

Britton's Neck Elementary School



“DREAM - BELIEVE - WORK - ACHIEVE”

Parent/Student Handbook 2017-2018

223 Gresham Road

Britton's Neck, SC 29546

Phone: 843-362-3510

Fax: 843-362-3519

Mrs. Monica Kimbrough, Principal

Notice of Non-Discrimination

Marion County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504- Mrs. Amanda Dale, Director of Special Services, 719 North Main Street, Marion, SC 29571 843.423.1811

Title IX- Mrs. Paula Grant, Director of Human Resources, 719 North Main Street, Marion, SC 29571 843.423.1811

BNES DIRECTION STATEMENT

Preparing all students to live and work effectively, responsibly and productively within our society

BNES PURPOSE STATEMENT

Britton's Neck Elementary provides a nurturing environment that educates, prepares and inspires students to be productive citizens in a changing global society.

BNES BELIEFS

- All students can become productive members of society.
- Education is a partnership among students, families, schools and community.
 - Our children are at the center of all decision making.
- Education should prepare students to succeed academically and socially so they can compete for quality jobs and become productive members of society.
- Each person has intrinsic value and worth and is a unique individual with different needs and abilities.

WELCOME STUDENTS

The administration and staff would like to take this opportunity to welcome you to Britton's Neck Elementary School. The information in this handbook has been compiled to help you be successful at this school. Please know that we believe in you and together we can achieve great things. Our goal is to help you become lifelong learners ready to conquer whatever challenge the world may bring. If you believe it, together we can achieve it!

WELCOME PARENTS

We strongly believe parental involvement is vitally important to the success of your child's educational experience. Your input into the educational process is valued. Parents are encouraged to stay in close contact with your child's teacher, attend parent conferences, become involved as a volunteer, and participate in special events! It would mean a great deal to our staff, but more importantly it would mean the world to your child.

PURPOSE

This Britton's Neck Elementary Parent-Student Handbook has been designed to provide essential information that will help students and parents have a successful school year. We have attempted to include the relevant information you need. It is the responsibility of the parents and students to read and abide by the policies contained in this handbook. **Failure to read the information does not release any parent or student from abiding by the policies and procedures outlined in the handbook.** If you have any questions or concerns about this handbook or its contents, please contact the school. We hope you will find this booklet helpful. Please keep it handy so that you can refer to it easily and often.

Additional policies can be found in the Marion County School Board Policy. A copy is available for review online or at the school.

SCHOOL HOURS

7:00	Students begin to arrive at school
7:45	Tardy bell rings
2:30	Students are dismissed
3:00	Faculty Dismissal

- **Students may not be checked out early after 2:00 PM.**
- Students arriving after 7:45 must be signed in by an adult and obtain a tardy pass from the office prior to going to class.
- Students are not to come to the school or be dropped off at school **before 7:00AM.**

ATTENDANCE

Children are required to attend school for 170 days out of the 180-day school year. The principal shall approve or disapprove any absences in excess of ten days, whether lawful, unlawful or a combination thereof. Parent excuses are acceptable for up to 10 days of absence. A student ages 6 to 17 years who has three consecutive unlawful absences or a total of five unlawful absences is considered truant as defined by state board of education.

Once a student is determined to be truant, school officials will make every reasonable effort to meet with the parent/legal guardian to identify the reasons for the student's continued absence, including telephone calls, home visits, written messages and e-mails. A written intervention plan will be developed by school administrators along with the parent/legal guardian. Representatives from other community support organizations may be invited to participate in developing the intervention plan.

Teachers will permit students to make up work missed due to absence as long as the student makes appropriate arrangements with the teacher no later than the student's second day back to school. The student must complete the work within 5 days after the return to school.

TARDIES

It is extremely important that students arrive to school on time each morning. When a student is tardy, he/she misses important instructional time. Students arriving after 7:45 AM are considered tardy and must be signed in by an adult before reporting to class. If a student accumulates an excessive number of tardies, it will be reported to the district truancy officer.

