

SHOALLY CREEK ELEMENTARY

3777 Parris Bridge Road * Boiling Springs, SC 29316
864-594-3200

Laura Meyer
Principal

Laura Szynalski
Assistant Principal



Mission Statement

Our shared mission is to create a safe, compassionate, and positive learning community where all leaders (students and educators) are provided with real-world learning opportunities, which empowers them to realize their maximum potential.

Vision Statement

Our shared vision is to prepare college, career, citizenship-ready learners, who develop into positive, respectful, and responsible community leaders who are critical thinkers and problem solvers.

Motto

Up, Up, & Away! Soaring to New Heights!

2022-2023 PARENT & STUDENT HANDBOOK

School Colors: Blues & Browns Mascot: "Jay-Jay" The Blue Jay

My iReady Data

	Fall 2022 Score	Winter 2022 Score	Typical Growth Goal	Stretch Growth Goal	Spring 2023 Score
Reading					
Math					

STUDENT INFORMATION

RELEASE OF DIRECTORY INFORMATION

Parents have the right to restrict or prohibit the release of directory information about their child. Spartanburg School District Two Board Policy, JR-R, *Student Records*, states: "Schools will treat each student's education records as confidential and primarily for local school use." The exception to this rule is for directory information, which includes: The student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information, so that it serves the best interests of the student.

In accordance with FERPA (Family Educational Rights and Privacy Act), should a parent of a student object to your child's inclusion/identification in publicized school recognitions/events/activities, including school-or-district-maintained website/Facebook page, or wish to opt out of the provisions for contact information to the military, you must, within 15 days of registration, advise the principal in writing (annually) of the specific type of directory information to withhold.

ADDRESS CHANGE

It is important that we have each parent's current address and phone number at all times. This information is especially important in case of emergency. Please notify the school office at 864-594-3200 immediately upon change of address or phone number. If changes are made, a new proof of residence (power bill, water bill, property tax bill, or landline phone bill) will be required within 30 days.

CUSTODY ISSUES

For everyone's safety, no student will be allowed to leave school with anyone other than those adults designated on the school's Pick-up Form. In situations where there is custody conflict between parents, it is necessary to have a copy of legal custody papers on file in the school office. Otherwise, children will be

dismissed to either biological parent. **Photo identification will be required from the person who signs out a child. Please note that it is the parent's responsibility to provide us with legal documentation.**

ATTENDANCE AREA CHANGE REQUEST/AFFIDAVIT

Students that are attending SCES based on a request or affidavit must renew this paperwork each year.

WITHDRAWAL PROCEDURES

The office should be advised of a student's withdrawal from our school prior to the withdrawal date, if at all possible. The advisement should state the child's last day in school, new address, and the school to be attended. Transfers should be requested prior to 11:00 a.m. to receive records on the same day.

Textbooks, library books, iPads (if applicable), and lunch monies will be accounted for before the child withdraws. School records will not be forwarded to other schools until such accountability has taken place. Students who transfer to other Spartanburg School District Two schools will not have their records sent to the receiving school until they have properly accounted for all items at the previous school.

Please note that school records will not be forwarded until we receive a request from another school. The student will not be dropped from our attendance reporting system until we receive that request.

STUDENT ATTENDANCE

DAILY CLASS SCHEDULE

7:00 a.m.	Building opens
7:00 - 7:25 a.m.	Breakfast served
7:30 a.m.	Instruction begins
10:30 a.m. - 12:30 p.m.	Each class has an assigned lunch period
2:05 p.m.	Students Dismissed - Daycare Vans and Walkers
2:10 p.m.	Students Dismissed - Bus Riders & "JAYS Beyond the Bell" After-school Program
2:15 p.m.	Students Dismissed - Car Riders

TARDINESS/EARLY RELEASES

School tardiness and early releases are addressed in the district's policy as disorderly conduct, defined as those activities engaged in by the student which tend to impede orderly classroom procedures or the frequency of which disturb the classroom or school.

Spartanburg School District Two strives to ensure that every student receives the best education possible by providing maximum instructional time beginning at **7:30 a.m. until 2:15 p.m.** Excessive tardiness and early releases are not only a violation of South Carolina's Compulsory Attendance Law, Section 59-65-90, but also a disruption in your child's classroom and their learning. Spartanburg School District Two schools require a high level of participation in engaged learning. Regular class attendance enables students to benefit from classroom discussion and interactive activities. For those students that are excessively tardy or leave early, an intervention plan will be developed in conjunction with the student and parent/guardian to improve future attendance. Please note that continued tardy concerns and early releases could lead to a truancy court referral.

Children should be in their **classrooms** and ready to begin work **before** the tardy bell at **7:40 a.m.** **When children arrive after 7:40 a.m., a parent must sign-in the student in the front office.** The student will then take a tardy pass to the teacher.

The Spartanburg School District Two Elementary School Tardy/Early Release Policy is as follows:

- 10 Tardies/Early Releases - Warning letter will be sent home
- 15 Tardies/Early Releases - School official will contact parent
- 20 Tardies/Early Releases - Letter will be sent and a conference will be scheduled to develop a Tardy/Early Release Intervention Plan
- 30 Tardies/Early Releases - Referral to Spartanburg County Truancy Court

Parents are urged to schedule health appointments after school hours so as not to miss valuable instruction.

ATTENDANCE

The South Carolina Compulsory Attendance Law, Section 59-65-10 requires that all parents of children age five to seventeen cause their children to regularly attend a public or private school of this state which has been approved by the State Board of Education.

