



Main Street Elementary School  
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*“Doing What’s Right Today for a Better  
Tomorrow...”*

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The pages of the handbook are filled with important information regarding school policy and procedures. This handbook is placed in your child’s agenda in order for you and your child to have it readily available throughout the year. Parents and students are encouraged to review the contents of this handbook together. The most complete, updated student handbook is available on our website <http://www.mses.florence3.k12.sc.us>, or by parent request.

The student handbook is designed to be in harmony with Board policy. The handbook is updated yearly, while policy adoption and revisions may occur throughout the year. You will be notified of the changes to school and/or board policies throughout the year through the website, newsletters and other communications.

Open and clear communication between school and home is important to the success of our children. Student planners are designed to assist your child in organizing his/her daily, weekly, and long-term assignments, as well as acting as a communication tool between home and school.

Please review the Main Street Elementary School Handbook with your child.

**MSE SCHOOL-WIDE RULES**

At Main Street Elementary School we ROAR with pride...  
Ready  
Respectful  
Responsible

**Main Street Elementary Pledge**

As a proud Panther at MSE,  
I will act in such a way that I will be proud of myself,  
and others will be proud of me, too.  
I came to school to learn,  
and I will learn.  
I will have a great day at MSE,  
and I will make good choices.

**Character Counts at Main Street Elementary**

Character Education is a critical part of our developing a well-rounded student. Each month, we will focus on a life skill. Students who consistently exhibit these qualities may be recognized at the end of the month.

August	Organization
September	Responsibility
October	Self-Discipline
November	Thankfulness
December	Caring
January	Dependability
February	Friendship
March	Sportsmanship
April	Effort
May	Leadership

**ABSENCES (BP-JBD)**

The school year consists of 180 school days. Attendance is the presence of a student on days when school is in session. Students may be counted present only when they are actually at school, on homebound instruction, or are present at a school activity which is authorized by the school. This may include field trips, athletic contests, academic contests, music festivals, student conventions and similar activities.

Students shall be expected to attend school regularly and shall present a written excuse, signed by a parent/guardian, in all cases of absence. All excuses shall be strictly confidential.

An excused absence (including excused tardiness) shall permit a student to make up work missed during the absence. A valid excuse must list the date of absence, the reason for the absence, the telephone number and signature of the parent/guardian. A valid doctor's excuse will be permitted.

Any student who fails to bring a valid excuse to school automatically receives an unexcused absence.

**Lawful absences shall include the following:**

- Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
- 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.

**Unlawful absences shall include:**

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

**Participation in after-school activities**

No student who misses all or any portion of the school day, unless excused by the principal, shall be permitted to participate later that day or evening in any extracurricular or school sponsored or authorized or related school activity.

After three (3) consecutive unlawful or five (5) total unexcused or unverified absences, the school will contact parents and develop a truancy intervention plan (TIP) in conjunction with student and parent/guardian to improve future attendance. Students under 17 years of age who violate a TIP will be referred to a higher authority for truancy.

The district's plan for improving students' attendance shall include but not limited to:

- Reasons for unlawful absences;
- Methods to resolve cause of unlawful absences;
- Actions to be taken in event unlawful absences continue;
- Signature of parent/guardian or evidence that an attempt has been made to involve parent/guardian.

All schools will implement a system for informing parents/guardians of their child absences and tardies on a daily basis.

### **AGENDAS**

"If a student plans to learn, a student must learn to plan." An agenda has been prepared for every student to help with the planning and organizing of assignments. This is a valuable tool to help you and your child keep up with what is going on in the classroom and in the school. **Each student is expected to keep all assignments in the agenda, take the agenda home each night, and use the agenda to complete the homework assignments, and have a parent/guardian check the work and sign the agenda in the appropriate locations and send back to school each day.** If a student loses the agenda, there will be a **\$5.00** replacement fee. It is important for parents to help their child learn to be responsible and organized at an early age. These are life skills that will carry them all through their life. \*Please feel free to write any comment or concerns in the agenda. This is another way of keeping communication going between home and school.

### **ARRIVAL/DISMISSAL PROCEDURES**

Children should not arrive at school before 7:00 a.m. Students arriving prior to this time are not properly supervised. **Parents should drop their children off in the circular drive on the Blanding Street side of the school ONLY. The gate opens at 7:00 and closes at 7:45. Drop off in front of the building is not permitted as this poses a safety hazard for students because of the buses entering.**

If you need to come in and visit between the hours of 7:30 and 7:55 a.m., please park in the designated places on the road in front of the school. **Students will not be dismissed at 2:00 (See FD#3 Board Policy – JBF)** **Cars are not to leave the front of the school when buses are present.** This poses a safety hazard for students. Afternoon car riders are to be picked up **in the circular drive on the Blanding Street side of the school no later than 3:00.** Please work with us in keeping our children safe. These rules are made for the safety of our students.

### **BOOKS**

Students will be issued textbooks that they are responsible to maintain in good condition. All books will be accounted for at the end of the school year. Any book, textbook or library book, lost or damaged, is the responsibility of the student. If the books are not located, replaced, or paid for, the student will not be considered in good standing with the school. Please help teach your child the life skill of responsibility.

### **Transportation Guidelines (BP-JGG)**

Questions concerning transportation should be directed to the school's Assistant Principal, or the District's Director of Transportation.

### **Bus Rider Procedures**

Please be sure you have your child at the bus stop before the bus actually comes to a complete stop. If the driver has to wait on children to come out of the houses, it will cause him/her to run late for school. Please have your children ready and waiting at the appropriate time. If you want to talk with your child's bus driver, please call the school to arrange a meeting. For safety and time reasons, please do not attempt to talk with the driver at the bus stop.

**For an offense that the principal/bus supervisor considers major and may endanger the safety of passengers/driver, the student may be removed from the bus immediately and the principal/bus supervisor may impose a more severe punishment.**

### **Car Rider Procedures**

Car Rider Cards are to be displayed on the rear view mirror or the front windshield area on the passenger side. These cards must be displayed throughout the entire year as supervising personnel may change. On occasions when the regular transporter does not pick the student up, substitute transporters will be asked to produce the student identification card and picture identification. Persons who attempt to pick up a child but do not have the card will be directed to the main office. **Car riders are not to be dropped off/picked up at the front of the building. The car rider gate will open at 7:05 and close at 7:45. In the afternoon the gate will open at 2:30 and close at 3:00.**

### **Early Dismissal Procedures**

If you need to take your child out of school prior to regular dismissal time, we ask that you pay close attention to his/her class schedule. Students will only be taken out during class transition times. Instruction is our primary concern, and

we do not want this valuable time interrupted. To ensure a safe and orderly dismissal for all students, we will not dismiss students after 2:00, per board policy, JBF

### **Tardy Procedures**

Arriving to school late is disruptive to the learning environment and interferes with the progress of all students.

