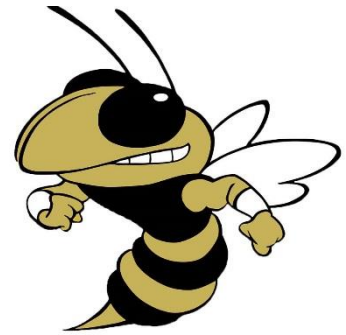


# STUDENT HANDBOOK 2018-2019



Midway Elementary School  
Home of the Mighty Stingers!



Dear Parents,

Welcome to Midway Elementary School! We, the faculty and staff, appreciate the challenge of working with your child this school year. Each year brings with it new and varied opportunities for students, teachers, and parents.

Our faculty is committed to providing an instructional program that is adaptable for each child and a school environment that is conducive to valuable learning experiences.

One of the key factors in maintaining an outstanding educational program is to have a cooperative relationship with our parents and the community. To help us fulfill our commitment, **PLEASE REVIEW THIS HANDBOOK AND ITS CONTENTS WITH YOUR CHILD.**

We are grateful for your cooperation and support as we work with you and your child this year.

The school's office hours are 7:45 a.m. to 3:00 p.m., Monday through Friday. Please don't hesitate to call us at 716-3800 if you have any questions or concerns.

Sincerely,

Brandon Meares, Principal



## MISSION STATEMENTS

The mission of Anderson School District Five is to educate students who are college and career-ready and will positively contribute to an ever-changing world.

The mission of Midway Elementary School is to educate students through rigorous problem solving and inquiry-based instruction so that students think critically and innovatively and are college and career ready.

## BELIEFS

- All students are capable of learning.
- A safe, secure, positive environment is essential for learning.
- Teacher, parent, and community involvement is critical in the educational process.
- Each student is a unique and valued individual whose self-esteem is enhanced by mutual respect between students and staff.
- Students learn best when they are actively engaged in meaningful learning opportunities.
- With every right comes responsibility.
- The curriculum will include innovative and integrated approaches to STEAM education that accommodates the different strengths and learning styles of students.
- Instruction will provide for advances of an ever-changing world.
- Lifelong health habits are vital in creating citizens who are physically, mentally, and emotionally prepared for the future.
- Students will understand and appreciate people from other nations, who speak other languages and have different cultural backgrounds.
- Students will see the world through the eyes and minds of others.
- Students will be equipped with the 21st century skills necessary to be successful in our global society.

o As defined by the Partnership for the 21st Century Skills Framework, these skills are grouped into three major categories: Learning and Innovation Skills, which include creativity, critical thinking, communication, and collaboration; Information, Media, and Technology Skills, which involve effectively using, managing, and evaluating information from digital technology and communication tools; and Life and Career Skills, which include flexibility and adaptability, self-direction, teamwork, appreciation of diversity, accountability, and leadership.

- Enable students to become lifelong problem solvers through the utilization of an engineering design process.
- Students will learn how to be good stewards of our planet.

## **Midway Faculty and Staff 2018-2019**

### **Administrative Staff**

Brandon Meares, Principal  
Jodie Shirley, Assistant Principal  
Joy Farr, Literacy Coach  
Sandy Bradshaw, STEAM Teacher Leader  
Officer Dre, SRO

### **Office Staff**

Donna Anderson, Secretary  
Jan Metz, Data Clerk  
Tonya Yon, Nurse

### **Kindergarten**

Amanda Vickery  
Kristie Burgess, Assistant  
Marica Selman  
Maria Yoder, Assistant  
Tracy Jones  
Michelle Mullane, Assistant  
Cindy Dove  
Peggy Dortch, Assistant  
Amy Campbell  
Michelle Burdette, Assistant

### **First Grade**

Nancy Witcher  
Sharon Hall  
Mary Margaret Shirley  
Kaileigh Coats  
Ashley Gilreath

### **Second Grade**

Whitney Jackson  
Erin Best  
Morgan Martin  
Leslie Hornick  
Courtney Brunetti  
Marci Mims

### **Third Grade**

Lauren Glenn  
Bethany Comstock  
Kaitlyn Biedenbender  
Robin Twitty

### **Fourth Grade**

Staci Stein  
Teta Lewis  
Caroline Gentry  
Leigh Ann Buckner  
Rachel Brookman

### **Fifth Grade**

Mary Ann Reno  
Eva Addison  
Nikki Arroyo  
Amy Strom  
Kurtis Holzshu  
Heather Uhall

### **Guidance**

Kim Hoskins  
Sara Kinsey  
Lindsey Abbott, School Psychologist

### **Learning Lab Teachers**

Pat Crowley, TMD  
Misty Martin, Assistant  
Jennifer Roper, ID  
Sharon Reynolds, Assistant  
Kristin Watkins, ID  
Etha Jackson, Assistant  
Kayla Pegram, ID  
Mary Kay Coy, Assistant  
Katherine Andrade, MD  
Ashley Jenkins, Assistant

### **Academic Support**

April Tucker, Speech  
Laura Bell Speech  
Kayla Roman, Resource  
Carolina Fredrickson, ERI  
Beth Cartlidge, ESOL  
Lisa Costanzo, Technology Assistant

**Gifted and Talented**

Brett Bodell  
Lisa Ashley

**Related Arts**

Melinda Butler, Media Center  
Jason Hallman, PE  
Stuart Fowler, PE  
Sydney Phillips, Music  
Ashley Wells, Music  
Holly Atkins, Art  
Holly Schlater, Art

**Custodians**

Connie Hawkins, Head Custodian  
Willie Eastrich  
Nicolas Gravely  
Rosa Moreno  
Theresa Greene  
Faye Lindsey  
Anthony Clayton

