

# Parent/Student Handbook



New Prospect Elementary  
2020-2021

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Dear New Prospect Students and Parents,

Welcome to the 2020-2021 school year! I am very excited to start my 4th year as principal at my former elementary school! The 2020-2021 will be a unique school year for us all. I thank you in advance for your support. I believe this will be one of the most inspiring, motivating, and academically successful school years of all time! We are looking forward to a superb partnership with you to ensure our common goal that our children achieve to their utmost potential. It is my goal to ensure your child will receive the highest quality of instruction and care from our very devoted and exceptional teachers!

Please read the handbook, discuss it with your child, and sign and **return the Acknowledgement page to your child's teacher.** I'm looking forward to a wonderful school year! If you have any questions, please call or come see me!

Sincerely,

*Brian Williams*

Brian Williams  
Principal

# 2020 - 2021 Faculty/Staff List

## Kindergarten

- Prince, Yasmin Rm K-1
- Yeager, Deboraha/ Assistant Rm K-2
- Holliday, Kimberely Rm K-3
- Little, Courtney/ Assistant
- Dockery, Vickie
- Lewis, Kinsey/ Assistant

## First Grade

- Barnes, Eve Rm 11
- Owens, Kinsley Rm 12
- Hardy, Marianne Rm 13

## Second Grade

- Wilson, Karlee Rm 20
- Porter, Theresa Rm 22
- Brown, Jessica Rm 23
- Hughes, Lindsay Rm 25

## Third Grade

- Ricketts, Ashley Rm 35
- Mitchell, Elizabeth Rm 36
- Thompson, Kayla Rm 37

## Fourth Grade

- Davis, Amy Rm 51
- Hughes, Ashley Rm 52
- Cowan, April Rm 53

## Fifth Grade

- Ortego, Amber Rm 42
- Waldrop, Marlee Rm 44
- Trado, Hanna Rm 45

## EMD Class

- Boren, Shei (K-2) Rm 603
- Strong, Elizabeth / Assistant
- Woods, Jennifer (Gr. 3-5) Rm 605
- Chancellor, Raivyn / Assistant

## Related Arts

- Oglesby, Jennifer / Media Specialist Rm 153
- Clark, Chris / Physical Education Rm 230
- Gosnell, Anne / Music Education Rm 261
- Watson, Cody / Art Education Rm 600
- Hampton, Shanette / Tech. Assistant Rm 31

## Special Services

- Goodwin, Jada / Speech Rm 305
- Aldret, Angie / ESOL Rm 309
- Culp, Mary / Resource Rm 601
- Berry, Brandon / Beh. Interventionist Rm 30
- Harrison Norman, Kristie / P.C. Rm 38
- Culp, Mary Leslie / Resource Rm 102
- Bacchus, Jessica / SPED (Virtual) Rm 601
- Davis, Nicholas / Resource (Virtual)

## Reading Intervention Team

- Hudson, Kimberley / Interventionist Rm 303
- McCarley, Angie / LLI Rm 307
- Capps, Alma / .5 Title I LLI KG WorkRoom
- Smith, Kathleen/ Interventionist

## Office Staff

- Kern, Deana / Bookkeeper- Secretary Main Office
- Price, Cindy / Data Clerk- Secretary Main Office
- Grant, Matthew, School Officer Main Office
- Goldsmith, Kristi / School Nurse Rm 801

## Counselors/ Psychologist

- Brennon, Nancy / Guidance Rm 21
- Beaton, Lucila / Social Worker
- Pegram, James / School Psychologist Rm 301

## Leadership Team

- Williams, Brian / Principal Rm 112
- Perry, Carolyn / Asst. Principal Rm 114
- Boyd, Samantha / Title I Facilitator Rm 33
- LaDuke, Susan / Instr. Facilitator Rm 101
- Brown, Denise / Reading Coach Rm 110

## Custodial Staff

- Catron, Josh / Head Custodian
- Owens, Dave
- Driver, James
- Morales, Glory

## Lunchroom Staff

- Dee Wiles / Manager Cafeteria
- Fincannon, Sandra
- Groves, Wendy
- Hawkins, Deborah
- Hughes, Sharon / Asst. Manager

## SCHOOL MOTTO

"We are the Home... of the RAMS!"