Please have your child here on time. **Your child is considered tardy at 7:45. If your child is late more than 3 times in a 9 week period, regardless of the reason, he/she will receive one day of In School Suspension or lose other fun activities. Please make all appointments after school hours so your child does not continuously miss instruction.** For your child's protection, you must come in and sign your child in at the office if you arrive after 7:45.

### **ATTENDANCE AREA (Board Policy JBCD)**

Students are assigned to schools according to the location of the residence of their parents/guardians. Residence is defined as the home in which the child resides four out of five school nights during the year. Custody of the child will be accepted only if the student actually resides with his/her legal custodian who is vested and with the power and charged with the duty of managing the student's affairs.

### **Proof Of Residency (BP-JBCD)**

In order to register a child as a student of Florence School District Three, the parent/guardian will be required to produce picture identification (**this identification must reflect the residence address used to register the student**) **in addition to a current electric bill (electricity with a noted physical address-a P O Box is not a physical address)** to establish residency for the district. A rental receipt, nor a post office box, will be deemed sufficient without additional verification as indicated above. The burden of proof does fall on the parent/guardian. A copy of such proof may be retained by the school system.

### **Intra District Transfers (BP JBCD)**

Transfer requests may be granted by the Superintendent for a one year period on the basis on exceptional and compelling personal hardship issues. Transfers are reviewed annually and should be completed prior to June 15th of each year. Transfer paperwork is available at the child's assigned school.

### **Changes In Residency (BP JBCD)**

If a student moves within the Florence School District Three attendance zone during the school year, a parent may elect for the student to remain until the end of the year in the original school. In such cases, transportation will be furnished by the parent/guardian.

If a student moves outside of the Florence School District Three attendance zone during the school year and wishes to remain in the original school for the remainder of the year, the parent must request/obtain a written release from the district of residence and submit a written request from the Florence School District Three office of the Superintendent. Parents will be notified in writing of the decision.

### **Transfers/Withdrawals**

Any student needing to withdraw will need to complete a withdrawal package. This information can be obtained in the main office. Student records will be released when the proper checkout procedure has been completed.

### **ASSESSMENTS**

Students at certain grade levels will take state and district assessment tests. The following are examples of state assessment tests by grade level:

- Grade 3-5 PASS test in English/language arts/mathematics/science/social studies.
- Grade 3-5 ACT Aspire
- Grade 3-5 Measures of Academic Progress in ELA/math/science and school benchmark tests.

### **CAFETERIA PROCEDURES**

A **free breakfast** will be available to all students and will be served each morning in the cafeteria. We encourage all students to eat a healthy each morning. **Breakfast will be held in the cafeteria each morning from 7:00-7:45 a.m.** A student who desires to eat breakfast must be at school on time so that he/she may finish breakfast and be ready to begin class activities.

Healthy breakfasts and lunches are served daily. Parents and grandparents are always welcome to eat with their children (see adult meal costs below) during school visits. The cost for each meal is as follows:

<u>Students</u>		<u>Adults</u>	
Breakfast -	free	Breakfast -	\$2.00
Lunch -	\$1.25	Lunch -	\$3.45
Reduced Lunch	\$0.40		

One carton of milk is included with each lunch. Students are encouraged to drink milk with their lunch. Children who have special dietary needs must bring a doctor's note. **If you have any questions or concerns in regard to the Child Nutrition Program, please contact the Director of Food Services, at the District Office, Tel: 843-374-8652 Ext. 1128.**

### **HEALTHY CHOICES**

We make every effort to teach our children to make good choices. This includes making healthy choices. Students are not allowed to bring sodas to school. Also, please do not send candy, cookies, chips, etc., as class treats or birthday celebrations as we will not be able to hand these items out to students.

### **CANTEEN**

A canteen will operate at various times throughout the year, including Fridays and special activity days. We will make every effort to stock the canteen with foods that will encourage good eating habits. The canteen will be used at each classroom teacher's discretion.

### **CHANGE IN P.M. TRANSPORTATION**

If your child will go home a different way than usual, we must have a note stating how and who the child will go with. If a child goes home with another student there must be a note from both parties.

**If we do not have a handwritten note, your child will go to the usual location for transportation home. For the safety of your child, transportation changes can not be made over the phone.** Please remember, students will not be able to ride a bus that they are not assigned to. Handwritten notes must include the following:

- Child's Full Name
- Parent 's Full Name
- Accurate Phone Number
- Address of the new drop off and/or pick up
- Parent Signature and date

### **CELL PHONES/TECHNOLOGY AND COMMUNICATION DEVICES (BP-JCDAG)**

The Board of Trustees of Florence County School District Three believes that the use of communication devices by students, during the school day to include on the bus to and from school, may have an adverse effect on classroom instruction. Therefore, students may not use cellular phone, electronic pagers or any other technology, communication devices within the school building or school property during **regular and/or extended school hours**. These items will be seized in accordance with South Carolina Code of Laws (Section 50-63-280). Students who are determined to be in use of these items will be subject to disciplinary action as defined by the student code of conduct. Use is defined, for the purpose of this policy as, **operative or visible**

All students are prohibited from using electronic and cellular devices to capture, record, or transmit the words/sounds (audio) and/or images (pictures/video) of any student, district employee, or other person in the school or while attending a school-related activity without express, prior notice and explicit consent for the capture, recording or transmission of such words or images by the student's principal, assistant principal, or district office administrator. Using a device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

Students are prohibited from using devices to take pictures or record audio/pictures/video in locker rooms, bathrooms, hallways, or on school buses or other district vehicles. The use of devices to take pictures or record audio/video is also prohibited in classrooms.

Students are prohibited from using devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated pursuant to policy JI, Harassment, Intimidation or Bullying.

Students are also prohibited from using a device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using device to receive such information.