**Food Service**

Cathy Fortner, Lunchroom Manager  
Lynn Hollis, Assistant Lunchroom Manager  
Claudia Hernandez  
Elaine Kurtz  
Samantha McClellan

ADMINISTRATION

ANDERSON SCHOOL DISTRICT FIVE  
400 PEARMAN DAIRY ROAD  
PO BOX 439, ANDERSON, SC 29622  
TELEPHONE 260-5000 - FAX 260-5074  
[www.anderson5.net](http://www.anderson5.net)

Mr. Thomas Wilson	District Superintendent
Mr. Mike Mahaffey	Assistant Superintendent for Human Resources
Mr. Tripp Dukes	Assistant Superintendent for Assessment and Elementary Education
Mrs. Amy Heard	Chief Financial Officer
Dr. Jerome Hudson	Assistant Superintendent for Student Services
Mr. Kyle Newton	Director of External Affairs
Mr. Darryl Webb	Director of Transportation (260-5070)
Dr. Brenda Harper	Director of Special Education
Mrs. Amy Wilson	Lead Teacher for Elementary Special Education Services
Mrs. Sabrina McCall	Director of Human Resources and Teacher Effectiveness
Mrs. Brenda Kelley	Director of Elementary and Early Childhood Programs
Mrs. Amy McCoy	Director of Middle and High Programs
Mrs. Kim Morgan	Director of State and Federal Programs
Dr. Veta New	Assistant Superintendent of Middle and High Education
Dr. Cory Williams	Director of Student Management
Mrs. Sherry Martin	Director of Administrative Services
Mr. Henry Adair	Student Services Administrator
Mrs. Janis Bolden	Director of Nursing Services
Mrs. Dana McClung	Director of Finance
Mrs. Sharon Hunt	Director of Food and Nutrition
Mr. Wess Grant	Chief Operating Officer
Mr. Ben Willis	Director of Technology
Mrs. Pamela Hassan	Director of Purchasing

**DISTRICT BOARD OF TRUSTEES**

Mr. Rick Bradshaw (Area Six), Mr. John B. Wright Jr. (At-Large), Dr. Sandy Addis (At-Large), Mrs. Ann Huitt (Area One), Rev. Johnny S. Donald, Jr. (Area Two), Mr. Tommy Price, Chairman (Area Three), Mr. Paul Zugg (Area Four), Mr. Harold Kay (Area Five), Mr. John P. Griffith (Area Seven)

[School Board policies](#) can be found on the district's web site ([www.anderson5.net](http://www.anderson5.net)) under the heading "District Information."

**MIDWAY ELEMENTARY PARENT TEACHER ORGANIZATION**

**Executive Board**

Casey Murray, President  
 Jennifer Burnett, Treasurer  
 Tonia Knecht, Past President  
 Victoria Bonnette, Secretary  
 Sherry Ryan, Volunteer Coordinator  
 Brandon Meares, Principal  
 Jodie Shirley, Assistant Principal



**PTO FUNDRAISER**  
**Boosterthon April 3-12, 2019**

***FUN RUN April 12, 2019***

**Midway's Spooktacular**

Thursday, October 25, 2018  
 5:30-7:30 PM

**PTO Board Meeting**


**Dates/Times:**

August 23, 2018, 8:15 AM
September 13, 2018, 8:15 AM
October 18, 2018, 8:15 AM
November 15, 2018, 8:15 AM
December 13, 2018, 8:15AM
January 17, 2019, 8:15 AM
February 14, 2019, 8:15 AM
March 14, 2019, 8:15 AM
April 11, 2019, 8:15 AM
May 15, 2019, 8:15 AM



\*Meeting minutes are posted on the school's website:  
[www.midway.anderson5.net/midway](http://www.midway.anderson5.net/midway)

**PTO Sponsored Parent Information Sessions and General PTO Meetings:**

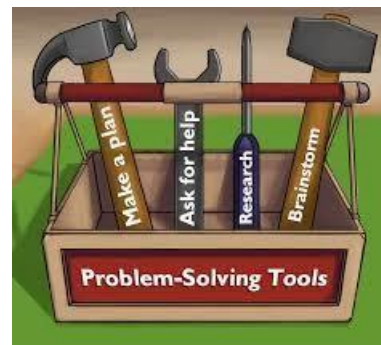
<p><b>General PTO Meetings (before Orientation, Literacy Night, and STEAM Night)</b>          This is an opportunity to learn more about grade-level requirements, instructional strategies, STEAM, and expectations. The PTO will provide information about upcoming events and activities.</p>	<p><b>“Morning STEAM”</b>          Parents learn more about the school’s curriculum and standards. Students join their parents for an interactive learning session.</p> 
<p>August 27, 5:30 PM (Grades K, 1)</p>	<p>September 13, Grade 1 Parents, 8:00 AM</p>
<p>August 28, 5:30 PM (Grades 2, 3)</p>	<p>October 5, Grade 2 Parents, 8:00 AM</p>
<p>August 29, 5:30 PM (Grades 4, 5)</p>	<p>Nov. 16, Kindergarten Parents, 8:00 AM</p>
<p>October 11, 6:00 PM Literacy Night</p>	<p>November 30, Grade 5 Parents, 8:00 AM</p>
<p>February 7, 6:00 PM STEAM Night</p>	<p>January 11, Grade 3 Parents, 8:00 AM</p>
	<p>March 8, Grade 4 Parents, 8:00 AM</p>



**Parents’ Night Out!**  
 Friday, December 7  
 6:00 – 8:00 PM  
 For a minimal cost, parents can drop off their Midway students for a night away. Parents can shop while the kids watch a movie, play games, and eat pizza!

