envelope with the student's name and teacher's name on it. If a student owes for more than a week, a letter will be sent home asking for payment of past due lunch money. Charges greater than \$25.00 and/or returned checks will be subject to being turned over to a collection agency.

If you prefer for your child to drink water, please send a note to the teacher.

PARENTS ARE ALWAYS WELCOME TO EAT WITH CHILDREN. PLEASE DO NOT BRING FAST FOOD TO SCHOOL FOR YOUR CHILD. PLEASE DO NOT SEND CANS OR BOTTLES OF SODA TO SCHOOL WITH YOUR CHILD. DUE TO ALLERGIES, WE ASK THAT NO PEANUT PRODUCTS BE BROUGHT TO SCHOOL.

Breakfast and Lunch Prices:

Breakfast: All students at McLees may eat free.

Lunch: \$2.10 - students, (.40 reduced price).

- Adult Guest Lunch-\$4.00
- Child Guest Lunch-\$4.00
- Adult Guest Breakfast-\$2.50
- Child Guest Breakfast \$2.50
- **The cut off time for serving breakfast is 7:50AM.**

You may also go to www.LunchApplication.com and apply for free and reduced lunch rates online for the 2015-2016 school year.

www.lunchprepay.com will take payments online!

TOYS, GAMES, VALUABLES

Students are not to bring electronic games, toys, or anything of value to school. The school will not assume responsibility for lost items.

BUS TRANSPORTATION

You can access information about bus routes and delays by calling 260-5000.

To assure safety on school buses, it is essential that students and parents recognize the necessity for all bus riders to cooperate fully with the bus driver and observe all the rules. The driver shall have the responsibility for supervision of students on the bus. He/She may stop the bus at any time misbehavior constitutes a hazard to safe driving. More detailed information pertaining to bus discipline may be found in the District Five's School Bus Conduct Policy Handbook

TRANSPORTATION CHANGE

Please notify your child's teacher and the office in writing if there is to be a change in the transporting of your child. **All changes involving bus transportation must be cleared through the district transportation office (260-5000) in advance. If written notification is not received, your child will follow his/her regular method of getting home.**

VISITORS

All visitors are required to stop by the office for a Visitor's Pass and to sign in before proceeding anywhere in the building. This regulation is necessary for the protection of your child and to prevent unauthorized persons from wandering at will through the school building. We use the Lobby Guard system to check in all visitors.

EMERGENCY DRILLS

An emergency drill will be held at least 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. Instruction and drill will be provided in preparation for tornadoes or severe weather conditions and for the evacuation of buses.

SCHOOL CLOSING (WEATHER OR EMERGENCY)

The closing of school due to extremely severe weather or other emergencies will be announced on the local television and radio stations. The district web site will also post 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.

SEXUAL HARASSMENT

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 judgment and common sense when responding 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 he/she has been subjected to sexual harassment, is encouraged to file a complaint in accordance with the administrative rule that 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.

Adopted by Board of Trustees

HARASSMENT, INTIMIDATION OR BULLYING

Code JICFAA Issued 07/12

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student on the basis of race, gender, sexual orientation or disability.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet, web-based, or cellphone or text-based resources, including videoing other students and/or posting such videos on sites such as, but not limited to, Facebook, MySpace, YouTube, Twitter, if such conduct poses a threat or substantially interferes with or

disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

Cf. GBEB, JICC, JICDA

Adopted 12/12/06; Revised 1/17/12, 7/17/12

ACCIDENTS AND ILLNESS

Every effort is made to prevent accidents. However, school personnel, designated and trained as first responders, will administer first aid in the event of an accident.

The school will exercise extreme care and caution if a decision involving the health or safety of a 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.

HEALTH ROOM

McLees has a full-time licensed practical nurse on staff. Children in need of medical attention will be referred to the health room.

The school nurse will record the child's visit to the health room. The nurse will record the child's symptoms, the medical attention provided, and other steps taken.

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 shots.

ADMINISTERING MEDICATION

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

- ❖ The health room does not stock medication.
- ❖ 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 a 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.

HEAD LICE

Head lice do not pose a major health hazard, however, any child with head lice or nits will need to stay home and not return to school until he has been treated and all nits are removed.

