





PACOLET ELEMENTARY School

“Pursuing Excellence in Students”
STUDENT HANDBOOK



Panther **PAWS**



-  *Practice hard work.*
-  *Achieve as much as you can.*
-  *Wear a good attitude.*
-  *Show respect.*

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

As a Title 1 School, Pacolet Elementary encourages
parental involvement.

A message from the Principal

Dear Parents/Guardians and Students:

Welcome to the 2011/2012 school year at Pacolet Elementary School, a partner in a K-8 instructional model with the Middle School of Pacolet. We are pleased and excited to have your family as partners in this journey. Each journey begins with a successful plan, please take the time to read this handbook and share this information with your child. If this handbook does not answer all of your questions, please do not hesitate to ask your child's teacher or me. We are all here to assist you and your child as he or she travels the road to success!

Yours for a better education:

Kenny Blackwood

Kenny Blackwood, Principal

SPARTANBURG COUNTY SCHOOL DISTRICT THREE

"NO CHILD LEFT BEHIND"

PARENT NOTIFICATION

President George W. Bush, signed the "No Child Left Behind" Act into law in January 2002. The law is designed to ensure that all children have an opportunity to obtain a quality education.

Parents of students at Pacolet Elementary School have the right to know the professional qualifications of the teachers and instructional assistants who instruct your child.

Professional qualifications include:

- licensing criteria for the grade level/subject areas in which instruction is provided
- the baccalaureate degree major
- graduate certification or degree held and the field of discipline of the certification
- the qualifications of teacher assistants, if the child is provided instructional services by them

A parent who wishes to inquire about the qualifications of his/her child's teacher or instructional assistant should make a written request to the school principal. In the request, the parent may only inquire about any qualification(s) listed above.

Statement of Equal Opportunity

Statement of Non-Discrimination

Spartanburg School District Three does not discriminate on the basis of race color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies.

Rodney Goode
Director of Personnel and Pupil Services
3535 Clifton Glendale Road
Glendale, SC 29346
(864) 279-6000
rgoode@spartanburg3.org

Activity Fee

The annual fee is \$10.00 for 5K – 5th Grade. Student Agenda fee is \$5.00 for 2nd – 5th grades

Attendance

Spartanburg School District Three will continue to promote regular school attendance this year. We are required to enforce the South Carolina Compulsory School Attendance Law, which states that every child from ages 5 to 17 must be enrolled and attend school regularly. In addition, a recent change was made which requires schools to have parent conferences at five unlawful or three consecutive unlawful absences. At this time, we are required to develop an attendance intervention plan to improve your child's attendance and to classify your student as "truant" in their attendance information. If unlawful absences continue, we will make a referral for truancy court intervention. By law, a total of ten (10) unlawful absences may result in your child repeating a grade.

All students must bring a doctor's statement and/or a parental note for their absences. Excuses should be turned in to your child's teacher upon return to school. A parent or guardian note can excuse five days when approved by the principal. All other excuses must be written by a doctor. It is possible that a child may be retained if absent over fifteen (15) total days, whether the absences are excused or not. Students who arrive at school after the beginning of the school day must be accompanied into the office by a parent or responsible adult to be signed in.

BUS TRANSPORTATION

Student and driver safety is our main priority on the bus. A student must have permission to ride the bus to and from school. A permission form must be on file with transportation office OR a student must have written permission from the principal AND the Director of Transportation BEFORE loading a bus. In the event of a last minute emergency, call 279-6742 between 6 AM and 6 PM. Students must also be able to hold any item carried onto the bus in his/her lap. The bus driver is responsible for maintaining appropriate student behavior. Bus transportation is a privilege that may be withdrawn for inappropriate behavior. Abuse of this privilege will result in a disciplinary report that will be submitted to the principal for disciplinary action. A copy of the discipline referral will be sent to the parents. If a problem persists, the principal may suspend the child from the bus. The district transportation supervisor may be reached at 279-6742.

Returning students will ride the same bus they were assigned the previous school year and will be dropped off and picked up at the same locations unless notified otherwise.

Parents of new students must contact the transportation department at 279-6742 to request bus transportation for your child. Please be aware that requests may not be approved on the same day. Parents are responsible for transporting their child until notified by the transportation department that their request has been approved.

State law provides that parents/guardians of a child being transported on a school bus are responsible for the child's safety and conduct (1) prior to arrival of the bus at the child's designated stop for pick up and transport to school, and (2) after the school bus drops off the child and departs the stop when transporting children from school. Students not at their bus stop for 10 consecutive days (excluding special needs buses), must contact the transportation office to reschedule the bus stop.

BUS TRANSPORTATION CHANGE

Bus routes are established by the transportation department and are determined by the number of students riding a bus and drop off locations. Requests for changes to bus transportation cannot always be accommodated. Please follow the guidelines below to request a change.

- A student must have permission from the Transportation Department to ride a different bus OR to get off the bus at a different bus stop
- Send a note to the office by 8:00 AM on the day of your request along with the details of the transportation change
- The transportation department will verify bus changes with the local school
- Approval is required from the transportation department before requests can be approved

Daily Schedule

7:00	Doors open (Grades 4K, 5K and 1 report to activities room; all others report to gym)
7:05	Unload Buses
7:05	Breakfast will be served at this time to those who participate
7:25	Media center opens
7:30	Teachers report to work
7:35	Breakfast ends; students report to class
7:45	Instruction begins - Tardy point – students entering after this time <u>must</u> stop by the office
2:28	Afternoon announcements – VERY IMPORTANT – changes in transportation will be announced
2:30	Dismissal

Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services

under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

DRESS CODE

We encourage Pacolet Elementary School students to take pride in their appearance. Student dress should reflect this pride while at school or school functions. The following items should not be worn to school: hats, sagging pants, toboggans, hoods, halter tops, spaghetti strap tops, midriff tops, low rise jeans, baggy pants that do not fit on the waist and skirts or shorts that are above fingertip length. All attire should comply with requirements for health and safety and should not contain any language or artwork that would interfere with the educational process. The final interpretation of the dress code is at the principal's discretion.