**PTO Grandparent Lunches**

<p>Kindergarten Grandparents: Nov. 12</p>
<p>5<sup>th</sup> Grade Grandparents: Nov. 12</p>
<p>1<sup>st</sup> Grade Grandparents: Nov. 13</p>
<p>2<sup>nd</sup> Grade Grandparents: Nov. 14</p>
<p>3<sup>rd</sup> Grade Grandparents: Nov. 15</p>
<p>4<sup>th</sup> Grade Grandparents: Nov. 16</p>





**Student Performance Nights – 6:30 PM**

Kindergarten: May 9, 2019	3 <sup>rd</sup> Grade: January 31, 2019
1 <sup>st</sup> Grade: March 28, 2018	4 <sup>th</sup> Grade: December 13, 2018
2 <sup>nd</sup> Grade: February 28, 2019	5 <sup>th</sup> Grade: November 15, 2018

**Other PTO Sponsored Programs and Events:**

Book Fairs and Mighty Reader Program
Technology Enhancements
Playground Enhancements
Student Agendas
Tutoring/Mentoring Program
Visiting Authors
Awards Programs
Student Recognition (Stingers in Action)

<p style="text-align: center;"><b><u>Dance Party</u></b> Friday, March 1 6:00 – 8:00 PM</p>
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For questions about your Midway PTO, please email Casey Murray at [midwayPTO17@gmail.com](mailto:midwayPTO17@gmail.com). Also, you can access information, review meeting minutes and email the PTO by visiting the school’s website at [www.anderson5.net/midway](http://www.anderson5.net/midway).

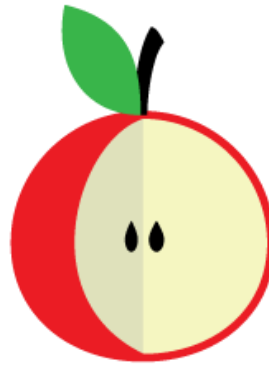
**The Mission of the Parent Teacher Organization**

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

SCHOOL IMPROVEMENT COUNCIL

**School Improvement Council Members:**

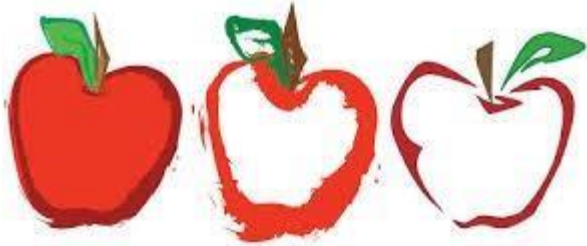
- Casey Murray, Parent
- Helen Bonner, Parent
- Ann Jaskwhich, Community Member
- Joe Drennon, Community Member
- Amy Campbell, Teacher
- Joy Farr, Literacy Coach
- Sandy Bradshaw, STEAM Lead Teacher
- Brandon Meares, Principal
- Jodie Shirley, Assistant Principal



Local  
School  
Improvement  
Council

**School Improvement Council (SIC) Initiatives for 2018-2019:**

- Participate in the development of the five-year School Improvement Plan.
- Assist in implementing the plan and evaluating the outcomes.
- Advise on spending of any state incentive award funds received by the school.
- Write the annual “Report to the Parents” about progress of the school and SIC in achieving the goals and objectives of the School Improvement Plan.
- Write the annual “School Report Card” narrative.



<b>SIC Meeting</b>
<b>Dates/Times:</b>
October 18, 2018, 10:00 AM
November 15, 2018, 10:00 AM
January 17, 2019, 10:00 AM
February 14, 2019, 10:00 AM

## ATTENDANCE

The school believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, we recognize that some absences are unavoidable.

The district will consider students **lawfully** absent under the following circumstances.

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family (those with whom the child resides).
- There is a recognized religious holiday of their faith (need confirmation on letterhead from religious organization).
- There is a doctor or dentist appointment and a statement of doctor's care verified in writing by the doctor or dentist upon the student's return to school. **Students are required to attend school before or after a scheduled appointment.**
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

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

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

### **Excuses**

Any student absent from school must present a written excuse, signed by his/her parent or legal guardian or doctor on the first day back to school after an absence. A valid excuse should include the student's name, the date(s) of the absence(s), the reason(s) for the absence(s), a parent/legal guardian signature, and a telephone number where the parent/legal guardian can be reached. The school administration will keep all excuses confidential.

Doctors/parents may fax excuses to the school at 716-3811 (Attn: Data Clerk). Parents may send excuses to the school's data clerk via e-mail at [janmetz@anderson5.net](mailto:janmetz@anderson5.net).

If a student fails to bring a valid excuse to school by the tenth day back to school after an absence, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate action.

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

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 may be subject to disciplinary actions. Habitually tardy students or students who are picked up late from school may be referred to the district's attendance office after school-based intervention with the parent and student is unsuccessful. A student is counted tardy when they are not in the classroom by 8:00 and counted as a late pick-up if a parent/guardian has not picked up the student by 3:00.

### **Minimum Day:**

A student who misses a portion of a school day for a lawful reason will be counted present if he/she is at school for a minimum of three hours.

### **Consequences for Student Absences:**

A student ages 6 to 17 years who has three consecutive unlawful absences or a total of five unlawful absences is considered **truant** as defined by state board of education regulation.

After three consecutive unlawful absences or a total of five unlawful absences occur, school officials will do the following.