Violations of this policy will result in disciplinary action and/or confiscation of the device. The building administration and/or district office may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography.) Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or the circumstances surrounding a particular violation. Any device confiscated by district employees will be marked in a removable manner with the student's name and held in a secure location at the student's school until it is retrieved by the parent/legal guardian.

Devices in the custody of the administration will not be searched or otherwise tampered with unless school/district officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search of devices will be conducted in accordance with policy JCAB, Student Interrogations, Searches and Arrests.

#### **CONSEQUENCES:**

- **First offense**-Student warning; parent conference with administrator; device will be confiscated and returned at conference in which parent and student signs a memorandum of understanding outlining cell phone policy.
- **Second offense**-Electronic device will be confiscated for a total of five days; parent conference with an administrator in which parent and student will sign a memorandum of understanding outlining cell phone policy.

- **Third offense**-Electronic device will be confiscated for a total of 30 days; parent conference with an administrator in which parent and student will sign a memorandum of understanding outlining cell phone policy.

**Note:** Although the district will take appropriate steps to safeguard all cellular telephones and electronic devices that are confiscated, the district will not be responsible for lost, stolen or damaged devices.

### **SECRET SOCIETIES/GANG ACTIVITY (BP-JCDAF)**

**PURPOSE:** The Board of Trustees will maintain conditions on school property for all school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with the law and the standards set by the Florence County School District Three Board of Trustees. In establishing such standards, the Board prohibits the presence of **secret societies and gangs, gang-like activity, and gang related apparel**, on school property and at school sponsored events, because the Board finds that gangs, gang-like activities, and gang-related apparel threaten the safety and well-being of students and employees, and are harmful to the educational purposes of the District.

**DEFINITIONS:** The following definitions shall be used in connection with this policy:

**GANG:** As used herein, the term “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, which is not sponsored by the school, which may or may not have secret and/or exclusive membership, and which has an identifiable name or identifying sign or symbol, whose members individually or collectively engage in, or have engaged in, the commission of criminal acts, the violation of school rules, the establishment of territory or “turf,” or any other action which threatens the safety, welfare, or property of others.

**Gang-like activities:** As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang, 2) to perpetuate the existence of any gang, 3) to effect the common purpose and design of any gang, and 4) or to represent a gang affiliation, loyalty or membership in anyway while on school grounds or while attending a school function. For purposes of this policy, “gang-like activity” may include, but is not limited to, the following activities occurring on school property or at a school sponsored activity:

- Wearing, possessing, using, distributing, displaying, or selling any gang-related apparel, i.e., any clothing, jewelry, apparel, emblem, badge or accessory that denotes membership in, or affiliation with, a gang;
- Committing any act or omission, or using any speech or expression, either verbal or nonverbal, including hand signals and gestures, that denotes membership in, or affiliation with, any gang;
- Hazing, initiating, soliciting or recruiting others for membership in a gang;
- Requesting any person to pay for “protection,” claiming “turf” or territory, or intimidating, bullying, retaliating against, threatening, or harassing any person;
- Encouraging, inciting, or coercing another person to act, commit acts of omissions against his/her will in furtherance of the common purpose and design of any gang;
- Committing any illegal act, including but not limited to, assault, battery, hazing, extortion, causing a riot or disrupting the orderly operation of school, and vandalism, such as defacing school property with gang graffiti or messages;
- Possessing, selling or facilitating the possession or sale of a weapon, controlled substance, drug paraphernalia, or other prohibited contraband.

**Gang-related apparel:** As used herein, the term “gang-related apparel” means any clothing, jewelry, emblem, accessory, or badge that denotes membership in, affiliation with, support for, or loyalty to, a gang, as that term is defined herein. Recognizing that gang styles and clothing continually evolve and change, that no list could comprehensively define all clothing affiliated with gangs, and that the wearing of an item that is typically associated with gangs may not actually connote actual membership in a gang, the Board provides the following representative list of clothing items as guidance to students and parents, that they might be informed of those items that, according to District administrators and Florence County detectives, often denote gang membership or affiliation.

- Baseball hat or other cap with gang symbols, moniker, or insignia on it, particularly on inside of brim;
- Bandanas, or “rags,” worn on a person or displayed;
- Shirts, jackets, or apparel with gang symbols, monikers, insignia, clothing, or other gang identifiers;
- Clothing or apparel displaying Old English style “graffiti” style writing;
- Any apparel or style of wearing clothes that school officials, in light of the totality of the circumstances, and after consultation with law enforcement authorities, view as denoting gang membership or affiliation.

### **STUDENT EXPULSIONS (BP- JDE)**

A student may be expelled for any reason listed in the Student Behavior Code in Policy JCDA for the commission of any crime, gross immorality, gross misbehavior, or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interest of the school. Expulsion means the student cannot attend school or be on the school grounds of any school in the District, cannot attend any program at any school in the daytime or at night, and cannot ride a school bus.

Students who bring a firearm to school must be expelled for at least one calendar year. The board directs the administration to bring recommendations for expulsion consistent with this policy, except that the Superintendent may, on a case-by-case basis, modify this expulsion requirement based on a consideration of all the circumstances of the incident, including the student's age.

The board may permanently expel any student, consistent with this policy, who is determined to be incorrigible. Incorrigible students may include, but are not limited to, those students who are found to have physically assaulted any District staff member. Students who are recommended for permanent expulsion will be granted an automatic appeal to the Board. Students who have been permanently expelled may petition the Board of Trustees for readmission for the succeeding school year.

If procedures for expulsion are initiated, the parents or legal guardian of the pupil shall be notified, in writing, of the time and place of a hearing before the District Hearing Officer or the superintendent's designee. At the hearing, parents or legal guardians shall have the right to bring legal counsel and all other regular legal rights, including the right to present witnesses and other evidence and to question any and all witnesses presented by the administration. The right to appeal the decision to the Florence County School District Three Board of Trustees is reserved to the student and the administration.

The student may appeal the action of the board to the proper court.

Should the board reject an administrative recommendation for expulsion or should a court of final disposition reverse the expulsion action, the board will excuse all student absences resulting from said action.

Should the board reject an administrative recommendation for expulsion or should a court of final disposition reverse the expulsion action, the board will excuse all student absences resulting from said action.