Regular attendance is critical if students are to be successful in school. An absence can only be considered excused when (1) an excuse from a doctor or medical provider is sent or (2) a parent note is sent to school explaining the reason for the absence within five days of the absence.

The note should include the date(s) of the absence(s), the reason for the absence(s), the telephone number of the parent/guardian, and the parent's signature. Students are limited to 10 parent notes per year. Once parent notes have been received for 10 of your child's absences, no additional parent notes can be accepted.

A valid medical excuse must be provided for any additional absences in order for the absence to be excused. All excuses must be submitted within five days of the student's return to school. Legal absences include days when a child is absent due to his/ her personal illness, a doctor or dental appointment, emergency family illness, death in the family, buses not running, and religious holidays.

According to board policy, absences in excess of 3 consecutive days must be approved by the school's principal. This is to ensure a student will not be truant with their absences or miss a state examination or testing window. In the case that a student does miss state examinations, they could potentially be rescheduled on a day when classroom instruction is not occurring (field day, awards day, etc.) to ensure the student does not miss additional instruction. Unlawful absences result when a student returns to school from an absence without a note or misses school due to pleasure trips or activities that could have been tended to after school hours. Our state law defines truancy as "a student who has incurred three (3) or more consecutive unlawful absences and/or five (5) total unlawful absences and/or has excessive tardies in a school year." School administration is required by law to refer all students classified as truant to the Spartanburg County Truancy Court. Prior to a court referral, efforts will be made to work with the parent to develop a plan to improve attendance.

A NOTE TO 4K STUDENTS REGARDING ATTENDANCE

To ensure that students are getting the most educational benefit out of the 4K program, we ask that parents be mindful of their daily attendance. Typically, we have a waiting list for students to enter the 4K program, so we want to ensure that our students are taking advantage of all that our program has to offer. Students who are excessively absent or tardy could lose their spot in order to give another student the opportunity to take advantage of the 4K program. **Please note that after 10 absences, parents will receive a letter making them aware of the attendance concern. After 20 absences, the student will lose their spot in the program.**

STUDENT UNLOADING & LOADING PROCEDURES

CAR UNLOADING - MORNING DROP-OFF

4K & 5K students and their older siblings should be dropped off using the Kindergarten loop (accessible by the main car entrance of the school off Parris Bridge Road). **Doors will open at 7:00 a.m. and will close at 7:38 a.m.** Teachers are on duty to assist with the unloading of students. Please follow their directions. **Drop off is one lane curbside only.** Please do not leave cars parked in the circle. We must have continuous traffic flow. If you need to take care of business in the office, please park in the front parking lot of the school. For everyone's safety, drop off is a "No Passing Zone" at all times.

1st, 2nd, 3rd, 4th & 5th grade students should be dropped off at the front of the school (accessible by the main car entrance of the school off Parris Bridge Road). **Doors will open at 7:00 a.m. and will close at 7:38 a.m.** Teachers are on duty to assist with the unloading of students. Please follow their directions. **Drop off is one lane curbside only.** Cars should go as far up as possible and students will enter the closest wing to their drop off point, either the 200 wing or the 300 wing, to ensure a quick and safe entrance into the school. For everyone's safety, drop off is a "No Passing Zone" at all times.

For the safety of our students, parents need to keep a one lane entrance to each of the drop off areas. Students should be prepared to exit so the drop off line is not held up. **Students should exit curbside only.**

Parents should not leave their car unattended in either of the drop off lanes at any time. If parents have business in the office, please use the front parking lot. **Please keep in mind that traffic is heavier at peak drop off times on days of inclement weather, such as rain.** Please allow more travel time in order to have your child at school on time. The tardy bell rings at 7:40 a.m.

Once the sign stating that the school day has started has been placed outside, the entry doors are locked (7:38 a.m.); therefore, parents must park and walk students into the school through the front office and sign them into school for the day. **The doors will be locked at 7:38 a.m. each day.** Classroom instruction begins at 7:30 a.m. **Students should be in their classrooms by the 7:40 a.m. bell in order to be on time and not tardy.**

After the first week of school, please begin allowing your child to develop a sense of responsibility by walking himself/herself into the school each morning.

WALKERS AND BIKE RIDERS - MORNINGS

Walkers and bike riders enter through the 200 wing of the school. Walkers must be escorted to the school by an adult, must stay on the sidewalks, and should never go into the parking lots. Bike riders should park bikes on the rack outside the 200 wing and walk on the sidewalk entering the 200 wing door.

CAR LOADING - AFTERNOON PICK-UP

4K & 5K students and their older siblings should be picked up at the back Kindergarten loop, where one loading line will be formed.

1st, 2nd, 3rd, 4th & 5th grade students should be picked up at the front of the school, where one loading line will be formed.

Dismissal begins at 2:15 p.m. During the afternoon, teachers are on duty to assist with car loading. Parents must remain in their cars in the pick-up lines at all times. This is for everyone's safety. Students will be brought out to their cars by teachers on duty as parents pull up. **Please refrain** from motioning for your child or calling his/her name. This may cause your child to run out in front of another car. Again, your child(ren) will be brought to you.