MORNING ARRIVAL

- Students may not be dropped off at school prior to 7:00 a.m.
- For safety and security reasons parents will not be permitted to walk students to class in the morning unless they have a prearranged conference with a teacher. Staff members are posted throughout the building in the mornings to assist students as needed. If you do have a prearranged conference with a teacher, you must sign-in at the front desk and receive a visitor's pass.

EARLY DISMISSAL/STUDENT CHECK-OUT

- **Students may not be checked out after 2:00 p.m.** If you arrive after this time to pick up a student, you will be asked to pull into the car rider line, and your child will be dismissed with the car riders. If you need to check a student out early, please plan accordingly. Students will not be dismissed after 2:00 p.m. due to urgency on the part of the parent, except in cases of extreme emergency. If the school contacts a parent to pick up a sick child, the student will be dismissed to the parent upon arrival, no matter the time.
- If you pick your child up early, you must come to the office to sign him/her out. Students will not be released to any individual not listed on the student's check-out card on file in the office. If someone comes to pick up your child and is not listed on the student's check-out card, an attempt will be made by the office staff to contact the parent. Unless the parent can be contacted, the student will not be released.
- When a student is checked out early, he/she loses important instructional time. Therefore, early check-outs will be closely monitored. If a student is checked out early more than five times, a parent conference will be requested by the principal.
- Once dismissal has begun, parents or other family members will not be permitted to get students off of a bus or out of the bus line. Teachers will not be permitted to dismiss a child to a parent at this time. Only an administrator will have the authority to pull a child from the bus line or off a bus.
- Parents who pick up their children in the afternoon should use the parking lot on the left side of campus. Enter at the end of the building and exit through the driveway at the middle of the building. Staff members will be on duty to direct traffic and help students into the cars.

EMERGENCY/STUDENT CHECK-OUT CARDS

It is important that an emergency card be completed for your child. On it, you will list the names of persons who may pick up your child in the event you cannot do so. Parents and others, whom our staff may not recognize, will be asked for identification and the child's Check-Out Card will then be referred to. **Children will not be released to anyone not on the Check-Out Card.**

STUDENT CONDUCT

At Britton's Neck Elementary School we believe students should conduct themselves appropriately at all times and should be responsible for their actions. Inappropriate behavior should not interfere with the classroom environment in any way. Classroom rules and procedures are developed by each individual class and sent home to parents. Disciplinary matters will be handled at the most appropriate supervisory level. Repeated offenses and more serious offense will result in a referral to administration. Possible disciplinary action if referred to school administration could include:

- Administrative conference
- Referral to Guidance Counselor

- Parent Contact
- Loss of privileges
- In-school Suspension
- Out of School Suspension
- Behavior contract and behavior interventions
- Other appropriate measures deemed necessary by administration

Students who accumulate repeated referrals to administration or who commit major offenses may be recommended for alternative placement or expulsion.

Please refer to the Student Code of Conduct for more detailed information regarding behavior expectations, offenses and consequences. Information regarding student discipline policies and procedures may also be found in the Marion County School Board Policy.

SCHOOL ALL-CALL SYSTEM

There are often times during the year when the school needs to use our automated all-call system to relay important messages to parents. Very often these calls are related to buses that will be late. The front office is often overloaded with return calls when we use this system. You can assist by taking the time to listen to the voicemail before calling the school. This will help reduce the number of calls to the school and assist us in being available to answer questions or issues that may arise. For example, if we call to inform parents of a late bus, and a parent needs to call back to let us know she will be picking up her child, we want to be able to take that call prior to buses leaving. If the lines are tied up with calls from people asking what the initial call was about, the parent needing to have her child wait at school may not get through in time. Please take the time to listen to the voicemail from the school before returning any calls.

SCHOOL BUSES

For the safety of all bus riders, it's important for the bus driver to be able to keep his/her attention on driving rather than having to address inappropriate student behavior. While we understand that many of our parents rely on the buses to transport students, our first and foremost concern at the school is that the bus drivers are able to safely operate the buses. Any behavior that interferes with the safe operation of the bus and/or the welfare of other riders is prohibited. Bus drivers will report any unsafe and inappropriate behaviors to the school administration for review and appropriate disciplinary action.