The hearing shall take place within fifteen (15) days of the written notification at a time and place designated by the Hearing Officer or the superintendent's designee, and a decision shall be rendered within ten (10) days of the hearing. The student may be suspended from school and all school activities during the time the expulsion procedures, including any appeal.

Students who have been expelled from another school district may not be allowed to enroll in Florence County School District Three during the year of their expulsion. In such cases, upon request, the student will be permitted a hearing regarding the district's denial of enrollment pursuant to the expulsion hearing procedures set forth in this policy.

Every expelled student shall have the right to petition for readmission for the succeeding school year.

## COMPLAINTS AND GRIEVANCES

### Grievance Procedures for Students

In all cases of legitimate dissatisfaction on the part of a student, the guidance counselor of the school must first be appealed to and if his/her decision or advice is unsatisfactory, the assistant principal shall be appealed to. If the decision of the assistant principal proves unsatisfactory, the matter shall then be referred to the principal. If dissatisfaction prevails, the matter shall be brought to the attention of the superintendent. If the decision of the superintendent is unsatisfactory, the matter shall be referred to the Board of Trustees. The channel of redress for parents in matters of dispute with school authorities consists of the following successive conferences:

- 1) Student and/or parent, teacher;
- 2) Student and/or parent, teacher, principal, or assistant principal;
- 3) Student and/or parent, teacher, principal, superintendent.

## COMPUTER USE

### Acceptable Use of Computers:

In order to provide a safe learning environment, students must have a signed permission form from a parent or guardian to access the internet. Students will not be allowed to use school computers for music, games, personal e-mail or "surfing" the internet. Students' internet use will be monitored by teachers and the district and limited to school assignments. Violation of this policy may result in loss of computer use.

## CUSTODY

If there is a family custody issue that involves the school in any manner, **the parent/guardian must provide the school office/principal with the appropriate legal documents.** This proper documentation protects your child.

## DAILY SCHOOL SCHEDULE

### Times

7:00-7:45 a.m.

7:00 a.m.

7:45 a.m.

2:40 p.m.

2:40 p.m.

### School Events

Blanding Street Gate Open for Car Riders

*Car riders should not be dropped off before this as adult supervision is not available.*

Breakfast/Student arrival begins

Classes Begin. Student is considered tardy.

Car riders and Walkers are dismissed.

Bus riders are dismissed.

## DEPARTURE CAR RIDER PROCEDURES

Car riders will be called beginning at 2:40 p.m. Car riders will be picked up at the Blanding Street side car loop (where the cafeteria is located).

If you realize your child has left something in the classroom or you need to speak with a teacher, please park in the designated places on the road. **Please DO NOT pull into the loop in front of the building, as this poses a safety hazard for students because of the buses entering and leaving.** Please work with us in keeping our children safe. These rules are made for the safety of our students. Please drive carefully.

**Parents are not allowed to enter the building from the car rider loop.**

#### **DELIVERIES**

The children enjoy getting special deliveries throughout the year on special occasions. In order to prevent distractions from instruction, these items will not be delivered until the end of the day. Please keep in mind that glass containers or bulky containers/balloons will not be permitted on the bus for safety reasons.

#### **DISCIPLINE as per Board Policy JCDA**

Main Street Elementary believes that most disciplinary problems will be handled in a calm, reasonable manner between teacher, student, and parent. When the learning opportunities of other students are affected, the teacher, the Assistant Principal, and/or the principal must and will take appropriate disciplinary action. Consequences could be quick-outs, silent lunches, loss of extracurricular activities, placement in a different classroom, and/or discipline referrals. Teachers and administrators may question students about any matter pertaining to the operation of the school and/or enforcement of its rules. Each student consequence is handled on an individual basis, depending on the nature of the disciplinary event and the number of office referrals on file at the time of the new referral. The actions taken with any other children involved in the incident will NOT be discussed with anyone other than that child's parent. If a fight should occur, with both parties passing licks, both students will be sent home regardless of who started the fight. The principal has the discretion, depending on the circumstances and the number of previous office referrals, to determine the number of out of school suspension days. Again, the actions taken on other students will NOT be discussed with anyone but that student's parents. Students are prohibited from bringing weapons of any kind to school.

If this should happen, it will be an immediate suspension pending a district hearing. In addition, students should not bring personal toys, cell phones, or other non-school items to school. These will be held until the end of the school when a parent or guardian may pick up the items. Items not picked up on the last day of school will be thrown away or donated.

A specific plan has been developed for managing student behavior in the classroom. The plan will be discussed with students and a copy of the rules and consequences will be sent home for parent's signature at the beginning of the school year.

#### **DISCIPLINE CODE FOR BUSES**

The public school transportation system is designed to be safe, economical, and efficient. We view the system as an integral part of your child's education program. Transportation for students on a state-owned bus is a privilege and not an absolute right. We expect all passengers to behave and act in a mature, responsible manner. We believe that all students can behave appropriately when required to do so.

A student must ride his/her assigned bus at all times. Permission to ride a different bus may be granted only by the school's administrator, provided there is space available and a signed, written parental request for such permission is submitted to the school. A copy of the parental request would be kept on file at the school. Telephone calls will not be accepted. This places your child at risk.

#### **BASIC SCHOOL BUS RULES:**

Keep hands feet, and objects to yourself.

Sit in assigned seat and remain seated while the bus is in motion.

Do not use profane or obscene language, gestures, or loud noises.

Do not vandalize the bus and equipment in any manner.

Do not use tobacco, radios, or any other unauthorized materials on the bus.

**ABSOLUTELY NO EATING OR DRINKING ON THE SCHOOL BUS.**

Obey the bus driver's requests at all times for safety reasons.

#### **CONSEQUENCES FOR VIOLATION OF BUS RULES: Child Development – Fifth Grade**

1st offense = 1 day suspension from the bus – contact parent through referral slip

2nd offense = 3 days suspension from the bus – contact parent through referral slip

3rd offense = 5 days suspension from the bus – contact parent through referral slip

4th offense = 10 days suspension from the bus - parental contact required

5th offense = Suspension from the bus for the remainder of the school year

Grades CD - 5 may receive a verbal warning on first offense if the parent conference is sufficient. After the warning, the 1st offense starts.

#### **DRESS CODE**



Florence County School District Three recognizes and understands that there is a strong correlation between a positive learning environment and appropriate attire. To help create not only the best learning environment, but also the safest, the following expectations for student dress have been established. process and learning environment. Main Street Elementary has adopted a Uniform Guideline for the 2017-2018 school year.