- Notify the parent/legal guardian of the absences using the appropriate form.
- Hold a conference with the student and parent/legal guardian at which time they will identify the reasons for the absences and develop a plan to improve future attendance. The student and the parent/legal guardian will sign this plan.

Refusal by the parent/legal guardian to cooperate with the school intervention plan can result in a referral of the student to family court and the filing of a report against the parent/legal guardian with social services in accordance with law.

After 10 unlawful absences, school officials will notify the parent/legal guardian of the absences. School officials will review the plan for improving attendance with the parent/legal guardian and student and re-clarify the consequences of continued absences.

After 10 lawful or unlawful absences, the principal of the school will approve or disapprove each succeeding absence.

If a student transfers to another public school in the state, the district will forward the student's intervention plans to the receiving school.

### **Make-up Work:**

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

## ARRIVAL AND DISMISSAL

### ***Arrival ...***

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

School begins on Monday, August 20, 2018. The day begins promptly at 8:00 a.m. Students should be in the building and ready to begin by 7:55 a.m. Students may arrive as early as 6:50 a.m. when the doors are unlocked (make sure a school official has unlocked the door before you leave your child). Between 6:50-7:30 a.m., all students should be dropped off in the rear of the building and enter through the auditorium hallway. Drivers should use the driveway located to the right of the front entrance and proceed to the back of the building. After 7:30 a.m., students may be dropped off in the car loop next to the kindergarten playground. Kindergarten through second grade students will wait in the auditorium for school to begin. Third through fifth grade students will wait in the gymnasium. **Students arriving after 7:55 a.m. must report to the office with an adult before they may enter class.** Punctuality is a quality of good citizenship. Help your child be on time.

### ***Dismissal***

School is dismissed at 2:30 p.m. First through fifth grade car riders are dismissed from the rear of the school, as normal (auditorium side). Kindergarten and Learning Lab car riders and their siblings will be dismissed in the car loop next to the kindergarten playground (not the bus loop). Please use the outside lane closest to the building.

- ❖ **DO NOT PARK AND GET YOUR CHILD FROM THE CLASSROOM OR HALLWAY. THIS CAUSES CONFUSION AND SLOWS DOWN THE DISMISSAL PROCESS.**
- ❖ **DO NOT SIGN OUT YOUR CHILD FROM THE OFFICE TO AVOID WAITING IN THE TRAFFIC. NOBODY LIKES WAITING. GET IN LINE AND SET A GOOD EXAMPLE FOR YOUR CHILD.**
- ❖ **DO NOT WAIT IN THE OFFICE UNTIL 2:30 TO SIGN OUT YOUR CHILD. THIS WILL ONLY CAUSE CONFUSION BECAUSE STUDENTS WILL BE TRANSITIONING TO THEIR DISMISSAL AREAS.**

- ❖ **IN ORDER TO KEEP EVERYONE SAFE, WE MUST BE FIRM AND EXPECT STUDENTS TO LISTEN CAREFULLY AND BEHAVE PROPERLY. STUDENTS TALKING IN THE AUDITORIUM WILL BE SENT TO THE OFFICE.**
- ❖ **PLEASE PICK UP YOUR CHILD ON TIME.**
- ❖ **DO NOT PULL THROUGH THE BUS LANE IN THE MORNING OR AFTERNOON TO DROP OFF OR PICK UP STUDENTS. THIS AREA IS FOR BUSES ONLY.**

## 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 illness, medical appointments, and family emergencies.

Students will not be allowed to leave with anyone other than the parent/guardian unless prior notification has been made with the office by the parent. Students will not be allowed to leave with anyone under the age of 18. This is for the protection and best interest of your child.

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

## VOLUNTARY ACCIDENT INSURANCE

Information about [accident insurance for students](#) is available on the district's website under the "Parents" heading. There are two plans that are available (school-time coverage ranges from \$15.00- \$66.00 yearly and 24-hour coverage starting at \$66.00). 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.

## MATERIALS FEE

Students are required to pay a \$35.00 fee for materials/technology at the beginning of the school year. This money is used to purchase supplies such as workbooks, art paper, paint, crayons, etc. Families who qualify for the free/reduced lunch program will not be asked to pay or will be eligible for a reduced fee (\$20.00- \$22.85). Please contact the school office for further information.

## CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be replaced. All monies collected are recorded by the secretary and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

## LOST AND FOUND

**Please label all jackets, sweatshirts, lunchboxes, etc. with your child's name.** Students are asked to turn in lost and found items to the designated area on the end hallway (outside the gym). Students and parents are urged to look for lost items. School staff members do not go through the lost-and-found to determine ownership and return items. This is the child's responsibility. All items not claimed will be donated to charity on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

## CHANGE OF ADDRESS/PHONE NUMBER

It is necessary that we have your current address and phone numbers 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. **You can send a note or email the school's data clerk, Jan Metz, at [janmetz@anderson5.net](mailto:janmetz@anderson5.net).**

## MONEY SENT TO SCHOOL

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

## SCHOOL TELEPHONES – NO CLASSROOM TELEPHONES

The school telephone number is 716-3800 (FAX: 716-3811). ***Teachers no longer have telephones in the classroom, so messages should be sent directly to teachers via e-mail.***

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. The school telephone is a business phone and should be used as such by staff, students, and parents. Calls must be brief.



## STUDENT CELL PHONES & OTHER DEVICES

There may be times when students will be allowed to use electronic devices for instructional purposes. However, if a student uses a device without permission from a teacher or school official, the device will be confiscated for a 24-hour period.

## LUNCH FEES

Well-balanced meals are available to students at the school. Send money in a sealed envelope with the student's name and teacher's name on it. Free and reduced lunches are provided for those who qualify. Forms may be secured from the office.