## **SCHOOL MASCOT**

RAMS

## **SCHOOL COLORS**

Maroon/Grey/White

## **TEACHER OF THE YEAR, 2020-2021**

Kinsley Owens

## **BUSINESS PARTNERS**

Home Depot

Pizza Buffet

Blue Ridge Security

Wayne's Overhead Doors

Draisen-Edwards

Papa John's

A Clear Blue Pool

Ingles Hwy. 24

## General Information

- Be seated in your classroom by 7:50. Afternoon dismissal is 2:30.
- All grades K-5 will send home a "Tuesday Folder" with student work, notes/flyers, PTO information, behavior sheets, weekly newsletter, etc. Please review all information and sign the folder and return it to your child's teacher on Wednesday mornings.
- No fast food or sodas are allowed in the cafeteria or classrooms.**
- Classroom Celebration At this time, snacks and treats may not be sent in by parents.
- Notify the office in writing to change address and phone number as needed.
- Wear appropriate clothing, according to District Five Dress Code.
- Tennis shoes are to be worn on P.E. days.
- All visitors **must** come to the office to sign in.
- Students with five or more tardies and/or five or more unexcused early dismissals are not eligible for perfect attendance.
- Every time** your child is absent, **send a written excuse upon returning.** This excuse should include students first and last name, date of absence, reason for absence, and a parent signature.
- Cell phones, Ipods, etc. will not be allowed. (Board Policy JICDA)**
- District Five is "peanut free" due to the increased number of students with allergies. Please refrain from bringing any food with nuts to classroom parties and try to pack peanut - free lunches as much as possible.
- The school will not accept deliveries of flowers, balloons, or other gifts to individual students. We encourage parents to celebrate such events privately.
- Please notify your child's teacher in writing if there is to be a change in transportation. If written notification is not received, your child will follow his/her regular method of getting home. We will not make transportation changes over the phone due to safety reasons.**
- Car rider tags must be present** when picking up your child. If yellow car rider tags are not present, students will be dismissed from the office and identification must be confirmed.

## TIPS FOR STUDENTS

- Be present each day by 7:45 a.m. unless you are sick or there is an emergency.

- Pay close attention in class to each assignment, what you are expected to do, and how to do it. This will shorten the amount of time needed for studying. Third, fourth, & fifth grade students, keep a record of all assignments in a personal agenda.
- Set aside a specific time for doing homework and stick to it. Daytime is the best time to study.
- Clear your desk of everything except the things you must have to do your assignment.
- Begin each study session with a ten minute review of previous assignments. This helps when it comes to preparing for the test.
- Place your book bag in a "special spot" near the door so you will remember to bring it to school.
- Bring a notebook, paper, pen, or pencil and other necessary materials to class.
- Be an active participant in the classroom - listen well and take part in discussions.
- Ask questions if you don't understand the discussion or if you have a problem.
- Schedule time for homework each day; make sure you understand the assignment before you leave class.
- Strive to do your best; not just enough to get by.

## **TIPS FOR PARENTS**

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

# **Covid-19 Procedures and Safety**

Procedures for the 2020-2021 school year will be drastically altered due to COVID-19. The safety of students and staff remain the priority for the district and school. Please carefully read the following procedures which will be in effect until further notice. **All information following the COVID-19 section reflects normal school procedures once restrictions are lifted.**

## **SUSPECTED ILLNESS**

If your child reports that they do not feel well, parents should keep the child at home. Possible indicators of COVID-19 include fever, shortness of breath, loss of smell or taste, sore throat, muscle aches and body aches, and chills. If any of these symptoms are present, you should immediately seek medical attention.