Please follow these rules to ensure safety and a smooth traffic flow for unloading and loading:

1. One lane will unload in the mornings and one lane will load in the afternoons.
2. Pull to the end of the loading areas so that others may unload or load behind you. The teachers on duty will indicate appropriate places to unload and load.
3. Please turn the engine of your car off while loading in the afternoons.
4. Students should exit and enter cars from the sidewalk side only.
5. Please be alert and follow directions of the teachers on duty.
6. Please refrain from talking on your cell phone during all unloading and loading times.
7. Please park only in the parking spaces provided. Do not block driveways or other cars.
8. Never unload children in the parking lot and allow them to walk through the traffic alone.
9. Be sure to display your car tag at all times when picking up students from school. If your car tag is not displayed, or you do not have your car tag, you will be asked to park your car and to go to the front office to pick-up your child. You will be required to show photo identification. **Each family will receive two (2) card tags at the beginning of the year. If more car tags are desired, they will be available at a cost of \$2.00/tag in the front office. Car tags are required for any car pick-up from school.**
10. All parents of car riders must be in the car loading lines to pick children up at dismissal. Please do not park and come to the sidewalk to find your child.
11. All Spartanburg District Two Schools are **SMOKE-FREE**. Board Policy prohibits the use and/or possession of all tobacco products and paraphernalia including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, snuff and alternative nicotine products such as e-cigarettes.

WALKERS - AFTERNOON

Once all beginning-of-the-year routines have been established, we will evaluate the opportunity to have staff assist walkers in the afternoons at dismissal. Two sets of walkers are escorted by SCES staff members to the edge of campus. The Heritage Creek walkers will be escorted by a SCES staff member to the front entrance of the school. The Wynbrook walkers will be escorted by a SCES staff member to the bus/staff entrance of the school. **Parents must be on time, display their car tag, and must approach and meet their child at the crosswalk.**

DISMISSAL CHANGES

If you need to make any type of dismissal change concerning transportation for your child, it **must be provided to the front office no later than 12:00 pm.**

EARLY DISMISSALS/RELEASES

Please do not pick your child up before the end of the school day. **Early dismissals/releases will be coded as "unexcused" unless a doctor's note is provided.** All students leaving school early must be signed out in the office by the parent/guardian. **Please note that any person signing a student out for early dismissal/release will need to present their ID to the front office.** If someone other than the parent/guardian is picking the child up, please notify the school prior to dismissal time. The name of the designee to pick up the student should already be listed on the registration paperwork, otherwise the child will not be dismissed. Students will not be released without the parent/guardian consent. Students who must have early dismissal/release for medical appointments are required to bring a medical excuse to school the next day. **Please note that students leaving for early dismissal/release will need to be picked-up prior to 1:45 p.m. Photo identification will be required.**

LEAVING SCHOOL WITH OTHERS

If a child is to leave school other than his regular way, or at a different time, please write a note to the teacher. These arrangements should be made prior to your child coming to school. **Please do not call the office to make these changes. We will not allow anyone to pick-up other than those listed on the**

pick-up list at the beginning of the year. If you would like to add/remove someone from the pick-up list, you will need to come to the front office to do so.

LEAVING CHILDREN AFTER SCHOOL

School is dismissed at 2:15 p.m. Students enrolled in the "JAYS Beyond the Bell" after-school program should report to the cafeteria. Other students should be picked up at 2:15 p.m. If leaving a child becomes an excessive problem, we will meet to complete an intervention plan much like excessive tardies or absences. **Please note: After three (3) late parent pick-ups, students will be sent to "JAYS Beyond the Bell" and each student will be charged \$12.00 for the after-school program services provided that day.**

BUS TRANSPORTATION

BUS INFORMATION

Bus transportation is provided to all students who have registered and are eligible for this service. Any necessary changes in bus transportation for students, who are already signed up for the bus, must be **requested by 11:00 a.m.** in order for a seat on the bus to be secured by school administration. **Any students, who are new to riding the bus, must wait 48 hours before they are eligible to ride the bus, only after parents have completed a transportation change request form in person.**

BUS CONDUCT

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. It is the responsibility of each child riding the school bus to board and ride the bus safely and follow the school bus safety guidelines.

If you have a question concerning bus routes, please contact the Transportation Director at 599-9564.

SCHOOL BUS SAFETY RULES

All students who are transported on a school bus are expected to follow the bus safety rules as established by the state and Spartanburg School District Two. The rules are as follows:

1. Students will obey the bus driver.
2. Books and other objects are not to be placed in the aisle of the bus.
3. Students will remain seated and facing forward while the bus is moving.
4. Students will keep their hands and feet to themselves.
5. Students will not fight, scuffle, or create any distractions on the bus.
6. Objects must not be thrown from the bus windows.
7. Eating and drinking are not permitted on the bus.
8. Inappropriate language or gestures or loud talking are not permitted.
9. Students must not mark or deface the bus.
10. Treat the bus driver and other riders with respect.
11. Never tamper with the emergency door, fire extinguisher, or other equipment on the bus.
12. Students are to assist the driver in keeping the bus neat and clean. A trash receptacle is provided near the bus entrance.
13. Electronic devices and toys are not permitted on the bus.

BUS CONSEQUENCES

The following consequences will apply to any student who violates bus safety rules:

- **FIRST OFFENSE:** Probation/warning given by school administrator. The probation shall remain in effect for the school year in progress. Depending on the severity of the offense, other action may be taken. Parental contact will be made concerning the misconduct.

- **SECOND OFFENSE:** Bus privilege may be denied for up to ten (10) school days or other appropriate consequences will apply. Parent contact will be made concerning the misconduct.
- **THIRD OFFENSE:** Bus privilege may be denied for the remainder of the school year in progress or other appropriate consequences will apply. Parent contact will be made concerning the misconduct.

Please remember that adults other than authorized personnel are not permitted to board the bus. If you have a question concerning bus transportation, please contact the District Transportation Director at 864-599-9564.