The Dress Code is as follows:

**Shirts: Royal Blue, Yellow, Navy or White or long sleeved knit polo style (with a collar)**

- All clothes must be worn appropriately and as intended.
- Shirt tails must be tucked in.
- No tee shirts allowed as school uniforms.

**Pants/Jumpers/or Skirts**


- Boys may wear either long or short tan or navy (khaki-style) pants, no oversized pants
- Girls may wear tan or navy (khaki-style) pants, skirts, skorts, capris or jumpers.
- Shorts, skirts, skorts, and jumpers coincide with the school’s dollar bill rule.
- Any pull-over type shirt or hoodies or leggings must be school colors. Anything worn in the building must be school colors.
- **NO HOODIES**

Please go over the Florence District 3 Dress Code with your child. Please be mindful of the clothes that are acceptable and those items which are not acceptable.

**Disciplinary Action**

Prior to initiating any disciplinary action against a student not in compliance with the Uniform Dress Code, the parent will be contacted to solicit parental cooperation and support.

\*\*\*\*\*Without exception, violations of the Uniform Dress Code will be handled at the discretion of and in a manner determined by the teacher, administrator and possible the leadership team. Any appeals regarding specific disciplinary action related to the Uniform Dress Code violations may be handled by the parents addressing in writing to the School Leadership Team, whose decision is FINAL.

	<b>ACCEPTABLE</b>	<b>NOT ACCEPTABLE</b>
<b>Pants, Skirts, Skorts, Shorts</b>		Pant legs will not drag the floor and will not be frayed. Cuts in bottom of jeans of more than 1 inch creating a flap. Leggings or spandex style clothing.
<b>Tops, Shirts, Blouses, Dresses</b>	Tops, shirts, blouses must be tucked <b>completely (i.e. when arms are raised shirt will remain tucked)</b> . Sweaters do not have to be tucked <b>but when arms are raised abdomen and midriff will not show.</b>	Tops, shirts, blouses, sweaters, dresses must completely cover the abdomen, back, shoulders, midriffs and cleavage. Crop shirts may not be worn.
<b>Footwear</b>	Must be safe and appropriate for instructional activity. Gym shoes are required for PE. <b>NOTE: Students may wear Sandals at their own risk to their personal safety.</b>	House shoes, skate shoes, shower type shoes; <b>No open toe shoes will be allowed in laboratory classes.</b>
<b>Skirts, Dresses, Skorts, Shorts</b>	No shorter than the height of a dollar bill when placed at the front and/or back of the knee. Slits in skirts and dresses no shorter than the height of a dollar bill when placed at the front and/or back of the knee.	
<b>Clothing &amp; Accessories</b>		Racial or ethnic slurs or symbols. Gang affiliations. Bandanas. Vulgar, obscene, subversive, disruptive of the school environment, derogatory to any individual or sexually suggestive language or images. Alcohol, tobacco, illegal drugs or controlled substances. Exposed undergarments.
<b>Prohibited Items</b>	Sunglasses with a prescription. Head apparel for religious or medical purpose	Large, long and/or heavy chains. Studed or chained accessories. Sunglasses. Facial jewelry including tongue piercing. Distracting or unusual hairstyle and/or color, make-up or contact lenses. No mouth grills.
<b>Jackets/Coats</b>	Worn to school must be placed in designated areas	Trench coats, Hoods of jackets, sweat- shirt, jackets worn inside.

**FAMILY NIGHT**

Family nights are one of the most valuable assets we have in our school. Over the years they have contributed significantly to the education of the children at Main Street Elementary. Each family night consists of different subject matter in academics or helpful topics for parents. All parents are urged to come and support its efforts. We will contact you regarding these events.

### **GUIDANCE PROGRAM**

The school counselor is available to discuss concerns that parents have about their child, their child's school experience, or the district's guidance and counseling program. Our Counselor is willing to share information about child and adolescent development, learning styles, exceptional children, the academic program, behavior management, parenting styles and community resources. Please contact the guidance counselor if you would like to discuss any of these areas.

### **HEALTH ROOM**

#### **Medication Procedures**

There is a form that may be used to allow the school nurse to administer specific over the counter medications to students. Completion of this form allows the nurse to administer medications such as cough drops, antibiotic ointment, and acetaminophen, etc. if needed by a student. This will assist parents in not having to get off from work to come and give simple medications. The school can only provide this service to students if a form is on file. If for some reason the school nurse is absent, a parent will have to come and administer the medication. No school personnel, other than the nurse, will administer any oral medication without a physician's order. Children should not carry any medication to the school. Medication must be handled by an adult.

School personnel, other than the nurse, can assist in the administering of daily medications to students whose parents have provided the school with a physician's order.

School personnel will:

- a. Inform appropriate school personnel of the medication.
- b. Keep a record of the administered medicine.
- c. Keep the medication in a safe or locked cabinet.
- d. Return the unused medication to the parent.

#### **Reminders:**

1. The parents of the child must assume responsibility for informing the school nurse of any change in the child's health or medication.
2. The school district retains the discretion to reject requests for administration of medicine.
3. Parents should provide the school with three emergency telephone numbers and a home address. This information should be updated as it changes. There is nothing more heartbreaking than to have a child sit at school with fever of 104 – because there are no working phone numbers.

### **Special Medical Needs**

If your child has any special health/medical needs, please notify the school nurse immediately. These problems may include asthma, epileptic seizures, and severe allergies. If your child must take medication at school the appropriate medical forms must be completed and signed by the doctor before any medication can be given to the child.

### **Communicable Diseases**

Florence Three Follows the regulations and guidelines established by the Department of Health and Environmental Control as stated in Board Policy JGCC.

### **EMERGENCY CLOSING**

If it becomes necessary to close the school because of adverse weather or other emergency conditions, the information will be broadcast by local radio and TV stations.

### **FIELD TRIPS**

All students must bring a signed parental permission slip with medical insurance/Medicaid documentation. Brothers and sisters are not allowed to go with siblings in another grade. Younger brothers or sisters under school age are not allowed to go on the buses. Parents interested in chaperoning the field trip must complete a FCSD3 chaperone application and the application must be approved. Selection of parents approved as chaperones will be prioritized on a first come first serve basis. The chaperone application must be completed each school year. Field trip money is due prior to taking the trip so that finance can pay the appropriate companies. Failure to pay or notify school personnel of a problem may result in the student being unable to attend field trip. Students must be in good standing in order to participate.