If one person in your family is infested with lice, all members of your household should be treated. Treatment consists of applying medicated shampoo to the scalp and hair. Several good shampoos are on the market and can be found on the shelves of the grocery store or drug store. You may also call your doctor for a prescription shampoo. It is a must to comb the hair every day until all nits are combed out. **NO SHAMPOO** kills all the nits and they can hatch out and re-infest the hair.

In order to rid the home of lice, one should launder all pajamas, underwear, towels, sheets and pillowcases in hot water. Outer clothes, including hats, should be laundered, dry-cleaned, or sealed in plastic bags for four weeks. To kill lice on rugs, sofas, and cushions, spray with special spray, then vacuum. This spray can be obtained from most drug stores.

Please notify close friends or playmates that might be either the source or recipient of the lice. Secrecy is unwarranted and counter-productive.

If a student has either lice or nits, a parent, guardian, or emergency contact person will be notified and asked to immediately pick the child up from school. After being treated, the child must be brought back to school by an adult for a recheck before the child will be allowed to return to class. If lice or nits are found, the child will be sent back home for further treatment. No students with head lice or nits will be allowed to ride a school bus.

CURRICULUM AND INSTRUCTION

McLees Elementary provides a curriculum that is designed to meet the needs of the students we serve. Academic subject areas include reading, spelling, language, writing, math, science, social studies, and health. All content areas and other areas of learning are required to meet the standards for classroom instruction established by the State Department of Education, the District Five Board of Trustees, and the Southern Association of Colleges and Schools

GRADING

Progress reports will be issued to students in grades K-5 every nine weeks. Students will receive informal progress reports periodically during the nine weeks grading period.

Grading for students in first grade is as follows:

E	90-100	Excellent
S+	80-89	Satisfactory Plus
S	70-79	Satisfactory Progress
N	60-69	Needs Improvement
U	59 and Below	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	59 or Below	Failing

DISCIPLINE PLAN

It is our belief that the home should be the child's first source of discipline. While at school, students are expected to abide by those rules that promote a safe and orderly learning environment. In order for this plan and classroom discipline plans to be successful, we must have the support and cooperation of the home.

The McLees Elementary Code of Conduct is listed below. Also listed are our School-Wide Expectations Voice Levels.

Classroom Colors of Conduct

- ★ **Green** : Great Day! Followed the rules
- ▲ **Blue**: Rule was broken - loss of privilege
- **Yellow**: Rule was broken - loss of another privilege
- **Orange**: Parent notified of misbehavior
- **Red**: Referral

School Expectations

L= Listen and follow directions

E= Enter prepared and ready to learn

A= Always have a goal

R= Respect yourself and others

N= No excuses

Voice Levels:

0 - transition, test taking voice

1 - working whisper

2 - conversation voice

3 - loud, proud, sharing voice

4 - outside recess voice

The McLees Elementary Discipline Plan centers on respect and responsibility.

1. RESPECT

- a. Students will demonstrate respect for faculty, staff, and all other adults they come into contact with through appropriate body language and response.
- b. Students will conduct themselves quietly and courteously throughout the building.
- c. Students will not damage or destroy school property or the property of others.

2. RESPONSIBILITY

- a. Students will be prepared for school daily with all necessary materials, assignments, and/or written communication (permission forms, excuses for absences, etc.).
- b. Students will not bring candy, gum, or any object to school that may interfere with learning or cause physical harm.
- c. **BRINGING WEAPONS OR LOOK-A-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 SERIOUS ACTIONS.**

Policy JICDAA (Toy Gun Draft Policy) states that no student may possess, use, or distribute any object, device, or instrument having the appearance of a gun, including, but not limited to, look-a-like guns, toy guns, water guns, non-functioning replicas of guns, and objects that are a facsimile of a real gun. When determining the appropriate disciplinary action for the possession, use, or distribution of such an item, the following factors will be considered on a case by case basis: age of student, ability of the student to comprehend the requirements of the policy, intent of the student, effect of the presence of the gun, *i.e.*, was another person threatened or frightened, and past disciplinary record of the student. Although each situation is unique and will require an individualized review of the circumstances, the administration generally will adhere to the following guidelines when determining an appropriate disciplinary consequence for the possession, use, or distribution of the items listed above. The District will discipline students for the possession, use, and distribution of the described items at school, school sponsored events, and on school buses. If the student possesses one of the described items but does not fire or discharge the item, the student may be suspended for at least one day or assigned other disciplinary consequences and the item will be confiscated. If a student possesses one of the described items and makes either an applied or overt threat, the student will be suspended for at least one school day and the item will be confiscated. If a student accidentally or playfully fires or