Any student who has a fever will be sent to the COVID-19 health room under the supervision of an administrator. Parents will be contacted to pick up any child who has a fever or symptoms of COVID-19. Parents are encouraged to immediately seek medical attention. According to DHEC, students or staff members sent home or kept home for Covid-19 symptoms should not return until they have either tested negative for COVID 19 or a medical evaluation determines that their symptoms were due to another cause. Parents will need to communicate with the school nurse regarding the outcome of COVID testing results. If a staff member or student tests positive for Covid-19, he or she will need to quarantine at their home for 14 days prior to returning to school. If symptoms persist beyond the 14 days, the staff member or student must not return until they are 72 hours symptom free.

## **SAFETY PROCEDURES**

### **Transportation**

Parents are encouraged to transport their students by car if at all possible. Bus transportation will be provided. Each bus driver will be provided with a face shield, hand sanitizer, disinfectant to be used between morning and afternoon routes. Students are encouraged to wear face masks when riding the bus. Siblings will be seated together while riding the bus. Further information can be provided to you by the Anderson School District Five transportation department.

### **Social Distancing and Health Information**

The school has marked all hallways with vinyl signs to assist students with knowing how to distance themselves. The markers are placed six feet apart and the students will walk on the right side of the hallway at any point for travel. Transitions will be minimized so that few students are in the hallway at any given time. The goal is for students to enter the school, go to their classroom, and remain there for the school day (with the exception of lunch, recess, and resource services). This will eliminate the students from intermingling with other students.

Signs are posted throughout the building to remind students of important health habits such as hand washing. The staff will explicitly teach proper hand washing and will require the students to wash their hands frequently.



Each classroom will provide students with reasonable space for social distancing. Teachers will be strongly encouraged to wear face masks/face shields when in close proximity to students. Students are also strongly encouraged to wear appropriate face masks when in close proximity to others. Face masks must be in compliance with the dress code.

Students will remain with their cohort of peers throughout the day. This means that all related arts instruction will be delivered in the homeroom setting. The only exception to this is PE which may utilize the school's track and other outside areas when weather permits.

Each teacher will be provided with materials such as hand sanitizer, soap, disinfectant, and paper towels for frequent hand washing, cleaning within the classroom, and PPE equipment. The classrooms will be thoroughly disinfected each day after students leave. During the school day, staff members will continuously wipe and disinfect high touch areas.

### **Car Arrival and Dismissal**

Students may be dropped off at school beginning at 6:50 AM each morning. Students who arrive in cars will be brought to the front of the school and an adult will supervise their entry into the school. Parents are to use the right hand lane only to drop off students. Safety patrols will not be on duty this school year. Parents should not attempt to go around cars if there is a delay in the carline. This practice is not safe for children. Cars should remain in a single file line to exit for the safety of our students.

The school day starts at 7:50 AM and students are tardy if they arrive after 7:57 AM. Morning meetings begin each day at 7:50AM. Instruction begins promptly at 8:00 AM for all students. Students who are tardy must be signed in by an adult dropping off the child. If tardy, park in the spaces in the front of the school. Walk the child to the front door where there will be clearly marked decals to mark for social distancing. Stay in line until you are admitted to the lobby. You will then provide the Data Clerk with your child's name, your name, name of your child's teacher, and the reason for the late arrival. This process will be lengthy so parents are strongly encouraged to arrive by 7:45 AM each day. Breakfast will be served to students inside their classroom.

At dismissal, individual students will walk to the car pick up area after hearing their teacher's name and their number called. Each car must display the child's individual hangtag. No students will be called for pick up without this information being present. Only 10 students will be called at a time to limit the number of students traveling in the car dismissal area. Students will be required to follow the social distancing markings in the hallways. Car pick up will be more lengthy this year due to the inability to cluster students in one central location. Parents are to remain in their vehicles at all times. No students may be checked out of school between 2:00 PM and 2:30 PM.

**Any changes to your child's transportation must be submitted in writing and on a daily basis. It is important that students have a consistent plan for transportation.**

### **Bus Arrival and Dismissal**

Parents should accompany students to their bus stop to ensure that children are adhering to social distancing guidelines.