### **GRADING POLICY Promotion and Retention (Board Policy IHE)**

#### **Kindergarten (K)**

Kindergarten students are expected to learn the skills contained in all state and district kindergarten academic standards. When formal and informal assessments indicated that a kindergarten student is not developmentally ready for first grade, retention will be considered by the teacher, principal, and parent. The parent must concur with a decision to retain a student in kindergarten.

#### **Grades One through Eight (1-8)**

Students in grades one through eight will be instructed in grade-level content specific state academic standards that are developmentally appropriate and rich in rigor. Students will be promoted to the next grade if they possess the knowledge and skills to their grade levels and/or abilities as demonstrated on multiple measurements by their academic performance, attendance and state and national achievement scores.

#### **District Appeals Process**

The parent/legal guardian may appeal the comprehensive remediation program, summer school, or retention decision to a District Academic Review Team. Parents who choose to appeal must do so in writing within seven days after the notification meeting and must specify the reasons for disagreement with the recommendation. The District Academic Review Team will render a decision on the matter within ten working days after receipt of the appeal. The decision and the reasons will be in writing and copies sent to the appellant (parent/legal guardian) and the principal.

### **Homework (Board Policy IHA)**

The U. S. Department of Education, 2000, suggested guidelines for assigning homework are recommended for instructional programs in the district:

- No more than 20 minutes daily for grades 1 – 3
- 20 – 40 minutes daily for grades 4 – 5

### **Bullying**

There will be no bullying at Main Street Elementary. Any student who is written up for bullying will face disciplinary action according to the policy of the school and district.

### **Harassment and Sexual Harassment**

The Florence County School District Three Board of Trustees is committed to safeguarding the rights of all students, employees and third parties within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of the Florence County School District Three Board of Trustees to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, color, sexual orientation, and/or race/national origin. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of a harassment or sexual harassment complaint.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel or the Florence County School District Three Schools to harass or sexually harass a student, teacher, administrator or other school personnel through conduct of communication of any form as defined by this policy. The school system will act to promptly investigate all complaints and to promptly and appropriately discipline any student or school personnel who is found to have violated this policy, and /or take other appropriate action reasonably calculated to end the harassment or sexual harassment.

For the purpose of this policy, school personnel include school board members, employees of the Florence County School District Three Schools, agents, volunteers, contractors, or persons subject to the supervision and control of the Florence County School District Three Schools.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, sexual orientation, national origin and race.

### **Harassment Defined and Prohibited**

It is the policy of the Florence County School District Three Board of Trustees not to discriminate on the basis of sex, race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability in its educational programs, activities, or employment policies as required by the referenced federal and state statutes. Any student or school personnel shall be punished for infractions of the policy when:

*The harassing conduct is sufficiently severe, persistent or pervasive that affects the ability of the student or school personnel to participate in or benefit from the educational program or activity of the work environment and/or creates an intimidating, threatening or abusive environment. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance. Harassment may include, but is not limited to:*

Graffiti, notes, or cartoons containing discriminatory language; Name calling, jokes, or rumors; Negative stereotypes and hostile acts which are based upon a person's sex, race, national original, color, creed, religion, age, sexual orientation, marital status, or disability; Written or graphic material containing discriminatory comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes; Threatening or intimidating conduct directed at another because of the other's race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability; A physical act of aggression or assault, or other acts of aggressive conduct, upon another because of, or in a manner reasonably related to, an individual's race, nation origin, color, creed, religion, age, sexual orientation, marital status, or disability.

### **Sexual Harassment Defined and Prohibited**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

*Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.*

Sexual harassment may include, but is not limited to:

Sexual advances; verbal harassment or abuse; subtle pressure for sexual activity; touching of a sexual nature, including inappropriate patting or pinching; Intentional brushing against a student or employee's body; demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes; sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others; sexual or "dirty" jokes; or spreading rumors about or rating other students as to sexual activity or performance.

### **Reporting Procedures**

Any person who believes he/she has been the victim of harassment or sexual harassment as defined in Section II and III of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment should report the alleged act(s) immediately to the appropriate school system official as designed by this policy. The Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

**In Each School** – The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Superintendent/Designee (as appointed by the Superintendent) immediately. A written report will be forwarded to Superintendent/Designee. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Superintendent/Designee.

### **Investigation and Recommendation**

By Board authority the Superintendent/Designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by the school system official and/or by a third party designated by the Superintendent. The party making the investigation shall provide a written report of the status of the investigation as soon as possible to the Superintendent and the Superintendent/Designee.

In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding circumstances, the nature of the sexual advances or sexual harassment is alleged relationships between parties involved and the context in which the alleged incidents occurred should be considered.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the Superintendent shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment.

### **Reprisal**

The Superintendent shall discipline any individual who retaliates against any person who reports alleged incidents of harassment or sexual harassment (as defined in Section II and III of this policy) or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, which creates a hostile environment.

### **Right To Alternative Complaint Procedures**

These procedures do not deny the right of any individuals to pursue other avenues of recourse that may be available under state and/or federal law. False accusations of harassment or sexual harassment (as defined in Sections II and III of this policy) can have a serious detrimental effect on innocent parties. Any person, who knowingly and intentionally makes false accusations for any reason that would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

### **Sexual Harassment as Physical Abuse**

Under certain circumstances, sexual harassment may constitute sexual abuse as defined under South Carolina Law. In such situations, the school system shall comply with South Carolina Law regarding the reporting of suspected abuse to appropriate authorities.

### **Discipline**

Any action taken pursuant to this policy will be consistent with requirements of federal law, South Carolina statutes, and school system policies. The Superintendent will take disciplinary action deemed necessary and appropriate.

## **INTERROGATIONS AND SEARCHES**

### **Interrogations by School Personnel:**

Students may be questioned by teachers or administrators about any matter pertaining to the operation of a school or facility and/or the enforcement of its rules. Questions must be conducted discreetly and under circumstances which will avoid unnecessarily embarrassment to the student being questioned. Any student answering falsely, evasively, or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal or building administrator may interrogate the student without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

### **Interrogations by Law Enforcement (At Administrator's Request)**

If the principal or building administrator has requested assistance of Law Enforcement to investigate a crime involving his/her school/facility, the law enforcement officers shall have permission to interrogate a student suspect during school hours. The administrator shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation, but the interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

The use of a female law enforcement officer or female staff member is desirable in the interrogation of female students.