If a student is suspended from the bus, the parent will be responsible for providing transportation to and from school. Absences from school that result from a bus suspension will be considered unexcused.

Repetitive referrals on the bus may result in the permanent loss of bus privileges. Please see the Student Code of Conduct for additional information related to bus expectations and consequences.

For any information, questions, or concerns about school buses, you may contact the school office at 843-362-3510 or the district transportation office at 843-423-1811.

TRANSPORTATION CHANGES

Any changes to the normal mode of transportation for a student must be made ***in writing***. Requests should be dated and signed by the parent. Due to safety concerns, we cannot take transportation changes over the phone or via email except in cases of extreme emergencies and only with administrative approval. An

emergency approval will not be granted more than once to any individual. **No transportation changes will be accepted after 2:00 p.m.**

VISITORS TO SCHOOL

The school encourages parents and other citizens of the district to visit classrooms and to observe the work of the school. **The school requires that all visitors report to the school office and receive authorization and a visitor's pass before visiting anywhere in the building.** The only exception is when parents have been invited to the school to attend an assembly program. Students may not bring sisters, brothers, cousins, etc. to school with them. The school will not permit unauthorized persons in school buildings or on school grounds.

Per SC Department of Education regulations, class interruptions must be limited only to emergencies. Visitors are not to interrupt a class to speak with the teacher or a student. **Teachers will not be available for conferences during instructional time.** If you need to speak with the teacher, please set up an appointment with him/her at an appropriate time. If something needs to be delivered to a student, please bring it to the front office. A staff member will make the delivery.

Please note that if a visitation becomes disruptive to the learning environment in any way, the visitor will be asked to leave the classroom. Extended visits/observations should be planned in advance with the principal to ensure that nothing interferes with instruction. If you would like to have a conference with the principal or a teacher, please call the school for an appointment.

The front doors of the school will be locked each day at 7:40am. All visitors will need to use the intercom system to the left of the doors to ring the front office. After identifying the individual and determining that there is no need for caution, the front office staff member will remotely unlock the door. Upon entering the building, all visitors must report to the front office, sign in and obtain a visitor's pass. This pass must be worn at all times while in the building. The visitor must report to his/her destination and then return to the office to sign out before leaving the building.

CONFIDENTIALITY CLAUSE

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without parental consent, to school officials with a legitimate educational interest, other schools to which a student is transferring, appropriate officials in organizations that support health and safety of children, or in compliance with a judicial order or lawfully issued subpoena.

Disciplinary action taken against a student is considered a part of his/her educational record. School personnel will not discuss any disciplinary action taken against a student with anyone other than the student and his/her parents, except in the above listed circumstances. Even if your child is a victim of another child's behavior, you will not be provided information regarding the consequences given to another student.

DISTURBING SCHOOLS LAW FOR SOUTH CAROLINA

It is against SC law for any person to willfully and unnecessarily interfere with or disturb schools in any way. This includes interfering with operating procedures, disturbing classes, loitering, entering the school without

permission, or acting in an obnoxious manner. Any person found guilty of violating this law will be charged with a misdemeanor and pay a fine of not more than \$1000 or be sentenced to jail time for not more than 90 days. If a child is found guilty of violating these laws, it will be handled in Family Court.

PERSONAL BELONGINGS AT SCHOOL

Students often lose items that they bring to school, either at school or on the way to school. The school will not assume liability for any personal belongings students bring from home, including money. Instructional time will not be spent investigating the loss of money or other personal items brought to school. Students are encouraged not to bring large sums of money to school and should give any money brought to the teacher, lunchroom manager, office staff, etc. immediately in the morning. If a student brings a large amount of money that is not designated for a specific purpose, the teacher will collect the money and contact the parent.