The bus will transport students to school each day. Upon arrival, students will exit the bus and follow the social distancing markings to their classroom. Breakfast will be served to students inside their classroom.

At dismissal each day, students riding the bus home will be called to walk to the bus pick up area one bus at a time. This will reduce the number of students in the hallway walking to the buses. Students will be taught and expected to follow social distancing guidelines.

Due to the concern for the health and safety for all students and staff, students being transported by bus must follow all behavior expectations. Failure to follow expected behavior expectations will result in immediate consequences which may include bus suspensions and revocation of the privilege of riding the bus.

### **Meal Service**

All students and staff will wash their hands prior to and after engaging in any meal service activity.

All students will be served breakfast in their classroom setting in order to provide social distancing. The breakfasts will be delivered to each teacher's classroom on a daily basis.

Classes will eat lunch in the cafeteria. Each class will be spaced to allow separation among students in a classroom and from students in other classrooms.

The serving line area and seating has been marked and modified to provide students with social distancing. All culinary service providers will wear masks and shields. To further enhance cleanliness, all high touch surface areas will be disinfected prior to and after student use. Classroom teachers will be provided with disinfecting cleaners.

No outside food will be allowed to be brought to school or delivered. Unfortunately, COVID-19 conditions will prevent parents from visiting for lunch and providing celebration snacks and favors.

If the district or state determines the students and staff will engage in eLearning, the community based meal service will be instituted.

### **Visitors and Building Use**

Entry into the school building will be limited to staff and students; this includes eating with students, classroom visits, and volunteering. Visitors to the office should wear a face covering. Parents or guardians wishing to speak with staff should contact the school at 864-260-5195 to schedule appointments. Most meetings will be conducted using a virtual platform to ensure the health and safety of staff and guests. Parents and guardians may also utilize email to communicate needs with staff members.

# HELP US AVOID CLASSROOM INTERRUPTIONS

1. Teachers have many tasks before and after school in addition to their responsibilities to their students during the school day. If you have a question or want to have a conference with a teacher, send a note with your child, email your child's teacher, or call the school to arrange this. The secretary will assist you in contacting the teacher.
2. Students are encouraged to be responsible for coming to school with all necessary materials. If, however, **you want to bring a forgotten lunch or medicine, please bring it to the office.** This item will be given to your child at a time that is the least disruptive to the learning process.
3. **Parents are discouraged from calling the school or coming into the office at dismissal time to make different transportation arrangements.** In the past, this has created a great deal of confusion. **If you must make a change, please send a note with your child that morning. Do NOT call the school to make a change in transportation arrangements. Changes in Transportation will not be taken over the phone.** Thank you for your understanding and your help in making our dismissal as safe and efficient as possible.
4. The school day begins promptly at 8:00 a.m. **If you drive your child to school, please arrive before 7:40 if you would like your child to eat breakfast.** This will allow ample time for him/her to eat and get settled in the room before the start of school. **Breakfast closes at 7:50.** All students are expected to be in their room by 8:00. **The doors will close PROMPTLY for students at 7:57 in order to be in the classroom by 8:00 AM. If you are in the car line before 7:57, but your child does not make it to the door before it closes at 7:57, then you must come to the front office and sign your child in. We will use Time.gov so please refer to that time.**
5. The district expects students to arrive at school on time and to report to each class on time. Students who enter classrooms late are disruptive to the instructional program, and we encourage all students to be on time. Parents of habitually tardy students may be referred to the district's attendance office after school-based intervention with the parent and student is unsuccessful.

## **IF YOU HAVE A PROBLEM**

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

For example:           **First**, talk to the teacher or counselor.  
                                  **Second**, talk with the principal.

## **NEW PROSPECT DAILY STUDENT SCHEDULE**

- 6:50-7:10 K-1st grade will report to the gym, 2-3 to the media center, and 4-5 to the cafeteria. This will allow for social distancing. Students will move to their classroom hallway at 7:10.
- 7:10-7:35 Students sit outside their classrooms and read following social distancing procedures.
- 7:35-8:00 Students enter the classroom, prepare for the instructional day, and eat breakfast.
- 8:00 Instructional school day begins. Students should be in their classrooms and ready to begin the school day. **Students arriving after 8:00 must be accompanied by a parent/guardian and sign in at the office.**
- 2:20 Dismissal will begin for bus students to allow for social distancing.
- 2:30 Dismissal will begin for walkers, daycare and car riders. Dismissal will be staggered to allow for social distancing.