If law enforcement officers deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the law enforcement officers shall first contact the principal/building administrators regarding the planned interrogation and inform him/her of the probable cause to investigate within the school. The principal/administrator shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation, but the interrogation may proceed without the attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee may be present during the interrogation.

### **Searches by School Personnel:**

Any principal, or his/her designee, having reasonable suspicion may search any student, place, or thing on school property or in actual or constructive possession of any student during organized school activity off campus, including buses, vehicles of student or visitors. Notice will be conspicuously posted on school property at all regular entrances, and any other access point on school grounds advising individuals that searches may be conducted as outlined in by board policy.

If a properly conducted search yields evidence that board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken and, in cases where the evidence suggests a violation of law, law enforcement will be notified.

### **Searches of a person or a person's personal belongings:**

A student may be subject to a physical search or a student's pocket/s, purse, or other container, backpack, book bag, etc. may be required to be emptied because of information received from a teacher, staff member, or other student if such action is reasonable to the principal/administrator.

- The standard for reasonable as adopted by the U.S. Supreme Court may met as follows:
- A particular student has violated board policy, federal or state law;
- The search could be expected to yield evidence of a violation of school rules;
- The search may disclose a dangerous weapon or drugs;
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
- The search shall be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Searches of lockers, desks, technology devices, and other school property:**

The district provides lockers, desks, and other such school property to students for their use during the academic year. Because the district retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Students will be notified at the beginning of each school year that such property may be searched at any time.

### **Searches by Canines:**

The use of trained dogs to search for controlled substances, weapons, bombs in schools/facilities will be on random, unannounced basis. At the request of the principal/administrator, a trained canine with its handler may go into classes and areas to sniff lockers, desks, backpacks, and the exterior of automobiles. Trained canine will not be used to search students themselves. A qualified and authorized handler who will be responsible for the dog's actions must accompany the canine. Should the dog alert its handler to the presence of any controlled substance, weapon, or bomb, school officials would then have a reasonable basis to conduct a search in accordance with the procedures set forth in board policy.

### **LOST AND FOUND ITEMS**

We ask that you label coats, and backpacks with your child's name. Lost and found items are kept for 30 days. Please stop by and check if your child has lost an item. After 30 days, items are donated to a local charity.

### **MEDIA RELEASE**

During the school year, articles and news release are written about and for the school system and may appear in the local, state, or national news media or on the district's website. Often these are accompanied by photographs of students. Parents who do not want to have their children's picture taken or have their children interviewed for articles and news releases should send the school a written note to that fact, with the child's name, grade (teacher's name) and a parent's signature. The school principal will notify the appropriate people and will keep the record at the school.

### **NEGLECT**

South Carolina law places the ultimate responsibility for making sure a child attends school on the child's parent. Child abuse or neglect may exist when parents do not provide their children with education as required by law. Educational neglect may be indicated if:

1. The child is too young to be held responsible for his/her own regular attendance
2. The parents do not respond to requests by school officials to meet regarding the child's attendance problems.

3. The parents appear apathetic about school attendance and make no effort to work with the school to encourage the child's future attendance.
4. The parents refuse to cooperate with an intervention plan instituted by the school to address the child's continued absence from school.

**Other indicators of neglect may include:**

1. The child is dressed in clothing that is inappropriate for the weather.
2. The child exhibits poor hygiene as evidenced by continued body odor, untreated head lice, etc.
3. The child's medical needs are not being met; the parents are not making sure that the child receives routine or urgent medical care.
4. The child exhibits excessive sleepiness during the day.
5. The child comes to school hungry; the child is observed stealing or asking for food.
6. The child is acting as the caretaker for younger siblings.
7. The child reports being left alone at home.
8. The parents appear to be indifferent to the child's needs.

**\*School teachers, counselors, principals, and assistant principals are specifically required by law to report to the Department of Social Services (DSS) when they have reason to believe that a child has been abused or neglected. Nurses, mental health professionals, social workers, and law enforcement officers are also mandated to make such reports.**

**PARENT/STUDENT/TEACHER CONFERENCE**

Home/school communication is strongly encouraged at MSE. Parents who have questions and/or concerns about their children's progress may call the school, at 374-2221, to schedule an appointment with the teacher and/or an administrator, or make a note in the student's agenda regarding the concerns.

**SAFETY ON OUR CAMPUS**

Safety is one of our first and foremost concerns for all people who use our campus. Please be aware that we do have security cameras placed throughout the buildings to help us closely monitor our students. Also, be aware that any individual entering the school may be subject to being videotaped. We ask that when you enter or exit the school grounds you do so carefully. Be considerate of others who may be in vehicles ahead of you and be aware of those behind/beside you. Be sure you stop by the office to obtain a visitor's pass. A check system is in place to ensure that all visitor's report to their approved area.

**STUDENT ACTIVITIES**

During the school year we try to reward good behavior with special activities. Students must be in good standing with the school to participate in any activity considered extracurricular. Those activities include, but are not limited to Field Day, Canteen, and Special Activity Days. Students may not participate in special days if they have outstanding school debts (books, cafeteria fines, etc...). The administration reserves the right to make decisions concerning a student's standing at school.

**STUDENT IN GOOD STANDING**

In order to be considered a "student in good standing"; your child's instructional fees, lunch fees, damaged, lost textbook fees, library books, etc. must be paid. Students must be in good standing with the school to participate in any activity considered extracurricular. Those activities include, but are not limited to Field Day, Field Trips, Special Activity Days, etc.. A student who owes money or who has had behavior issues is considered to be a student who is not in good standing. The administration reserves the right to make decisions concerning a student's standing at school.

**TALENTED AND GIFTED PROGRAMS**

The Talented and Gifted Program (TAG) is designed to maximize the potential of talented and gifted students by providing programs and services that match the unique characteristics and needs of these students in grades three through twelve. Talented and Gifted students may be found within any racial, ethnics, or socioeconomic group; within any nationality; within both Genders, and within populations with disabilities. Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility by a district evaluation and placement team. The State of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in two out of the following three dimensions.