SCHOOL BUS SAFETY DOESN'T STOP HERE

School bus safety is everyone's business. Please take a few minutes to make sure that your child knows and obeys the 10 rules of the road:

1. Be on time.
2. Never run to or from the bus.
3. Stand back from the curb/road.
4. Don't push or shove.
5. Stay in your seat.
6. Don't yell or shout.
7. Always obey the driver.
8. Wait for the driver's signal before crossing.
9. Always cross at least 10 feet in front of the bus.
10. Never crawl under a school bus.

They're simple to learn and easy to follow, and they start before the bus ever stops!

4K & 5K AT-HOME BUS DROP-OFF POLICY:

Parents of 4K and 5K students must be present at the bus stop in the afternoon. If a parent is not present, the student will be brought back to the school. If this occurs more than 3 times during a school year, the child will no longer have the privilege of riding the afternoon bus.

Our primary concern is the safety and well-being of all students who are transported on our school buses. Thank you for your cooperation!

CAFETERIA INFORMATION

Type of Lunch:	Daily:	Weekly:
Full Pay Student Breakfast (All Grades)	\$1.50	\$7.50
Reduced Student Breakfast (All Grades)	\$0.30	\$1.50
Adult Breakfast *Exact payment ONLY	\$2.55*	N/A
Full Pay Student Lunch (Elementary)	\$2.75	\$13.75
Reduced Student Lunch (All Grades)	\$0.40	\$2.00
Adult Lunch *Exact payment ONLY	\$4.10*	N/A
Milk	\$0.50	\$2.50

*Exact payment only & prices are subject to change.

LUNCH PAYMENT

Parents are encouraged to send a payment to keep their child's lunch bill up to date. Payments may be sent to school via check in a sealed envelope, which includes the child's name. **If cash payments are made, students MUST have correct change.** If lunch balances accrue over \$25.00, students will have to bring their own lunch. Unpaid cafeteria balances may result in your child being unable to attend class

field trips. More information about the District Two food service can be found at:
https://www.spart2.org/departments/food_services

FREE / REDUCED LUNCH FORMS

Application forms for free and reduced meals are available in the school office or can found at https://www.spart2.org/departments/food_services. This is the quickest method. Only one application per household should be completed. **If your child was free or reduced last year, it is not an automatic approval this year.** Your child's application is only good for that school year and for the first 30 days of this school year. You must complete a new application each year. Local authorities determine eligibility for free or reduced meals. Breakfast is served from 7:00 a.m. - 7:20 a.m. Students must be in the cafeteria by 7:25 a.m. in order to be served. Students will receive one (1) milk with their meal. If a student would like a second milk, the student must pay the a la carte price listed above. No canned soda, plastic bottles or glass containers are permitted. Food cannot be removed from the cafeteria. **PLEASE DO NOT BRING/SEND FOOD IN FROM LOCAL ESTABLISHMENTS.**

SCHOOL PARTIES AND BIRTHDAY TREATS

Two parties will be held each school year, one before the Winter Holiday and the other on Valentine's Day. Parents are welcome to bring birthday treats at lunchtime in the cafeteria. We, respectfully, ask that you are mindful of allergies when choosing birthday treats that you would like to share with the class. We do not permit class parties to celebrate a student's birthday; however, you are welcome to provide treats at lunch. **We ask that you bring in store-bought treats only.** No balloons or flowers are able to be brought into the building. If a student would like to pass out party invitations, they may do so at the end of the day and may only be handed out if the entire class is invited.

STUDENT CONDUCT

DISCIPLINE

Citizenship in a democracy requires respect for the rights of others. The students at Shoally Creek Elementary School are expected to conduct themselves in a way that the rights and privileges of others are not violated. Our school-wide character education and discipline policy is thus in effect throughout our school - in the car rider areas, cafeteria, buses, recess, related arts, field trips, and after-school program. Consistency is very important.

CONSEQUENCES

When students compromise the school behavior expectations, they will conference with teachers, and if necessary, an administrator. The goal of the responsibility model is to teach children to make good decisions and to modify/change negative behavior. Part of the discussion is to discuss their behavior and how their behavior has a negative impact on the school environment. We also discuss with them alternative behaviors. If the child continues to violate our basic rules, other more traditional consequences will be utilized (parent conference, detention, and suspension).

EXPECTATIONS

1. Students will treat teachers, staff, and peers with respect.
2. Students will keep hands, feet, and objects to themselves.
3. Students will be prepared each day with supplies and homework.
4. Students will walk quietly in the hallways.
5. Students will show respect for school and personal property.
6. Students will dress appropriately for school.
 - a. At Shoally Creek Elementary School, we believe that students who are well groomed are better prepared for learning.

- b. Any clothing containing obscene or offensive designs and/or language are not allowed.
7. Cellphones, toys, and gaming devices will not be permitted at school.
8. Students will not be allowed to sell any items at school.
9. The following items are not allowed at school:
 - a. Firearms
 - b. Knives
 - c. Fireworks
 - d. Matches/Lighters
 - e. Glass containers
 - f. Weapons or any item that might injure others
10. The use of and/or possession of tobacco and tobacco-related products are strictly prohibited.