## **RELATED ARTS SCHEDULE**

Kindergarten	1:15-2:00
First Grade	12:15-1:00
Second Grade	11:00-11:45
Third Grade	10:00-10:45
Fourth Grade	8:05-8:55
Fifth Grade	9:00-9:45

# **New Prospect Academic Policies**

## **PARENT-TEACHER CONFERENCES**

The first scheduled conferences to discuss your student's progress will be held during the 1st 9 weeks for children in kindergarten through fifth grade. All parents are expected to attend this conference to receive information from the teacher regarding their child's progress. Parents are encouraged to schedule other conferences as needed by sending a note to the teacher, emailing your child's teacher, or calling the school office for an appointment.

## **PROGRESS REPORTS (REPORT CARDS)**

Progress reports are provided to students and parents at the end of each nine-week grading period. Students are graded on all academic subjects appropriate to the grade level and on work/study habits and citizenship. Interim progress reports are sent at the midpoint of a grading period. These are sent to inform parents of students' progress in each subject area. Additionally, parents may request access to see their student's grades throughout the nine weeks at the front office.

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

## **TESTING**

The South Carolina Readiness Assessment will be administered to all students in kindergarten and first grade. A norm-referenced achievement test will be administered to students in grade two in the fall. The state standardized test, SC Ready, will be administered to all third, fourth, and fifth grade students and the SC PASS will be administered to all fourth and fifth grade students. Both standardized tests will be administered in the spring. Other tests include reading and math, chapter, unit and end of book tests, teacher-made tests, district benchmark tests, and MAP tests.

## **GRADING**

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

### **Kindergarten and First Grade Grades:**

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

### **Grading for students in Grade 1 & 2 is as follows:**

**E - Excellent Progress**

**S - Satisfactory Progress**

**N - Needs Improvement**

## **U - Unsatisfactory**

**The grading scale for Grades 3-5 is as follows:**

**A - 90 – 100**

**B - 80 - 89**

**C - 70 - 79**

**D - 60- 69**

**F - 59 and below**

### **HONOR ROLL CRITERIA**

#### **Grades 1, 2, 3, 4, and 5**

In grades 3 through 5, to qualify for the honor roll a student must have earned only As and Bs and S+/E Honor Roll (for grade 1 and 2 only).

Citizenship will **not** be counted for the honor roll.

Students in Kindergarten do not participate in honor roll.

### **AWARDS DAY ASSEMBLIES**

The first semester (1<sup>st</sup> & 2<sup>nd</sup> 9 week grading periods) awards day will be held the week of Jan 22, 2021. The second semester (3<sup>rd</sup> & 4<sup>th</sup> 9 week grading periods) awards day will be held the week of June 1-2, 2021.

### **MEDIA CENTER (LIBRARY)**

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

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

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

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

The media center opens at 7:45 a.m. and closes at 2:30 p.m. Students are encouraged to come anytime during these hours (with teacher permission) for reference work, for recreational reading, and for checking out books. Additionally, students will visit the media center once a week during their related arts time.

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

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



## **HOMEWORK**

Homework is an important part of the educational process. It is an extension of classroom activities, and assignments should be challenging and meaningful. It serves a valid purpose and may be adapted to varying abilities and needs. Homework is defined as work assigned to a student to be completed outside of the regular classroom. It is a relevant extension of the instructional program given only after direct instruction and guided practice. It may be assigned by the teacher, or it may be a creative effort initiated by the student's interest and motivation.