DRESS CODE

In compliance with Marion County Schools Board Policy, students at Britton's Neck Elementary will be required to wear uniforms.

- **Tops:** Solid black, dark green or navy with buttons and a collar (Polo style); worn tucked in. NOTE: Dark green is the only acceptable shade of green and navy is the only acceptable shade of blue. Kelly green, lime green, light blue, royal blue or any other shade of green or blue are **not** acceptable.
- **Bottoms:** Solid khaki color pants, capris, skirts, dresses, shorts or skorts; Bottoms must be no shorter than 4 inches above the knee.

Students will be expected to dress in the appropriate uniform **each** day.

In addition to the above uniform policy, students are expected to comply with MCSD dress code.

- Shoes will be worn at all times. Flip-flops are unsafe for playground and play and are not appropriate for school. All shoes must have a back.
- Pants must be worn at the waist. If necessary, a belt should be worn to keep the waist at an appropriate level. Long pants should be worn with both pant legs rolled down.
- Straps on overalls must be fastened and worn on the shoulder.
- No one should wear anything (jackets, sweatshirts, t-shirts, logo, jewelry, etc.) that has slogans which offend gender, ethnicity, sexuality or religion, or promote drugs, alcohol or violence.
- Caps, hats or other headgear, including coat hoods, do-rags, sweatbands and bandanas, will not be worn in the building.
- No see-through wind pants or bike shorts may be worn.
- Tops should not expose the midriff when arms are raised.
- Shorts, dresses, skirts and shorts must be worn at fingertip length or longer.
- Leggings may only be worn if covered by a top that meets the length requirements for dresses, skirts and shorts.
- No pajamas may be worn or any other bedroom or lounging attire, including blankets.

CELL PHONE/ BEEPER/ ELECTRONIC DEVICES

Cell phones and other electronic devices brought to school must remain out of sight and turned off so that no signal can be emitted from it, whether visible, auditory, or vibratory, during school hours except in the following circumstances:

- under the supervision of an adult for instructional purposes or for use during instruction or to support instruction
- en route to and from school, at official bus stops or on a school bus or other school vehicle provided the signal emitted from the device is not audible to others
- during emergency situations as requested by an adult

If a student has an electronic device that is seen or heard in any situation other than those listed above, the device will be confiscated and the student may face disciplinary action. The student's parent/legal guardian will be asked to pick the device up from the school

STUDENTS WHO BRING PERSONAL ELECTRONIC DEVICES TO SCHOOL DO SO AT THEIR OWN RISK. THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ELECTRONIC DEVICES, INCLUDING CELL PHONES.

BULLYING, TEASING and FIGHTING

Children often engage in the act of teasing. Teasing can be grouped into two categories, playful and hurtful. Playful teasing occurs between friends, is not meant to cause harm, and is not ongoing. Teasing is hurtful when one person gets more than his/her fair share of the teasing, it happens repeatedly, the teasing is done by someone who is not a friend, or people are making fun of characteristics that are out of a person's control.

Hurtful teasing becomes bullying when the following characteristics occur:

- It is repeated often
- There is an imbalance of power
- The intent is to make fun of, embarrass or exclude others

Typically, all three of the above characteristics need to be in place for it to be defined as bullying behavior.

Fighting occurs when two or more individuals engage in aggressive behavior intended to cause harm to another person. It is a violation of the MCSD Code of Conduct for a student to engage in fighting. Students who engage in fighting will be disciplined appropriately regardless of whether they initiate the fight or respond to the aggression of another student.

Marion County Schools prohibits acts of harassment, intimidation or bullying of a student by students, staff or other individuals that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment. **If your child feels that he/she is a victim of either hurtful teasing or bullying, please contact the school so that it can be addressed immediately and appropriately.**

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

PARTIES AT SCHOOL

Each class will be limited to 3 parties during the school year. Teachers will provide information to parents regarding parties when they are scheduled. Healthy snacks are encouraged at parties.

Individual student birthday parties are not allowed at school. Parents may provide a small treat for students to be consumed at lunch or recess.