The district has a **NO CREDIT** lunch policy. If a student owes money, a reminder will be sent home asking for payment of past due lunch money.

If you prefer for your child to drink water, you must send a plastic or Styrofoam cup. Please send a note to the teacher letting him/her know that your child will be drinking water.

- **Students are not allowed to bring carbonated drinks to school.**
- **Students are not allowed to use microwaves. Teachers may not heat food for students.**
- **Food brought to students from commercial restaurants may only be eaten in the "park area" by the front office, not in the cafeteria.**

**PARENTS ARE ALWAYS WELCOME TO EAT WITH THEIR CHILDREN!**

### **Student Breakfast and Lunch Prices (2018-2019):**

Breakfast: 1.20 – children (.30 reduced price) \$2.20 - Adult

Lunch: \$2.10 – children (.40 reduced price) \$3.70 –Adult

## PAYING FOR MEALS

### ACCOUNTS

The school cafeteria uses a computer system to manage student accounts. Your child has his/her own personal account and account number. These are like bank accounts. Money is deposited into the account. A keypad system is used to purchase meals, taking money out of the account.

### DEPOSITS

Deposits are made in the classroom. Teachers have a brown envelope for each student with his/her name and account number on it. You may send any amount of money on any day of the week. Student meal accounts can be funded through multiple methods to include cash or check ([See Check Acceptance](#)) and Debit/Credit Card payment using online payment at <https://www.k12paymentcenter.com/>. It is strongly encouraged that parents/guardians make meal payments in advance.

### MEAL CHARGES

Students will be allowed to charge one regular breakfast and one regular lunch meal per day. Extra sales are not allowed to be charged. **No meals are allowed to be charged for the adults, visitors or staff members.** Parents/Guardians will be notified weekly of students who have negative balances by phone and email using School Messenger. Letters will be sent home two times a month for students who continue to have a negative balance.

- If a student account reaches \$15.00 of unpaid meals, the student's Principal/designee will send a letter showing charges and explaining that the debt can be turned over to a collection agency and the State of South Carolina's Department of Revenue for garnishing wages and/or income tax refund at the end of the school year if debt is not settled.
- Students that owe \$15.00 or more can only purchase extra sale items if they make a payment on their account of the same amount as the purchased item. Example: If a student purchases an ice cream for \$1.00, he/she must also pay \$1.00 on the negative balance.

**Any charges for meals exceeding \$30.00 will be subject to being turned over to a collection agency.**

### FREE/REDUCED LUNCH FORMS

A free/reduced lunch form is available online when you registered or at <https://www.lunchapplication.com/>. If your child had free/reduced lunch last year in our district, he/she will still have free/reduced lunch for the first 10 days of this school year; ONLY until a new form is approved. If your child had free/reduced

status in any other district or state, please send money or a bag lunch until your form has been approved. Forms can be submitted online at <https://www.lunchapplication.com/>

### **Student Account Refunds**

Parents/Guardians of students that are graduating or moving out of the district may request a refund of the student's meal account from the school cafeteria manager. The manager will verify that meal fees have been collected and will send a request to the district office for a refund. The refund will be mailed to the student's home address, unless a new address is provided at the time of the request. Funds left in meal accounts will carry over to next year. Funds not requested by parent at the time the student graduates or leaves the District will be forfeited to the Food and Nutrition Services Department at the end of following school year.

### **STUDENT MEAL PRICES**

	1 week	2 weeks	Monthly (25 days)	9 Weeks	Half Year	Full Year
Lunch (\$2.10)	\$10.50	\$21.00	\$52.50	\$94.50	\$189.00	\$378.00
Breakfast (1.20)	\$6.00	\$12.00	\$30.00	\$54.00	\$108.00	\$216.00
Lunch & Breakfast (\$3.30)	\$16.50	\$33.00	\$82.50	\$148.50	\$297.00	\$594.00

## STUDENT DRESS POLICY – GRADES 4 & 5

Anderson School District Five students are expected to observe the basic standards of cleanliness and good grooming and dress in such a way not to distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

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 herein. 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.

### **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.

**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.

## TRANSPORTATION

The district's Transportation Handbook was available on the [Registration Gateway](#) system. If you need to review the handbook, this handbook can also be found on the district's web site ([www.anderson5.net](http://www.anderson5.net)) under the "Parents" section.

### TRANSPORTATION CHANGE

Please notify your child's teacher or 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, Ext. 10287) in advance. Therefore, if written notification is not received, your child will follow his/her regular method of getting home.**

**NOTE: WRITTEN NOTIFICATION IS REQUIRED**

## TOYS, GAMES, CELL PHONES, VALUABLES

Students are not to bring cell phones, electronic games, toys, or anything of value to school. Neither the teacher nor the student can be held responsible when items are lost.

## VISITORS

All visitors are required to stop by the office and register using the Lobby Guard. This instrument is connected to the Sex Offender Registry. Each visitor must swipe their driver license into Lobby Guard upon entering the front office area. The Lobby Guard will then print a visitor pass. This visitor pass must be worn at all times while visiting the campus. This regulation is necessary for the protection of your child and to prevent unauthorized persons from wandering at will through the school building.

**We encourage parents to visit in the classrooms, but ask that you keep your visits short to avoid disruptions to the instructional program. Classroom visits must be approved by an administrator with advanced notice.**

## SAFETY PATROLS & BUS BUDDIES

A school safety patrol, made up of fifth grade students, will assist staff members with arrival procedures. These students are selected based on teacher recommendations and are appointed by the principal and Physical Education teacher. No child may serve as a member of the school safety patrol or “Bus Buddies” program unless nominated by his teacher. Permission will be secured from parents before a student is appointed to a position. These student helpers are available to assist your child and should be obeyed at all times. You can help by impressing upon your child the seriousness of the task of the boys and girls on patrol.