For the purpose of this policy, homework for practice (initial skill reinforcement) is distinguished from other kinds of homework, e.g., reports, research projects, science fair projects, presentations, reading assignments, integration, and application of learned skills. It is inappropriate to use scores on homework for practice to determine report card grades; therefore, scores on homework for practice **will not be used** to determine report card grades. **Even though homework is not used for grading purposes, it is still important that students complete their homework daily.**

Some of the purposes of homework are:

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

## **ROLES IN THE HOMEWORK PROCESS**

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

### **STUDENTS:**

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

### **PARENTS:**

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



### **TEACHERS:**

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

### **PRINCIPAL:**

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

In order to become well rounded, students in elementary school need to have time to participate in other activities after school. **It is my belief that students should NOT be overloaded with homework because family and extracurricular activities are an important part of a child's well-being and development.** Homework will be kept to a minimum and will NOT be busy work!

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

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

10 minutes x grade level = average number of minutes considered appropriate for homework. Example: Grade 1=10 minutes, Grade 2= 20 minutes, etc.

### **RELATED ARTS PROGRAM**

Each class receives a period of art, music, library, and physical education each week. Classroom teachers also provide activities in each of these areas. Students in fifth grade may also participate in a stringed instruments program and in chorus. Special events such as the Fine Arts Festival, Classroom Performances, and Field Days are also held each year.

## **PUPIL ATTENDANCE**

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

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

### **Lawful absences**

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

### **Unlawful absences**

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

### **Minimum Day in Grades K-8**

Students dismissed before 11:15 am will be marked absent for the day regardless of the reason.

### **Tardiness**

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

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

### **Intervention**

Principals or principal designee will intervene after the following:

- three consecutive unlawful absences

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

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

### **Promotion and Unit Credit**

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

### **Excuses**

Students are required to bring a written excuse from a parent/guardian to their homeroom teacher on the first day back to school after an absence. Handwritten excuses will not be accepted 10 days after an absence. Valid excuses include:

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

**The maximum number of days that will be recorded as Lawful Absences with parent notes is 10.**

### **WEAPONS**

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

### **DISCIPLINE**

Discipline is defined as understanding and following reasonable rules to make one's life and that of others better. One acts in a disciplined way; not out of fear, punishment or threat, but because one receives a feeling of worth. All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion as a last resort.

### **SEXUAL HARASSMENT OF STUDENTS**

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

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

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

## **New Prospect Elementary School Positive Behavior System**

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

### **School-Wide Behavior Management:**

New Prospect will begin a new school-wide behavior management program this school year. This means that we will incorporate **Positive Behavior Interventions and Support** into our daily routines and procedures. New Prospect is home of the RAMS. We will use R.A.M.S. as a model for expectations in all areas of the school. R.A.M.S. is based on four school-wide expectations: **R**espect, **A**ccept responsibility, **M**otivation, and **S**trong work ethic.

# R.A.M.S.

<b>RESPECT</b>	<b>ACCEPT RESPONSIBILITY</b>	<b>MOTIVATION</b>	<b>STRONG WORK ETHIC</b>
<p>Having consideration, thoughtfulness, and attentiveness for others.</p> <p>New Prospect students will <b>RESPECT</b> all adults, other students, and school guests.</p>	<p>Being accountable, having a duty to deal with things honestly, and making positive decisions.</p> <p>New Prospect students will be <b>RESPONSIBLE</b> for one's self and actions.</p>	<p>General desire and willingness of someone to do something.</p> <p>New Prospect students will be <b>MOTIVATED</b> to complete tasks and step up to all challenges.</p>	<p>Values based on discipline and hard work.</p> <p>New Prospect students will show determination, persistence, and focus on all assignments.</p>

## **How does it work?**

When keeping to these expectations, students will be rewarded. Rewards will be given through the use of a class clip chart that uses a point system. Every class in the whole school will use the clip chart system.