EMERGENCY CLOSING OF SCHOOLS

Safety of children in the community is always the primary concern of the faculty/staff of Marion County School District. The superintendent makes the decision by 6:00 a.m. whether to proceed with the normal schedule, delay the opening of school, or cancel school for the day. In some instances, the decision can be made the preceding afternoon or evening. In the event of school closing due to inclement weather, district officials will contact parents via the district's automated phone notification system, BlackBoard Connect. Announcements of school closings or delays also will be sent to local news media and posted on the district's website.

If inclement weather occurs during the school day warranting the closing of school, similar notification procedures would be followed at the district or school level.

SCHOOL INSURANCE

The Board of Trustees of Marion County Schools offers each student an opportunity to purchase Student School Accident Insurance. Access to the policy details and the accident claim form is found under the Operations Division of the MCSD website. Please note that your child's school has purchased a Student Accident Insurance Program that covers your child for injuries while he/she is participating in school sponsored and supervised activities.

REPORTING CHILD ABUSE/NEGLECT

Child abuse/neglect is a serious offense and should be considered as such by those coming in contact with it. It is important that such cases be reported so that the children known to be in danger can receive assistance. Teachers are required by law to report any such concerns they have to the proper authorities.

IMMUNIZATIONS

A South Carolina Certificate of Immunization is required for all students in Child Development Programs through 12th grade. All new students have 30 calendar days from their first day of school attendance in which to present this certificate to the school. These certificates and the immunizations may be obtained from the health department, military clinics, and private physicians, etc. Those students who do not have a valid certificate will be suspended from school until one is obtained and may become subject to the provision of the compulsory attendance law. It is the responsibility of the parent to provide the school with a copy of the South Carolina Immunization Certificate.

HEALTH SCREENING

The school nurse provides health screenings for vision, hearing, height/weight, and scoliosis (curvature of spine), blood pressure and dental needs to detect possible problems. Referrals for further professional evaluation will be sent to the parent/guardian if a student does not pass a screening so that the parent may take their child to a doctor or dentist.

If a parent does not want the student to receive health screenings, written notification should be sent to the school nurse.

FIRST AID

We are equipped to take care of only minor first aid problems. If a child becomes sick or is injured at school the principal or nurse will make a determination as to the severity of the illness. If necessary, every attempt will be made to contact a parent or designated person from the emergency form.

HEALTH ROOM

The health room is staffed by a registered nurse. Students must have a pass to go to the Health Room.

Parents, your child should be kept at home if any of the following conditions exist:

- ◆ Contagious Illness
- ◆ Temperature above 100 in the past 24 hrs
- ◆ Vomiting/Diarrhea
- ◆ Severe stomach ache/headache or cough
- ◆ On antibiotics for less than 24 hours
- ◆ Feeling too sick to sit upright

If your child develops any of these conditions while at school, or other conditions, which warrant medical attention, you will be called to pick up your child.

MEDICATIONS

*School personnel can only administer prescriptions from a doctor. A completed form must be on file in the school office. Prescriptions must have the child's name on them and not that of any other person. Without a "Permission for Medication" form on file no OTC (over the counter) medications can be given i.e. Tylenol, cough medications etc.

Students will not share any prescription or over the counter medication with another student. Doing so may result in disciplinary action including, but not limited to, suspension or expulsion.

TECHNOLOGY USE

Marion County School District provides extensive access to technology for its students. The use of technology is a privilege, not a right. The district will send home a “Computer Use and User Agreement for Students” annually. Parents must read and sign this form in order for students to be permitted to use technology at school.

FOOD SERVICE PROGRAM

Marion County School District will be participating in the CEP (Community Eligibility Provision) program for the 2015-2016 school year. This program allows the district to provide breakfast and lunch meals to all of our students without cost to them. Parents/guardians will not be required to complete applications for this program.

STUDENT RECORDS

The school will maintain on each student a cumulative record folder, which contains directory information, scholastic information, standardized test data, health records and other similar information. The district will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure and destruction of applicable records.