## EMERGENCY DRILLS

A fire drill will be held once each month in accordance with state laws. Each teacher will be responsible for instructing pupils 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, unwanted intruders, and for the evacuation of buses.

## SCHOOL CLOSING (WEATHER OR EMERGENCY)

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The closing of school due to extremely bad weather or other severe emergencies will be announced on the local television and radio stations. **Parents are also encouraged to check the district’s web site ([www.anderson5.net](http://www.anderson5.net)) for current school closing information.** In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for the evacuation and safety of all students. Information will be provided over radio and television stations. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

### **Here are some things to keep in mind in case there is a 2-hour delay:**

- Breakfast will not be served at school.
- Students may not be dropped off before 9:00 AM.
- School will begin at 10:00 AM.
- Buses will be at their stops two hours after the normal time. For example, if the bus normally picks you up at 6:45 AM, be at your stop by 8:45 AM.
- Students will be dismissed at the regular time.

## 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 that could be viewed as sexual harassment. Teachers and school administrators are expected to use judgment 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 he/she has been subjected to sexual harassment, is encouraged to file a complaint. 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.

## ACCIDENTS AND ILLNESS

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

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

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

Please remember that we cannot keep sick children at school.



## DROPPING OFF STUDENT MATERIALS

If a student forgets something at home (book bag, water bottle, snack, lunchbox, jacket, etc.), parents may drop it off in the office. The office staff will e-mail the teacher, but cannot guarantee that the student will get the item immediately. The secretaries are not allowed to interrupt classroom instruction for deliveries.

## HEALTH ROOM

Midway has a full-time registered nurse. Children in need of medical attention will be sent to the health room.

The school nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first-aid necessary, depending upon his/her symptoms. As a health professional, the nurse will determine if parents need to be contacted. Finally, the health room does not have aspirin or any other medications and the nurse cannot administer any medicine without permission from the parent.

## IMMUNIZATIONS

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

<http://www.scdhec.gov/Health/docs/Vaccine/School%20Attendance.pdf>

## ADMINISTERING MEDICATION

Please read the following information carefully regarding procedures for administration of either prescription or non-prescription medication during the school day. Information regarding Nursing Services for Anderson School District 5 can be viewed at <https://www.anderson5.net/domain/394>.

**Note:** All over-the-counter medications (e.g. cough drops, Tylenol, Motrin, etc.) must be brought to school by a parent and given to the nurse with specific instructions for use.

- ❖ 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.

#### SC DHEC SCHOOL EXCLUSION LIST

The South Carolina Department of Health and Environmental Control is required by law to publish lists of those conditions that if children are affected should not attend school and childcare settings. Since the lists tell when students should be excluded from (not attend) school, they are sometimes called "Exclusion Lists." There is an exclusion list for schools and also one for childcare settings. Both lists can be found on the DHEC website at <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>. The list for school-aged children is also included in the Anderson School District Five Student Information Packet. The purpose of excluding children with illnesses is to prevent

the spread of diseases among students by asking that children with such diseases stay out of school.

For some of the conditions on the list, parents will be able to tell that the child is not well enough to attend school. However, for some illnesses, only a medical person will be able to tell if the child has a reason to be kept out of school. If your child has one of the conditions on the list, please keep your child out of school and notify the school within 24 hours. Sometimes it may be hard to tell whether to send your child to school. If you think your child may have an infection that can be spread to other children, keep the child out of school and check with your physician. The lists tell you the type of note that your child will need in order to return to school.

We hope that your child never has to miss a school day because of illness or disease.

## CURRICULUM AND INSTRUCTION

Anderson School District Five provides a curriculum that is designed to meet the needs of the students we serve. Academic subject areas include reading, spelling, language, handwriting, 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.

## STUDENT RECORDS

Information concerning the maintenance of and access to student records is contained in the Anderson School District Five Student Information Packet (Board Policy JRA-R). You can view this policy by going to the district website at [www.anderson5.net](http://www.anderson5.net) and looking under the section titled "District Information."

When a special education student transfers from this school 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 public education.

## GRADING

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

Progress reports will be generated electronically and issued to students every nine weeks.

All students will receive interim progress reports at the midpoint of each grading period.

### **Grading for students in kindergarten is as follows:**

- 3 – The student has met or exceeded the end of grade expectations,
- 2 – The student has met expectations for his quarter,
- 1 – The student shows growth/progress,
- NI – The student needs intensive support at school and home.

An empty box indicates that the standard was not assessed or reported for the quarter.

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

E	90-100	Excellent Progress
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

## HONOR ROLL (GRADES 2-5)

To be eligible:



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

## STUDENT CODE OF CONDUCT

Midway Elementary School of Science and Engineering 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. Parents will 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 will 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, 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. This documentation is necessary and will be utilized in making decisions concerning consequences.

The school administration will then use the Anderson Five "Student Code of Conduct" to determine the appropriate course of action. The school will review the Anderson Five "Student Code of Conduct" with students during the first week of school. This plan will be used for the overall management of students at Midway Elementary School.

## HARRASSMENT, INTIMIDATION OR BULLYING

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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, Instagram 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.

## 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 a relevant extension of the instructional program given only after direct instruction and guided practice.

It may be assigned by the teacher or 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, Invention Convention projects, presentations, reading assignments, integration and application of learned skills, and take home tests).