SPARTANBURG DISTRICT TWO DRESS CODE

The orderly conduct of the education process requires that the clothing and grooming of students not be distracting, disruptive, or provocative. Therefore, the following shall not be allowed:

- Extensive and unusual use of cosmetics
- Low neck and/or open back dresses, shirts
- Open midriff blouses or shirts
- Halter tops, or sheer see-through blouses
- Blouses with straps less than 3 fingers in width
- Hats
- Short-shorts; shorts must be longer than the middle finger when hands are stretched down on the side of the body.
- Items that promote or advertise drugs, alcohol, tobacco, or use of weapons
- No shoes with high heels; regular tennis shoes are encouraged
- No tennis shoes on wheels
- For clarification: sleeveless shirts must be at least one inch wide across the shoulders
- No portion of any undergarment may be visible; all belts are to be buckled or fastened at the waistline.
- Unusual hairstyles/color dye

STUDENTS RIGHTS AND RESPONSIBILITIES

Our school recognizes that a safe and civil environment in school is necessary for students to learn and achieve high standards. Therefore, harassment, intimidation or bullying are prohibited on school premises, on the school buses, at official school bus stops, and at all school-sponsored events. This includes:

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

Consequences for students who engage in harassment, intimidation or bullying may include, but not be limited to, mandated counseling, in-school suspension, out-of-school suspension, and expulsion from school, based on the severity of the incident.

Anyone who has reliable information that a student has been subjected to harassment, intimidation or bullying shall report the incident to the school principal for investigation.

IPAD GUIDELINES

Students will follow the guidelines that are outlined in the Spartanburg District Two *EXCEL Student and Parent/Guardian Guide*, the Spartanburg District Two *Acceptable Use Policy*, and *Student Pledge for Use of the iPad*.

The following are iPad usage guidelines:

- The iPad ID sticker should remain on the back of the cover near the top of the iPad at all times.
- The iPad should be properly stored or cared for at all times.
- Students will only download appropriate apps as designated by their teacher.
- iPads must remain in the district-provided protective case at all times.
- iPads should be used by students only; not siblings, family members, or other friends.
- If a screen is cracked or other damage occurs, it must be reported to the teacher immediately so that repairs can be completed in a timely fashion.
- The protective case should remain free of stickers, advertisements, etc.
- Only pictures/videos related to educational purposes are allowed to be placed on iPads.
- The iPad should be utilized appropriately and at appropriate times.

IPAD CONSEQUENCES

The following consequences will apply to any student who violates the iPad guidelines:

- **FIRST OFFENSE:** Warning/probation to correct the issue immediately. Parent contact will be made concerning the misconduct.
- **SECOND OFFENSE:** iPad privilege may be denied for up to 3 days or other appropriate consequence will apply. Parental contact will be made concerning the misconduct.
- **THIRD OFFENSE:** iPad privilege may be denied for up to one week or other appropriate consequence will apply. Parental contact will be made concerning the misconduct.

POLICY GOVERNING SUSPENSION AND EXPULSION OF STUDENTS

A student may be suspended or expelled for committing any crime, gross immorality, gross behavior, persistent disobedience, or for violating the written rules and regulations established by Shoally Creek Elementary or the Board of Trustees of Spartanburg School District Two. A student may also be suspended or expelled when his/her presence is detrimental to the best interest of the school. Parents of suspended students or expelled students shall have the right to appeal to the school principal and/or the school district office. The expelled student shall have the right to petition for re-admission for the succeeding school year.

Spartanburg County School District Two does not discriminate on the basis of sex, color, religion, national origin, age, handicap, or veteran status in the provision of educational or employment opportunities and benefits in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

SCHOOL DELAYS / CLOSING

BASIC PLAN

The following plan has been devised when weather conditions require a decision as to whether schools will be open or closed:

1. Listen to your radio or TV for an announcement, or visit our website <https://www.spart2.org/> .
2. If you do not have a radio or TV, arrange to call a friend about the announcement, or have him/her call you.
3. Do not phone the school, district office, or TV station.
4. If the children are in school, listen to your radio or TV for the announcement of school closing.
Please do not call the school. The telephone lines should be kept open for important messages.

5. **Delayed openings:**

- If school is delayed one hour, the building will open at 8:00 a.m., and school will begin at 8:30 a.m. Breakfast will be served and morning 4K Kindergarten will be in session. Afternoon 4K Kindergarten will follow regular schedule.
- If school is delayed two hours, the building will open at 9:00 a.m., and school will begin at 9:30 a.m. Breakfast will not be served and there will be no morning 4K Kindergarten. Afternoon 4K Kindergarten will follow regular schedule.

EARLY SCHOOL CLOSINGS

The decision to close school during the day is a district decision and parents are urged to listen to their radio or TV for an official announcement. In the case of school closing during the school day, the following procedures will be followed:

1. Students riding buses will be transported home by the buses they normally ride.
2. Parents desiring to pick up their child/children before the early dismissal must come to the office to sign them out.
3. The "JAYS Beyond the Bell" after-school program will **NOT** be held.

STUDENT HEALTH INFORMATION

BASIC INFORMATION

It is comforting to know that someone will be in the Health Room should our children get sick or injured. Please remember we do not give internal medicine to students without the necessary Physician's Statement of Medical Needs. Please make sure your child does not abuse the Health Room privileges.

The best protection from disease is prevention. You can prevent many diseases by making sure your child receives immunizations and by making sure your child washes his/her hands often.

STAY HOME, IF...

Criteria for students remaining home or being sent home due to illness:

1. Fever of 100 degrees or higher within the past 24 hours, with or without symptoms
2. A cold in the contagious stage: severe nasal discharge that is not clear in color
3. Any communicable diseases
4. Undiagnosed rash or skin eruptions
5. Vomiting or diarrhea within 12 hours
6. Untreated head lice or scabies

HEALTH SERVICES GUIDELINES

If a child becomes ill while attending school, the parents or authorized person will be notified by phone to pick up the child. It is a parental obligation to provide this transportation in the interest of health and security of the child.