If it is necessary for the student to transfer to another school, parents will be asked to complete withdrawal forms available at the guidance office. No information will be released on a child until these forms are complete. All school issued materials, cafeteria fees and library books must be returned prior to transfer and all fees/fines must be paid.

Parent Rights

Parents have the right to review and contest material in a student’s permanent record folder. Anyone who wishes to inspect the records must make the request for inspection of a student’s record to the principal of the school in which the student is enrolled or where the record is housed. Principals or designated district office administrators will set a time and place for the inspection of such records within a reasonable period of time, but in no case more than 45 days after the request has been made.

Directory Information

By law, the district may disclose directory information, unless parents request that such information not be given out. Directory information includes: the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletics teams, dates of attendance, diploma or certificate and awards received, the most recent previous educational agency or institution attended and other similar information. The district will not release directory information to any person or agency for commercial use. Schools will treat each student’s education records as confidential.

HOMEWORK

Assigning homework can provide students with opportunities to reinforce classroom instruction outside of the regular school day. Per the MCSD Homework Policy, homework will be assigned according to the following:

Grades K-2

- Homework should be a review or reinforcement of skills already mastered in the classroom and should not be new information for the student.
- Homework will NOT be graded.
- Kindergarten students should complete a nightly reading assignment. Other assigned homework should not exceed 6 minutes.
- Grade 1 students should complete a nightly reading assignment. Other assigned homework should not exceed 7 minutes.
- Grade 2 students should complete a nightly reading assignment. Other assigned homework should not exceed 8 minutes.

Grades 3-5

- Homework should be a review or reinforcement of skills already mastered in the classroom and should not be new information for the student.
- Homework will NOT be graded.
- Homework will be weighted 5% in the teacher gradebook.
- Homework can only be counted as participation (completion/effort) and not mastery or accuracy.
- Students should have a nightly reading assignment.

GRADING AND REPORTING

Report cards are designed to communicate to parents/legal guardians information on their child's progress toward grade level standards. Report cards are issued at the end of each 45-day grading period. Interim reports will be provided at the mid-point of each 45-day grading period. Parents will also have an opportunity to conference with their child's teacher at the interim and/or end of each 45-day grading period.

Report cards in grades 4K-2nd will communicate progress toward standards using the following scale.

Consistently exceeds grade level expectations	E
Meets grade level expectations	M
Progressing towards but still not meeting expectations	P
Not meeting grade level expectations	N

All report cards and transcripts for students in grades 3 through 12 will use numerical grades. These grades will be based on the uniform grading scale as established by the state board of education. The uniform grading scale is as follows:

- | | |
|----------|----------------|
| A 90-100 | D 60-69 |
| B 80-89 | F 59 and below |
| C 70-79 | |

PROMOTION AND RETENTION

Students in grades kindergarten through eight may not be retained more than once in any one grade and not more than a total of two times unless approved by the superintendent or his/her designee.

Promotion criteria for kindergarten: Students are expected to learn the pre-literacy and numeracy skills contained in the state standards for English/language arts and mathematics. Retention will be considered by the teacher, principal and parent/legal guardian and will be in order when formal and informal assessments indicate that a kindergarten student is not developmentally ready for first grade and that the student's performance indicates that an additional year to achieve the academic program objectives is needed. Social, emotional and physical maturity will also be considered.

Promotion criteria for 1st and 2nd grade: Students are expected to learn, at a minimum, the English/language arts curriculum standards and mathematics curriculum standards and meet attendance requirements. To be promoted students should demonstrate at least one year's growth in reading and math as documented through assessments.

Promotion criteria for 3rd- 5th grade: Students are expected to learn, at a minimum, the English/language arts curriculum standards and mathematics curriculum standards and meet attendance requirements. To be promoted students should demonstrate reading proficiency on grade level and have a minimum average of 70% in reading and mathematics.

Reviewing the student's progress and using other factors, such as student performance, teacher judgment and social, emotional and physical development, the school will determine whether each student meets the criteria for promotion. Retention of a student is subject to approval by the principal.