When students reach the expected number of points, they will be rewarded through weekly classroom rewards, monthly grade level celebrations, and quarterly school-wide RAMS celebrations. Attendance will also be a factor in earning RAMS celebrations. Students cannot have more than two unexcused absences in a nine weeks in order to attend the quarterly RAMS celebration. In addition, the points will also be used to determine students' citizenship grades each nine weeks according to the chart below.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>100= 35 points per week</b>	<b>85= 24-20 points per week</b>	<b>75= 19-15 points per week</b>	<b>65= 14-10 points per week</b>	<b>59= 9 or fewer points per week</b>
<b>95= 34-30 points per week</b>				

90= 29-25 points per week				
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The clip chart will help students earn rewards and also utilize consequences if poor choices are made. Some consequences may include, but are not limited to: conference with the student, silent lunch, walking at recess, loss of some related arts time, classroom reflection form, office referral.

**Behavior Expectations:**

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

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

Most discipline problems can and should be handled between the teacher and the student. If, however, the offense is serious or if inappropriate behavior continues, the student’s parents will be notified.

Prior to a student being referred to the office, it is expected that the teacher will have followed the procedures established in New Prospect’s School Wide Discipline Plan- i.e. verbal warning, conferencing with student, parent contact by phone or letter, classroom discipline report, 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 to be sent with the student. This documentation is necessary and will be utilized in making decisions concerning consequences.

**REFERRALS TO THE OFFICE:**

**Upon the first referral to the office,** the student will be warned about his/her behavior and provided suggestions for future behavior. The student will participate in self - reflection activities in order to prevent the behavior from occurring in the future. The parent/guardian will be contacted on the first referral by a phone call or letter from an administrator. Based on the seriousness of the behavior, further action may be taken.

**A second referral to the office** will result in a conference with the student and teacher. The parent/guardian will be notified by phone call or letter from an administrator. Based on the seriousness of the behavior, further action may be taken.

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

**A fourth referral to the office** may result in suspension from school until a conference can be arranged with the parent. He/she will speak with a counselor prior to a return to the classroom. Multiple referrals to the office usually result in a referral to our Intervention Team to determine if there is an underlying cause for the continued behavioral issues.

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

#### **GENERAL RULES**

##### CARE OF SCHOOL PROPERTY:

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

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

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

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

## **STUDENT DRESS CODE**

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

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**Students in fourth and fifth grade must comply to the district dress code. See specifics below.**

### **Allowed Items:**

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 covering the eyes of the student.
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, fish hooks, 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.



### **SCHOOL PARTIES**

There are two scheduled class parties (winter holiday & end of the year) planned by the room parents for each classroom. Parties are typically held just before the end of the school day. Individual birthday parties at school are not allowed. Invitations to birthday parties may only be distributed before and after school. To be given out at school, there must be an invitation for every student in the class. Teachers may plan other parties for good conduct, academic incentives, etc.

### **FIELD TRIPS**

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

### **SCHOOL TELEPHONES**

The school telephone number is 260-5195. Messages will be taken for students and staff and will be delivered as soon as possible. Neither students nor teachers will be paged to receive a phone call except in an emergency.

Parents wishing to talk with teachers on the phone are requested to call the teacher during his/her planning period or right after school. Teachers cannot leave their classrooms for telephone conferences during instructional time.

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

### **STAFF MEMBERS TELEPHONE NUMBERS**

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

### **UNLISTED TELEPHONE NUMBERS**

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

### **CHANGE OF ADDRESS**

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

### **BREAKFAST/LUNCH/SNACKS**

Breakfast and lunch are free to all students. Breakfast is served in the classroom starting at 7:45 each morning.

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

Adult Lunch-\$4.00      Extra Milk-\$.55

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

### **Technology Fee**

This year the district will begin charging a technology fee of \$20. This fee will be charged to all students from kindergarten through grade 12. The technology fee will go towards computer repairs and maintenance.

### **MONEY SENT TO SCHOOL**

Children should be discouraged from bringing large amounts of money to school. When money has to be brought for special reasons, it should be in an envelope with the child's name, the amount, and the purpose written on the front. Please send correct change with students when paying for field trips, t-shirts, yearbooks, etc... as teachers are prohibited to "make change" per district policy.