Injured or sick children are taken care of in the Health Room until a parent arrives.

1. Please complete the emergency forms you are given at registration. Telephone numbers are especially important. Please update your telephone number if a change occurs.
2. Parents are called when a child has an abnormal temperature, vomiting, or special situations. You will be asked to pick up your child as soon as possible.
3. If you are called to pick up your child, please come into the office and sign your child out at the front desk.
4. Our Health Room takes care of a lot of sick children daily. To help keep your child well, please encourage them not to make unnecessary trips to the Health Room.

5. No internal medicine is given to students without a Physician's Statement of Medical Needs.

MEDICATION

Shoally Creek Elementary School will follow district policy regarding dispensing medication. The school nurse may administer oral medicines to students during school hours at the written request of the doctor and parent/guardian. The request forms are available in the office. The forms are also located on the district website and be found at: https://www.spart2.org/parents/medical_forms The school nurse must observe the student while taking the medication.

RULES FOR ADMINISTERING MEDICATION AT SCHOOL

1. Medications will only be administered at school when prescribed by a licensed physician to be given at least four times a day or when prescribed to be given at a specific time of day that falls during school hours. The physician AND parent must sign the form for the prescription medication to be given at school.
2. Medication must be brought to the school by the parent or guardian in the original container, dispensed and properly labeled by a licensed physician or pharmacist. Students are NOT allowed to transport medication to and from school unless specified in the student's Individual Health Care Plan.
3. School nurses are legally required to administer only medications with FDA approval.
4. Nurses will not administer narcotics. In the rare case a student requires a narcotic; it will first be approved by the nurse supervisor on a case by case basis.
5. Individual Health Care Plans, which include the required components outlined by the State Department of Education, must be developed for students with serious medical conditions such as brittle diabetics, severe allergic reactions and severe asthmatic conditions requiring the student to self-monitor and/or self-medicate his/her condition during the school day or school sponsored activities. In accordance with this plan, the district authorizes, on an annual basis, the student to self-monitor and self-administer medication as ordered by the student's physician and permitted by the parent unless there is sufficient evidence that unsupervised self-monitoring or administration would seriously jeopardize the safety of the student or other students.
6. Individual Health Plans must also be developed for students with chronic health conditions requiring treatments, procedures, and/or monitoring that must be performed by the school nurse that are complicated and/or lengthy, which require multiple contacts with the nurse during the school day, and/or are needed on an emergency basis to prevent death or disability. If a student qualifies for a Federal 504 medical accommodations plan, the plan must include the required components specified for an Individual Health Care Plan. The student's physician, the student's parent or legal guardian, the student (if applicable), the school nurse, and other appropriate school staff members must be involved in the development and the approval of the plan.
7. Sharing any prescription or over-the-counter medication with another student may result in disciplinary action. The parent/guardian must sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the student and the parent/guardian will indemnify and hold harmless the district and its employees and agents-against any claims arising out of the self-monitoring or self-administration of medication by the student.
8. Over the counter (OTC) medications may be provided by the parent if it is in the ORIGINAL container, clearly labeled with the student's name and is accompanied by written parental permission form. OTC medications will only be given according to package directions.
9. Medications will be kept in a secured storage unit in the health room of the school, unless specified in the student's Individual Health Care Plan.

10. The School Board authorizes, as allowed by the Safe Access to Vital Epinephrine Act (SAVE), school nurses and other designated personnel to administer, under approved protocol and without a prescription, an epinephrine auto-injector to a student or other individual on school premises who they in good faith believe is experiencing anaphylaxis.
11. The district, in consultation with the South Carolina Department of Health and Environmental Control and the South Carolina Department of Education, will develop, implement, and post on the district website a plan for managing students with life-threatening allergies. The plan will include:
 1. Training of school personnel on managing such students, storing and administering epinephrine auto-injectors, and recognition of allergic reaction symptoms.
 2. Procedures for responding to life-threatening allergic reactions, including emergency follow-up.
 3. A process for the development of individual health care and allergy action plans for every student with a known life-threatening allergy.
12. Parents will reclaim any unused medications within one week of the last day of school. The school will destroy any unused medications after this time.

HEAD LICE

Spartanburg School District Board Policy, AR JLCC-R Communicable Diseases states that if a teacher suspects a child of having head lice, he/she will notified the school nurse. If the student has an active infestation, the school nurse will notify the parent/legal guardian by telephone or in writing with the following: recommendation for treatment procedures; documentation required for readmission to school; and availability of vouchers or products through county health departments for eligible families. The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions: the student shows evidence of treatment as determined by the school nurse and the student passes a physical screening by the school nurse which shows the absence of head lice and/or viable nits. At no time will a student be allowed to return to school without proof of treatment and a screening by the school nurse.

INSTRUCTIONAL / ACADEMIC INFORMATION

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program at Shoally Creek Elementary School. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please make every effort to attend the parent-teacher conferences held in the fall. Parents are encouraged to initiate conferences at any time by writing a note or calling the child's teacher(s) at school (594-3200). When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for these special conferences.

CLASSROOM VISITS/OBSERVATIONS

Our instructional time is precious. We try our best to minimize any distraction or disruption during classroom instruction. With this in mind, it is our practice to limit classroom visits or observations throughout the year.