GIFTED AND TALENTED PROGRAMS

There is a program for academically gifted students in grades 3-5. Marion County Schools will use the criteria developed by the state board of education in the screening, referral, assessment and placement of candidates for the gifted and talented program. If parents have questions about how students qualify they should contact the guidance counselor or the principal.

FIELD TRIPS

Field trips are an extension of a unit of study. Small fees may be charged to help with costs. Chaperones aid teachers in providing supervision during field trips. Teachers will determine the number of chaperones needed for a trip and request volunteers as need. If chaperones are parents/guardians or other members of the community, a criminal background check must be conducted by the district office. If the chaperone is requested by the teacher, the \$26 fee will be paid by the school. Otherwise, the chaperone will be responsible for paying the fee.

FIRE DRILLS AND EMERGENCY DRILLS

A fire drill will be held each month. Fire drills will be held without warning. Each teacher will be responsible for instructing his/her pupils on the manner and route of exit during a drill. These rehearsals are necessary for

helping the pupils react appropriately in case of emergency. In addition, instructions will be provided in preparation for tornadoes, earthquakes, and severe weather warning alerts.

ANNUAL NOTIFICATION OF ASBESTOS IN SCHOOLS

In accordance with AHERS regulations 40CFR Part 763.93 (g) 4, an asbestos management plan is located in the school's administrative office. This plan details the type and location of any asbestos left in the building, and is available to the public during normal school hours, 7:00 AM until 4:00PM Monday through Friday.

PARENT INVOLVEMENT POLICY

We believe that parents are their child's first and most influential teacher. Parents are encouraged to be involved with their child's education at the home and school level. Parents are encouraged to establish open communication with the school to discuss their child's progress. Parents have the right to ask questions concerning their child's progress and to work with school staff to create a plan to help their child be successful in school. Parents are encouraged to monitor their child's homework and to request a conference with their child's teacher when any concerns arise. Please contact the school with any questions or concerns or for information concerning ways you can become more involved in your child's education.

SLED/BACKGROUND CHECKS

Safety is our primary concern. In order to maintain the safety of our children, SLED/background checks must be performed on any adults who come into contact with our students during the school day. This includes all school staff, substitutes, and volunteers. SLED checks for volunteers must be done by the school district, and a new background check is required each year. Please visit the office at least one week prior to an event in order to allow time for the results to come back.

- SLED/background checks must be performed for all volunteers and chaperones.
- SLED checks must be done by the school district, and a new background check is required each year. Outside background checks or checks done in previous years cannot be accepted.
- The fee for the background check is \$26. The school will pay the fee in the following cases:
 - If a parent or other adult wishes to volunteer **on a regular basis throughout the school year**
 - If a **teacher requests** a parent attend a field trip as a chaperone**In all other cases, the parent/adult will be responsible for paying the background check fees.**

TITLE I

Britton's Neck Elementary has been identified as a school-wide Title I school which allows us to qualify for Title I services. Parents of students in Title I schools have several rights.

- You may ask to review the annual Title I plan and make suggestions regarding the plan and the Title I Parent Student School Compact.
- You may be involved in planning parent workshops at the school.
- You may ask for information concerning the qualifications of your child's teacher.

TITLE IX/SECTION 504 STATEMENT

Inquiries and complaints about IX (Sexual Harassment) should be directed to Paula Grant at 719 North Main Street, Marion, SC 29571 or by calling 423-1811. Inquiries and complaints about Section 504 of the Rehabilitation Act of 1973 should be directed to Mrs. Amanda Dale at the same address and phone number listed above.

HONOR ROLL

At the end of each nine weeks, students in grades 3-5 meeting the following standards will be recognized for scholastic achievement:

Grades 3-5: "A" Honor Roll = All A's (Does not include Related Arts grades.)

"A/B Honor Roll" = B's and at least one A (No C's) (Does not include Related Arts grades.)

*Note: All B's does not constitute A/B Honor Roll