### **VISITATION IN THE SCHOOL**

All visitors in the building, including parents and school volunteers, must stop and sign in at the office using the Lobby Guard machine. This regulation is to protect students from those who may disrupt classes. **All visitors must wear a visitor's sticker.**

**During the first 3 days of school, parents will be allowed to walk their child to the classroom in the mornings. After the 3rd day, parents are encouraged to drop off their child at the side doors and allow them to gain independence as they walk to the classroom on their own.**

In the afternoon, parents will not walk down to the classroom to pick up their child. This time of day can be hectic. Teachers will walk car riders out to the designated dismissal area. This established procedure will result in a safer and more orderly dismissal.

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

### **TRANSFER TO ANOTHER SCHOOL**

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

### **PERMISSION TO LEAVE SCHOOL**

If parents must take a child from school before the close of the day, they must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. Parents must sign the student out in the school office if the child is being dismissed before 2:30 pm. **No student will be dismissed from the office between 2:00-2:30 for an early dismissal.** Please try to sign out students by 2:00 if they are leaving before regular dismissal time. **Whenever possible medical and dental appointments should be made after school hours.**

No child will be allowed to leave the school grounds during school hours unless signed out by a parent/guardian or another adult designated by the parent. Children should be cautioned about accepting rides with strangers. They will be expected to leave the school grounds immediately after dismissal at 2:30 pm. School personnel cannot supervise or be responsible for students who remain on campus after school.

### **HEALTH AND SAFETY OF STUDENTS**

#### ACCIDENTS AND EMERGENCIES:

Every effort is made to prevent accidents; however, in case of an accident, first aid will be administered by school personnel. Parents will be contacted in all cases of serious accident or illness. If parents cannot be reached, emergency numbers given to the school by parents will be used. The school will exercise extreme care and caution if a decision involving the health or safety of the child must be made following an accident or other emergency.

#### EMERGENCY DRILLS:

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

#### HEALTH ROOM:

New Prospect has a full-time licensed practical nurse on staff. Any child who is not feeling well or has been hurt will be sent to the Health Room by the teacher. The school nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first-aid necessary, depending upon symptoms. The health room does not have aspirin or any other

medications, and the nurse cannot administer any medicine without permission from the parent. The nurse will determine if a parent needs to be notified about a child's visit to the health room.

#### MEDICATION:

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

#### IMMUNIZATIONS:

All students must have a South Carolina immunization form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary shots.

#### INSURANCE:

Information about student insurance is available on the district website at [www.anderson5.net](http://www.anderson5.net) or in the school office.

#### 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 for \$21.40 and 24-hour coverage for \$86.65). 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.

### **TRANSPORTATION**

#### BUS TRANSPORTATION:

Bus transportation is provided to all students who live more than 1.5 miles from the school. Students should only ride the bus to which they have been assigned. Any changes must be cleared with the office ahead of time. To ensure the safety of all students to and from the school, it is important that every student obey the following bus rules:

1. Board and leave the bus in a quiet, orderly manner.
2. While on the bus, students may whisper; yelling or making other loud noise is **not** acceptable.

3. Students must remain seated at all times.
4. Obey all other safety rules that the bus driver has listed.

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

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

**Second Offense:** Suspension from riding the bus for a period of one day to one week; letter to parents.

**Third Offense:** One-two weeks suspension from riding the school bus; parent conference.

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

#### CAR RIDERS:

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

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

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

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

**Please be prompt when picking up your child at 2:30 p.m. At 2:55, you will be required to park your car and come into the office to sign your child out. Our front office staff leaves at 3:00, so habitual lateness will result in a parent conference to discuss an alternative plan for your child. If you are interested in enrolling your child in the YMCA Afterschool program, please contact Jan Page at 716-6266.**

#### WALKERS:

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



## **2020 - 2021 New Prospect Handbook Acknowledgement**

I, \_\_\_\_\_ (Parent), have received the New Prospect Student/Parent Handbook. I have read and understand the policies outlined in the handbook. I understand that this handbook will be used throughout the school year. I know that I can contact my student's teacher, or the school administration, if I have any questions, comments, or concerns throughout the school year.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_