HOMEWORK

The intention of homework is to provide practice in academic skills. Homework is designed to extend and reinforce learning and to develop good study habits. Homework increases mastery of skills and builds a student's knowledge base. With proper management from parents and teachers, homework can help a child develop independence and responsibility. Parents should encourage and support their child's efforts. However, doing homework is the child's responsibility, not the parent's.

Per our District Policy, homework should be approximately ten minutes per grade level in addition to the 30 minutes of reading time.

SCHOOL DELIVERIES

Personal deliveries (flowers, food, balloons, etc.) to staff and students are not allowed. Also, no fast food may be brought into the school.

PHYSICAL EDUCATION

All students are expected to participate in physical education classes unless excused in writing by a physician. Additionally, students are expected to wear tennis shoes on the days their classes are scheduled to attend P.E.

SCHOOL LIBRARY

The library is open every day for students to exchange books, do research and read periodicals. All students visit the library. Books are checked out for one week and may be renewed one time. Students are responsible for all books and other materials borrowed from the library. Students should be careful not to lose or damage items. If library books are lost, students are responsible for paying the replacement cost/damage fees. Report cards will be held for books not returned or replaced.

DIGITAL DEVICES

Students in 5K - 5th grade will be assigned an individual iPad by the school. Teachers are able to utilize these devices throughout the year to enhance classroom instruction.

All parents must set up an Apple ID for their student and complete the necessary paperwork before their child can receive their iPad. Students will not be taking these iPads home. These devices are subject to search without notice as they are property of Spartanburg School District Two.

Students that choose to misuse devices or access inappropriate content will be subject to a school consequence depending on the nature of the misuse. Administration will contact parents to notify them of the offense and communicate the consequence to include loss of privilege, in-school suspension, or out-of-school suspension.

LOST AND FOUND

We maintain a lost and found area at SCES. To minimize lost articles, please write your child's name on all items brought to school. Unclaimed items will be donated to a local charity every semester. For small items, such as jewelry and money, contact the office secretary.

GRADES

GRADING AND PARENT PORTAL

Teachers will be sending home signed papers every two weeks with students in grades 1 - 5 (unless there is a conflicting holiday). These papers will give parents the opportunity to review student work. Parents also have access to grades online 24/7 through PowerSchool's Parent Portal. Teachers will update their grade books a minimum of 5 days after a test is turned in. The regular classroom teacher, in collaboration with the resource teacher, will give grades for resource students.

- 80% of a student's grade in Math, Reading, and Language Arts will be determined by a minimum of 5 major tests. For example, one major project may be counted as a test grade. For Science and Social Studies, 80% of a student's grade will be determined by a minimum of 2 major tests.

- 20% of a student's grade in Math, Reading, Language Arts, Science, and Social Studies will be determined by classwork, minor quizzes, reports, fact tests, projects, and homework. A minimum of 5 assignments will be assessed and recorded in PowerSchool.

Parents are encouraged to keep up-to-date with their student's academic progress throughout the year by using the PowerSchool Parent Portal. The website is: <https://spart2.powerschool.com/guardian/home.html>

REPORT CARDS AND INTERIM REPORTS

Report cards are issued four times each year at the end of each nine-week period via email from Bright Arrow. Interim reports are issued during the mid-point of each nine weeks, also via Bright Arrow.

GRADING SCALE

A = 90 - 100	B = 80 - 89	C = 70 - 79	D = 60 - 69	F = 59/below
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A student must be enrolled for 23 days or more than one half of the nine weeks in order to receive a grade.

PROMOTION POLICY

Shoally Creek Elementary School will adhere to the Spartanburg District Two promotion policy to determine promotions and retentions. Parents will be notified after the third nine-week's period if their child is not meeting requirements for promotion.

OTHER IMPORTANT INFORMATION

PAYMENTS:

Please note that our school is unable to make change for any payments. It is policy that our school does not keep any money on campus; therefore, please have the exact amount when making all payments.

"JAYS BEYOND THE BELL" AFTER-SCHOOL PROGRAM

An after-school program is offered for Shoally Creek Elementary School students. If interested, you may enroll your child through the online registration process or in the front office throughout the school year, provided that space is available. ("JAYS" - **J**ourney through **A**ctivities where our **Y**outh **S**oar)

EMERGENCY DRILLS

Shoally Creek Elementary School routinely conducts a variety of emergency drills, such as fire, tornado, earthquake, and lockdown/intruder drills. These drills are necessary for the safety of the students, staff and faculty. It is important for everyone to know the specific directions for being safe in all areas of the school building in which he or she may be. Specific information and procedures for these drills will be taught to all students throughout the school year.

FIELD TRIPS

Field trips are centered on units of study and feature different activities for different grades. This ensures that students have a wide range of experiences at the ages that they would be most appropriate. Parents are asked to sign permission forms for their child's participation; no child will be allowed to go on a field trip unless this form is signed. Each child is expected to pay a fee to cover expenses. **Field trip fees cannot be refunded if a student has been counted in the original number.** Charges for trips are determined by the number of students signed up to go and once individual fees are set the school cannot refund the fees. Volunteers are needed as chaperones on these trips. **A chaperone agreement must be signed by parents who wish to attend trips. A Spartanburg School District Two Chaperone Form along with \$26.00 for a criminal background check (SLED) must also be completed for approval in advance of the trip. SLED checks are valid for one year from the date of approval. All field trip**

chaperones must be on the Approved Chaperone/Volunteer list. Siblings are not allowed to accompany students and chaperones on field trips or field days.