It is inappropriate to use scores on "*homework for practice*" to determine report card grades.

**However, "*homework for practice*" will be optional this school year.**

Some of the purposes of homework are:

- to provide independent practice 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 simulate 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, and
- to provide motivation and interest.

## SCHOOL AWARDS

Students are honored in many ways for their achievements and accomplishments at Midway Elementary School of Science and Engineering. The school is continually looking for new ways to recognize students.

### **Stingers in Action**

Throughout the school year, students will be nominated by faculty and staff for the Stingers in Action award. “Stingers in Action” is a program recognizing students who go above and beyond and are caught “Doing the Right Thing!” These students receive a necklace and earn an opportunity to eat pizza with the principal.

### **American Citizenship Award**

This award is given to one child in each grade level at the end-of-the year Awards Celebration. The recipient promotes citizenship and possesses strength of character and the courage to do what is right.

### **DAR Good Citizen Award**

This award recognizes a fifth grade student who serves the community and school, leads others in a positive way, and shows patriotism.

### **President’s Award for Educational Improvement**

This award, signed by the President of the United States, recognizes fifth grade students who have shown outstanding improvement in their academics. The recipients have worked hard and given their best effort in school.

### **President’s Award for Educational Excellence**

This award, signed by the President of the United States, recognizes fifth grade students who have maintained all A’s for the entire school year.

### **Honor Roll**

Students in second-fifth grades are recognized each nine weeks for outstanding achievement on their report cards (see the Honor Roll section of this handbook for eligibility qualifications). These students receive a special ribbon from the principal.



### **Classroom Awards**

Each teacher gives special awards to reward each child on his/her particular strengths.

### **Special Area Awards**

Awards are given each year for participation in special music programs, helping in the library, helping in the cafeteria, participating in clubs, and serving on the Safety Patrol.

## TESTING PROGRAMS

Midway Elementary School of Science and Engineering participates in the district and state testing programs. The Iowa Test of Basic Skills (ITBS), a norm referenced achievement test, is administered to students in second grade in the fall. The SC Ready tests are given to students in grades 3-5 in the areas of writing, reading, and mathematics each spring. In addition, the South Carolina Palmetto Assessment of State Standards (SCPASS) science and social studies tests are given to all fourth and fifth grade students in the spring of the year. Measures of Academic Progress (MAP), nationally norm-referenced tests, are given to students in grades K-5 three times during the school year.

Other assessments of student progress include Developmental Reading Assessments (DRA), chapter tests, unit tests, end- of-book tests, teacher-made tests, portfolio entries, observational checklists, anecdotal records, and district benchmark tests.

## MEDIA CENTER

The school's media center is an important part of Midway Elementary School of Science and Engineering. 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, and
- ❖ teaching students how to use the media center.

The media center is open from 7:30 a.m. until 3:00 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. There are no overdue fines. 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 (Six Flags Reading Program, Midway Mighty Reader Program, March to A Million) encourage students to enjoy reading.

SEX OFFENDER REGISTRY
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State law requires the Anderson County Sheriff's Office to provide schools and daycare facilities information regarding any sex offender whose address is within one-half mile of a school or childcare facility. This list is mailed annually. A current list can be viewed on the school's website or at <http://www.communitynotification.com>.

## PLEDGE OF ALLEGIANCE MOMENT OF SILENCE

State law requires that all students say the Pledge of Allegiance at a specific time during each school day.

Any person who does not wish to say the Pledge of Allegiance does not have to participate. The school will not penalize him/her for failing to participate.

Any person who does not wish to participate may leave the classroom or remain in his/her seat.

In addition, state law requires that all schools provide for a moment of mandatory silence at the beginning of each school day.

## PROMOTION AND RETENTION

Information regarding student promotion and retention can be obtained in the school office or through the district's web site ([www.anderson5.net](http://www.anderson5.net)) under the Board Policies listed in the "District Information" section.

Final decisions regarding promotion and retention are made through the school's Intervention Team or IEP Team.

## 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, by e-mail, or by calling the teacher directly. Please, always report to the office before going to a teacher's classroom.

## VOLUNTEERS

Midway Elementary School of Science and Engineering has a wonderful volunteer program, but 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 716-3800.

### CLASSROOM CELEBRATIONS

The following guidelines will be used when planning classroom parties:

- Teachers are to be involved in the planning of all parties.
- All school rules apply even during party times.
- Parties should be scheduled at the end of the day.
- Parties should last no longer than 30 minutes.
- Room parents and volunteers may arrive 15 minutes before the party to prepare and may stay 15 minutes after the party to clean up.
- Food should be limited to a drink, one salty item, and one sweet item.
- Treat bags will be sent home.
- Everyone should be sensitive to other cultures and beliefs.
- Students whose parents request that they not participate in parties or celebrations will be sent to the media center.

### BIRTHDAY RECOGNITION

Students will have their birthdays recognized on the morning announcements. Students will receive a birthday sticker and pencil from the principal.

Parents may bring a simple treat such as cookies or cupcakes (no drinks) to the classroom before school begins or during lunchtime on their child's birthday. The teacher will assist the student in serving the treat in the cafeteria. No "birthday parties" are allowed at school. Invitations distributed in the classroom must be sent home with all students in the class. ***The teacher cannot send birthday invitations through email to the parent distribution list.*** Balloons, flowers, etc. sent to the school for a student cannot be transported on a school bus.