Screening/Referral/Assessment Profile	(a) Criteria
<b>Dimension A: Reasoning Ability</b>	93 <sup>rd</sup> age percentile or higher on a nationally normed aptitude test (Verbal, Nonverbal, Quantitative, And/or Composite)
<b>Dimension B: High Achievement in Reading and/or Mathematical Areas</b>	94 <sup>th</sup> percentile or higher on nationally normed achievement test OR Advanced on PACT Reading and/or Math Subtests
<b>Dimension C: Intellectual/Academic Performance</b>	Performance Tasks Primary Verbal or Nonverbal for placement into: Grade 3 : 16 or higher, Grade 4: 18 or higher, Grade 5: 16 or higher verbal/22 or higher on nonverbal Grade 6: 18 or higher verbal/25 or higher nonverbal OR Beginning Grade 7: 3.75 GPA in Academic Core Subjects at end of 6 <sup>th</sup> grade

**Automatic Eligibility for Placement:** A composite score of 96th national age percentile or higher on a nationally normed aptitude or intelligence test.

#### **TITLE IX**

It is the policy of Florence County School District 3 not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Acts.

#### **VISITATIONS**

All parents are encouraged to visit the school. Please stop by the office upon arrival, sign in, and receive a visitor's pass. If you need to conference with or speak to a teacher concerning your child, please call and make an appointment during his/her planning time, so that he/she will be available when you come and able to give you the full attention you deserve. Please do not drop in to your child's teacher and interrupt instructional time. This is time taken away from your child's learning.

#### **VOLUNTEERS (Board policy IFCD)**

The school is constantly seeking parent volunteers to assist with the instructional program. Volunteers have provided the school with a much needed and valuable service. If you are interested in serving the children and the school, please contact the office or your child's teacher and pick up the necessary paperwork. We would love to have you! In order to ensure the safety of all students, reasonable background inquiries and checks are required for any volunteers who have unsupervised contact with students.

#### **WEBSITE**

Visit our school website often to view the school calendar, send e-mail to faculty members, and to look for volunteer opportunities. There are also special sections dedicated to parents and students. There's something for everyone! Visit us at <http://www.mses.florence3.k12.sc.us> to stay updated.

#### **WEEKLY SIGNED PAPERS**

A folder is sent home with every student each week. Parents are asked to assist students by going over these papers with their child each week. The folder is to be signed and returned to the teacher within one week. If the folder is not returned, the teacher will make every effort to contact the parent. After three consecutive weeks of no signed papers, all papers will be kept on file at school for documentation purposes. It is then the parent's responsibility to demonstrate interest in their child's education by sending a letter requesting that their child's papers come home weekly for their signature.

#### **S.T.A.R. Schoolwide Discipline Plan**

Under the S.T.A.R. point system, students earn points for good citizenship and lose points for inappropriate behavior. All students begin each 4.5- week period with 100 S.T.A.R. points.

During the 4.5-week period, students who fall below 80 points will have the opportunity to regain points back up to 80.

All students must have at least 80 S.T.A.R. points to be eligible to participate in or attend any school activities such as in-school dances, field trips and class parties.

Activities are planned during the year for students who keep high point totals. Students who maintain 80 or more points at the end of each 4.5-week period are a part of the **Gold Club** and will be rewarded by their homeroom teachers.

Students who maintain 100 points for the entire year *and* are not assigned in- school or out-of-school suspension will become members of the Platinum Club. These students will receive special recognition at the end of the year for their accomplishment.

Administrators, teachers, and staff can deduct points for violation of any school rule. Points can be earned back by serving Extended Thursday School (ETS) or doing school and/or community service work. Each week S.T.A.R. points are totaled. Grade level S.T.A.R. Coordinators (teachers on that particular grade level that log in the points) will file S.T.A.R. points and make them available to students by discreetly posting them in or near the classroom.

Weekly S.T.A.R. points are posted by each Tuesday. Students must have 80 or more points posted to attend any upcoming activity. All points earned or lost after the post date will apply to the next posting date. Students with questions about their S.T.A.R. points must see the S.T.A.R. Coordinator for adjustments.

Any student whose points are below 80 points at the time for posting must attend ETS. Failure to attend ETS results in out-of-school suspension for one (1) day.

Remember, every student always has the opportunity to regain points up to, but not to exceed, 80 points.

Extended Thursday School

Citizenship and character education are the focus of Extended Thursday School (ETS). Students will serve from 2:30 until 4:30 p.m. A notice will be given to the student at least 24 hours in advance. Students who arrive after 2:35 p.m. are NOT allowed to attend. In addition, late students will not be permitted to make up ETS. Late students and students who refuse to serve may be suspended for one (1) day. Students are required to bring pencil and paper to ETS. No food or drink is allowed.

S.T.A.R. Point System

S.T.A.R. points can be **EARNED** for the following:

- New book donation +5
- Classroom helper +5 Teacher-approved
- Book report +10
- Mandatory ETS +10
- Donation to shelters +10
- All school fundraisers +10
- Community service +15 (accompanied w/letter on company letterhead)

S.T.A.R. points are **DEDUCTED** for the following:

- Unprepared for class -3
- Chewing gum/eating candy -3
- Inappropriate dress -3
- Tardy to class -3
- Cafeteria misconduct -3
- Skipping class -5
- Disturbing class -5
- Hallway/restroom misconduct -5
- Profanity/Vulgarity -10
- Abuse of school property -10
- Disrespect/Discourteousness -10

Points may be earned and deducted at teacher’s discretion; however, only one offense should be taken at a time and can supersede others.

S.T.A.R. Point Summary

- Everyone starts with 100 S.T.A.R. points.
- Points will be deducted for violating the Code of Conduct.
- Points will be added for completing school and/or community service.
- Students with 80-100 points at the end of the six-week period will be rewarded.
- Students who fall below 80 points and ineligible for field trips, parties, etc.
- Students who do NOT have 80 or more points by the end of the six- week period will receive an overall conduct grade of “N” or “U.” Students maintaining 100 S.T.A.R. points all year will receive special recognition at the end of the year.

**CONDUCT GRADING SYSTEM**

- 80 – 100 S
- 60 – 79 N
- 0 – 59 U

This product was derived and created from the DESA Discipline Committee.