Field trips and special events are a privilege as well as a learning experience, for students. To ensure student safety and an opportune learning environment for all students, the following are guidelines for participating in these activities:

- All fees must be paid in full (i.e. cafeteria, textbooks, library, after-school program, etc.)
- No OSS for the semester and no more than 1 for the year
- No more than 2 office referrals within a 9-week period
- No excessive absences/tardies

When students leave the school to go on field trips, they become ambassadors for Shoally Creek Elementary School; therefore, exceptional student conduct is essential! In order to assist in maintaining the positive public image of Shoally Creek Elementary, students who have proven that they cannot continually meet the expectations of good behavior in the school may not be allowed to visit places with less structure. Students who are unable to attend a field trip will remain at school in a structured learning environment and will work on related curriculum. Likewise, students who have been suspended from riding the school bus may be ineligible to participate in field trips if transportation for these trips is provided by Spartanburg School District Two.

SCHOOL IMPROVEMENT COUNCIL (SIC)

The School Improvement Council (SIC) is made up of parents, teachers, business members and community members. This group meets periodically to enhance communication between the school and the community and to advise the principal on school-related issues. These meetings are open to all parents.

PARENT-TEACHER ORGANIZATION (PTO)

Shoally Creek Elementary School has a Parent-Teacher Organization (PTO) that provides an important link between home and school. This organization sponsors a number of activities to improve and support education and build school community. All parents are encouraged to join and support our school's parent organization.

SPECIAL SERVICES

Special Education services are available to students who qualify according to SC and federal criteria.

The special services of a school psychologist, nurse, hearing clinician, speech clinician, physical/occupational therapist, mental health counselor and ESOL teacher are available to students at Shoally Creek Elementary. Parents and teachers may request these services through an administrator or guidance counselor

SPEECH, HEARING, AND VISION TESTING

Screening programs for vision, speech, and hearing are provided at school. Speech and hearing testing and therapy are available to children with special needs. Any child may be screened if requested by the parent or teacher.

SCHOOL PICTURES

Twice a year students will have school pictures made. Printed in color, packages of several sizes are available for purchase. Dates for pictures are announced in advance with individual pictures taken in the fall and spring. Class photos will also be taken in the spring.

TEXTBOOKS

The state provides free textbooks for students in elementary school. If a textbook is lost or damaged by a student, she/he must pay the assessed amount.

TITLE I

Shoally Creek Elementary receives Federal funds for our pupils in poverty rate. Title I funding is instrumental in educating all children at SCES. Our school benefits from this funding by supporting programs such as, but not limited to, 4-year-old Kindergarten program, Family Nights, staff training, parent educational programs, phonics instruction and enhancing classroom libraries.

Regulations of the Title I program state that parents have the right to provide feedback regarding how the funds are allocated. Planning surveys will be sent home each fall and spring allowing parents to provide suggestions related to the existing programs and/or other educational programs. Comments and questions about Title I funding are welcomed at any time. Please call the front office 864-594-3200 to discuss your questions or to view our Title I plan.

READ TO SUCCEED LEGISLATION

The South Carolina Act 284 (Read to Succeed) became law in 2014 with the goal of improving literacy and reading proficiency for all children. The law includes some significant information regarding the promotion and retention of third grade students that took effect beginning with the 2017 - 2018 school year.

The law states, "Beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment SC READY." There are exceptions to this requirement in the law. These exemptions will be taken into consideration when making retention decisions regarding individual students.

Please be assured that it is the goal of Spartanburg School District Two that all students will become proficient readers by the end of third grade. Many interventions can be put into place to meet the diverse needs of our students. Instructional supports such as additional instruction in reading, individualized instruction, intense whole-group and small group instruction, LLI (Leveled Literacy Intervention) Interventionists, and computer assisted instruction are options to help students that struggle in the area of reading. In addition, classroom teachers will continue to receive literacy training and support from school-based Literacy Coaches.

If you have any questions or need additional information, please contact your child's teacher. You can also access information about Read to Succeed on the South Carolina Department of Education website: <https://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed1/> .

TITLE IX, SECTION 504, AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 GRIEVANCE PROCEDURES

Spartanburg County School District Two recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances.

These complaint procedures will be placed on the bulletin boards of schools and will be distributed to parents and students.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency.

The right to file a complaint shall be afforded to any parent, employee, and/or student and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these inquiries to the District Office:

Spartanburg County District Two, Administration Building
3231 Old Furnace Road
Chesnee, SC 29323
Telephone: (864) 578-0128

Persons who desire to register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Superintendent:

Spartanburg County School District Two, Administration Building
3231 Old Furnace Road
Chesnee, SC 29323
Telephone: (864) 578-0128

Upon receipt of a complaint, Spartanburg County School District Two shall adhere to the following procedures:

1. The superintendent shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The superintendent shall provide an opportunity for the complaint or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.

Upon receipt of the superintendent's resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the Board of Trustees within thirty (30) days.



Parent Agreement Statement

As the parent/guardian of a Shoally Creek Elementary School student, I read and agree to the above rules and procedures as listed in this Parent & Student Handbook. I understand that these rules and procedures are in place to keep my child safe while in attendance at Shoally Creek Elementary School.

Parent's Signature: _____

Date: _____

Student Agreement Statement

As a Shoally Creek Elementary School student, I read and agree to the rules and procedures as listed in this Parent & Student Handbook. I understand that these rules and procedures are in place to keep me safe while attending Shoally Creek Elementary School.

Student's Signature: _____

Date: _____

Please sign and return this page to your teacher by Friday, August 19, 2022.

Thank you!