discharges one of the described items, the student may be suspended for at least two days and the item will be confiscated. Additional days of suspension will be imposed based on the circumstances surrounding the discharge and the other factors listed above. If a student brandishes one of the described items in a threatening manner or uses the item as a weapon, i.e., with the intent to harm or inflict damage upon someone, the student will be disciplined in accordance with the dangerous weapons portion of Policy JICDA.

McLees Elementary 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 whom they have contact.

Each classroom teacher has a set of classroom rules and consequences that are uniform throughout the school. Parents receive a copy of the teacher's behavior plan 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 behavior plan; i.e. verbal warning, conferencing with student, student sent to another room for a period of time, 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 form and referral is made to the assistant principal. The assistant principal takes action as determined by the school wide discipline plan and documents the disciplinary action taken. A parent copy of the referral form (stating the offense, action taken by the administration, and any necessary parent conferences or phone contacts) will be sent home with the student.

HOMEWORK

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 given only after direct instruction and guided practice.

ROLES

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:

Teachers shall assign a reasonable amount of homework that fits within the purposes stated in the district policy (IKB), 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 that involve excessive expenditure of funds and shall be sensitive toward students who may not have access to needed materials.

Administrative Team:

The administrative team can communicate the district's homework policy and any additional guidelines to teachers, parents, and students. Adherence to this policy shall be the administrative team's responsibility.

STUDENT RECOGNITION

Students are honored in many ways for their achievements and accomplishments at McLees Elementary. A(E) honor roll, A/B (E/S+) honor roll, Good Citizen, perfect attendance, Terrific Kid, students' birthdays, writing, and Leadership Awards are some examples of student recognitions. The school administration and leadership team will develop an awards/leadership assembly schedule each year.

HONOR ROLL (GRADES 1-5)

To be eligible:

- ❖ A student must make all A's to be on the "A" honor roll (E's for first grade).
- ❖ A student may have any combination of A's and B's to be on the "A/B" honor roll, including all B's (E's and S+'s for first grade).
- ❖ Citizenship is not included in determining either "A" "E" or "A/B" "E/S+" honor roll.

TESTING PROGRAMS

McLees Elementary participates in the district and state testing programs. A norm-referenced achievement test is administered to students in grades two in the fall. A state test is given to all students in grades three through five in the spring of the year.

Other assessments of student progress include: district approved checklists, benchmark writing tests, chapter tests, unit tests, end-of-book tests, teacher-made tests, portfolio entries, anecdotal records, Istation, and MAP tests.

MEDIA CENTER

The school's media center is an important part of McLees Elementary School. The basic function is to help children learn by:

- ❖ providing books and other media for the school's educational programs
- ❖ helping students develop an interest in reading
- ❖ teaching students how to use the media center

The media center is open from 7:30 a.m. until 2:45 p.m. We encourage students to come anytime during these hours not only for reference work, but also for recreational reading and checking out books. Books are checked out for one week 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.

SPECIAL SERVICES

Each elementary school houses certain parts of the district special services program, and students who qualify attend the school where the program they need is located. Federal, state and district guidelines are followed when a referral is made. Federal Law 94-142 prescribes the procedures used. In all cases, written permission from the parents must be secured before a child may be referred for testing by a district psychologist.

Speech services are available to students who qualify for assistance in articulation and/or language development skills. Speech clinicians work with individuals or small groups on a weekly basis.

When a special education student transfers from McLees to a school outside of Anderson School District Five, the Director of Special Education/designee will send a copy of the student's special education information to the receiving school. This procedure will facilitate the exchange of records between school districts and prevent delays in the provision of free and appropriate education.