## FIELD TRIPS

Field trips are an integral part of our educational program. Students can read or be told about many topics, but when they can actually see something that relates to what they are studying, it is much more meaningful. When a field trip is planned, your child will bring home a form describing the trip and its cost. The form will also contain a permission slip. Please sign and return it to the teacher. Children who do not return a signed permission slip prior to the field trip will not be allowed to participate in that trip. Children who do not participate will be expected to attend school as usual. Plans will be made for regular classroom instruction. If you need assistance paying for a field trip, please contact Mr. Meares at 716-3800.

**Students on free/reduced lunch may be eligible for a discount (one per family per year).**

Second grade students will be going to the Atlanta Aquarium in Atlanta, Georgia on March 28, 2019. Students will enjoy a day trip that includes a tour of the aquarium, a Dolphin Celebration Show, an Under the Boardwalk Sea Lion Show, a 4D Fun-believable Show, and an included lunch at the Cafe' Aquaria.

Third grade students will be going to Columbia, South Carolina on March 21, 2019. Students will enjoy a day trip that includes a guided tour of the State Capitol, time at the South Carolina State Museum, and visit to the Riverbanks Zoo.

On November 19-20, 2018, fourth grade students will be going to the Barrier Island Environmental Education Camp located on Seabrook Island which is about twenty-five miles south of Charleston, South Carolina. Students will participate in classes either on the beach, in the salt marsh, or in classroom buildings such as a herpetarium, aquarium, or arts and crafts building.

Fifth grade students will be going to Charleston, South Carolina on November 1-2, 2018. Students will participate in activities such as an Eco Tour at the Isle of Palms County Park, a tour of the Yorktown, and a carriage ride.

## FIELD TRIPS GUIDELINES

At Midway Elementary, we believe that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important learning activities.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a chaperone.

### **Becoming a Volunteer Field Trip Chaperone**

Because student safety is paramount concern, Anderson School District Five policy requires the school to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete a State Law Enforcement Division (SLED) check through the school. Forms are available in the school office and a fee of \$26.00 is required. The Anderson School District Five SLED check must be processed at least four weeks prior to the scheduled field trip. SLED checks are kept on file for three years, but a new check may be requested at the district's discretion before this time. In addition, the school will perform a National Sex Offender Registry check while processing the SLED check.

### **Guidelines for Volunteer/Chaperones**

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building administration.

1. All school rules apply on field trips. Chaperones are expected to comply with district policies, follow the directions given by the supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with district policy, chaperones:
  - May not use, sell, provide, possess, or be under the influence of drugs or alcohol and may not use tobacco in the presence of, or within the sight of, students.

- May not possess any weapon.
  - May not administer any medications, prescriptions or non-prescriptions, to students.
3. Students must be supervised at all times. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with their chaperones at all times. Account for all students in your group regularly, especially while getting on and off the bus. Be sure you know when and where to meet the rest of your group at the end of the visit or activity. Please be on time.
  4. Siblings of students or guests of the chaperones are not allowed to attend field trips.
  5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
  6. Students and chaperones should not purchase food or gifts, unless doing so as part of the scheduled trip (e.g. do not purchase drinks/food from vending machines at rest areas when snacks are being provided).
  7. Chaperones should avoid and discourage separate conversations at inappropriate times. Do not carry on conversations with others during instructional times or presentations.
  8. Chaperones will be selected based on the particular needs for each trip. However, these recommendations will be taken into account when choosing chaperones:
    - Parent involvement and assistance will be encouraged and, whenever possible, no limits will be placed on parental participation. However, in some cases, only one parent per child will be allowed to chaperone a trip.
    - Parents or legal guardians will have priority over others wishing to chaperone. Only in cases where more chaperones are needed will grandparents or other family members be allowed to chaperone.
    - Once a chaperone has been selected, he or she may not transfer the responsibility or commitment to another parent or family member.
    - Parents or legal guardians of students receiving field trip scholarships will not be allowed to serve as chaperones.
  9. Chaperone responsibilities include maintaining order on buses. Chaperones are not allowed to follow buses in personal vehicles, unless approved by school administration for extenuating circumstances.

Finally, parents who are not official chaperones, but show up during the trip, will need to sign out his/her child from the supervising staff and will not be allowed to participate with the school group. The child will be considered for attendance violations.

## LEGAL CUSTODY

When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and the rights of the custodial parent, it is important that the school be given a photocopy of the custodial agreement. Without this document in our files, we must legally release a child to either parent. In addition, school records will be released to either parent without this document.

## PARENTS RIGHTS AND RESPONSIBILITIES

### **Every parent has the following rights**

- to be treated with courtesy by all members of the school staff
- to be respected as an individual regardless of race, creed, national origin, economic status, sex or age
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

### *Special education*

- to be informed of all programs in special education
- to appeal the placement, in accordance with established guidelines, of his/her child in a special education class

### *Receiving information*

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions
- to be informed of procedures of seeking changes in school policies and for appealing administrative decisions
- to expect that school personnel will make every attempt to ensure that parents receive important school news and messages
- to be informed of education and cultural programs available to public school children



### *Conferences*

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

### *Records*

- to inspect his/her child's cumulative record in conformity with current guidelines established by state and federal governments

### **Every parent has the following responsibilities**

- to make every effort to provide for the physical needs of the child
- to strive to prepare the child emotionally and socially to make the child receptive to learning and discipline
- to hold high expectations for academic achievement □ to expect and communicate expectations for success
- to recognize that parental involvement in middle and high school is equally as critical as in elementary school
- to ensure attendance and punctuality
- to attend parent-teacher conferences
- to monitor and check homework
- to communicate with the school teachers
- to build partnerships with teachers to promote successful school experiences
- to attend, when possible, school events
- to model desirable behaviors
- to use encouraging words
- to stimulate thought and curiosity
- to show support for school expectations and efforts to increase student learning