PROMOTION AND RETENTION

Students will be promoted to the next grade if they make adequate progress and meet certain reading, math, social studies, and science standards as determined in the district's promotion policy. Mastery will be documented by results on standardized tests, diagnostic tests, additional assessments as determined by the district, classroom performance, and teacher judgment. Students who are not meeting academic standards may be required to participate in a comprehensive remediation program in order to be promoted to the next grade. It is recognized that some students may benefit from continuing in the same grade another year. When this occurs, procedures in the district's retention policy are followed and parents are notified as soon as this need becomes known.

Excessive absences may affect a student's progress in school and result in retention as determined by the district's Promotion and Retention Policy (IKE).

PERMANENT RECORDS

A permanent record for each student is maintained in the school office. All information in the permanent record is confidential and is accessible only to the school staff and to the student's parents/guardians upon request. When the student transfers to another school, the record is forwarded to the receiving school upon request.

CONFERENCES

Teachers welcome the opportunity to discuss students' progress with parents. Please do not wait for problems to arise before making contact. We invite you to get acquainted with your child's teacher(s). Conferences can be arranged by notifying the teacher in writing or by calling the school's office and having the secretary arrange a conference. Please, always report to the office and receive a visitor's pass before going to a teacher's classroom. The school will hold at least two student led conferences each year. Teachers will notify parents of the dates for these special conferences.

VOLUNTEERS

McLees Elementary desires to have a wonderful volunteer program; we can always use a few more helping hands. Although we'd love to have you come and spend the day helping in the classroom or spending a couple of hours in the copy room, we realize that may not be possible for many parents. So, even if you only have 20 minutes to shelve some books in the Media Center, or you'd rather spend some time at home baking cupcakes, making telephone calls for the PTO, or cutting things out for a teacher, we would really appreciate your help! For more information on how you can become an integral part of your child's school, please contact the school office at 716-3600.

SCHOOL SAFETY ACT OF 1997

The School Safety Act of 1997 creates a new criminal offense, "assault and battery against school personnel," that is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity. It is a misdemeanor.

If charged with assault and battery against school personnel, a child may be detained in a juvenile detention facility.

Magistrates may exceed stated penalties for assault and battery from \$500 and 30 days in jail to \$1000 and one year in jail when offenses are committed against school personnel.

If a student is convicted of assault and battery against school personnel, or a violent crime, the following is required:

- If sentenced to an agency such as the Department of Juvenile Justice, the agency will immediately notify the school where the student was enrolled or plans to enroll.
- If not sentenced to an agency previously mentioned, the judge will order the clerk of court to notify the school within 10 days of conviction.
- The school administrator must notify each of the student's teachers of the conviction, every year the student is in school.
- The conviction must be noted in the student's permanent record, and must be forwarded to the new school if a student transfers.

School officials are provided immunity from civil and criminal prosecution when making a school crime report in good faith.

Furthermore, schools are required to annually include summary of the above law in the school's student handbook.

STUDENT DRESS CODE

Students should dress neatly and appropriately. Clothing should not be too short or too tight. Shirts advertising alcoholic beverages or cigarettes and shirts or jackets containing profanity or inappropriate slogans may not be worn. Shoes are to be worn at all times. No hats or caps may be worn in the school building with the exception of special activities. Violations of this code may result in the student calling his/her parent to bring a change of clothes or possible suspension. Anderson School District Five's student dress code may be viewed on the district web site or a copy may be obtained from the school. This district dress code states specific items that can and cannot be worn by students. This code is designed as a guide and is by no means all-inclusive. An item of dress, article of clothing or accessory should not be deemed "approved" simply because it is not listed on the district dress code. The student dress code does not apply to students in kindergarten, first, second, and third grades. However, pajamas and bedroom shoes will not be allowed in these early grades, nor will they be permitted in grades four through twelve. In addition, the administration reserves the right to address inappropriate clothing on an individual basis in all grades.

Thank you for taking the time to read your Parent/Student Handbook! We are glad that you are at McLees Elementary and look forward to working with you and your child this school year!

Contact Information:

McLees Elementary (www.anderson5.net)

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Phone: (864) 716-3600 Fax: (864) 716-3611

McLees Elementary School