Electronic Devices

Pacolet Elementary School students may not have these devices at school. If electronic devices are found at school the device will be taken and held for a parent/guardian.

Field Trips

Our school board defines a field trip as a learning activity. Instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum be counted as part of the instructional day. Any student on a field trip must leave and return to school the same way. (If a child leaves school on a bus, he/she must return to school by bus.) In order to attend a field trip, chaperones must notify the teacher by the designated deadline on the field trip permission form and submit to a SLED background check or be on the district's approved list. Chaperones on overnight field trips must also submit to a DSS background check. **If a student is displaying inappropriate behaviors at school, he/she will not be allowed to participate in field trip activities.** Parents will be notified by the

administration two weeks prior to the trip for any student not allowed to attend based on inappropriate behaviors.

GIFTED/TALENTED PROGRAMS –ATLAS

Programs for gifted and talented children are available in grades three through five. Programs include academic, music, and art ATLAS. Nominations for the ATLAS program may be made by both teachers and parents in the spring of each year. Parents will be notified when nominations are being accepted.

Grading Procedures

(Grades 1 & 2)	(Grades 3 – 5)
E- consistently exceeds expectations *Excellent	93-100 – A
S+ - exceeds expectations *Satisfactory	85-92 – B
S – meets expectations *Needs Improvement	77-84 – C
N – not yet meeting expectations	70-76 – D 69-Below – F

Number grades will be given for all subjects (with the exception of handwriting & effort) in grades 3-5. E, S, & N will be used for effort & handwriting.

Honor Roll (Kindergarten and First Grade not included)

Grade 2 – a combination of E's & S+'s or all S+'s

Grade 3 – combination of A's & B's or all B's – (E's & S's or all S's)

Grades 4 & 5 - 85 or above on each subject

Principal's Honor Roll

Grade 2 – all E's

Grade 3 – all A's & E's

Grade 4 & 5 - 93 or above on each subject

End of the Year Certificates

Principal's Honor Roll Certificate: Principal's Honor Roll 3 of the 4 nine week periods

Honor Roll Certificate: Honor Roll or Principal's Honor Roll 3 of the 4 nine week periods

Health Room

Current student health information will be requested from parents at the beginning of each school year so that the school nurse may do an assessment of student healthcare needs. With parental signed consent, medical alert information will be made available to teachers and staff who have a legitimate need to know this information. A school nurse is available to work with children and to consult with you, if necessary. You may reach the nurse at 279-6504.

Prescription drugs may be given at school if:

1. The medication is prescribed by the child's physician.
2. The medication is prescribed to be given during school hours.

3. The medication is properly labeled and in the original container.
4. The parent/guardian brings the medication and completes a *Medication Permission Form* (available in the Health Room).

Additionally, medications must be picked up by parent/guardian only when treatment is finished. If medications aren't picked up within one week after finishing treatment, the remaining medication will be destroyed.

PLEASE DISPENSE MEDICINE AT HOME WHEN POSSIBLE.

If your child has an ongoing medical condition, you are required to contact the school nurse to create an IHP.

Individual Health-care Plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day.

INTERNET ACCEPTABLE USE

Spartanburg County School District Three has installed computer connections to the Internet in every school. This connection provides a powerful access to worldwide information in text and media that can enhance student learning. The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value. To all extents possible, student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

There are many ongoing educational projects available on the Internet that are appropriate for K-12 students. Many encourage subject area studies or support virtual field trips to museums or other locations around the world. Much of this information can be immediately printed from the computer screen for inclusion in student or faculty research projects or papers assigned in class.

Our faculty members will supervise individuals and classes of students who are accessing the Internet to ensure that appropriate content is seen on the computer. This kind of screening is not new. Schools have always screened materials for student use, including many inappropriate books, magazines and videos. However, it is possible that a student conducting individual research may disregard the teacher's instructions and actively seek out inappropriate material.

We believe that students can be provided opportunities to use the Internet as a research tool within clearly understood guidelines. These conditions are:

- Parents are advised of the rules and have knowledge of the policy of Spartanburg School District 3 (K-12)
- Students in grades 3-5 give written assurances regarding appropriate behaviors while opening the Internet under the supervision of a teacher
- The student and parents understand that violations of these assurances will result in disciplinary actions and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

Student Assurances of Acceptable Computer/Internet Use

When conducting independent research on the Internet, I will

1. use the Internet for legitimate educational purposes.
2. send e-mail only at the direction of my teacher or media specialist.
3. not register the name, home address or telephone number of myself or anyone else in any location on the Internet.
4. not attempt to download or save files to the computer hard drive or to a disk without teacher permission.
5. not search for, download or print any material that violates school disciplinary policy regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities.
6. not use or attempt to use Telnet, Internet Relay Chats or other interactive exchanges without teacher permission.
7. not damage or alter computers, computer systems or computer networks.
8. not violate copyright laws.
9. not trespass in another's folders, work or files.
10. understand that my participation in any violation of the Computer/Internet Student Assurances will result in disciplinary action and possible loss of access privileges to computers, the network, and/or the Internet, depending on the nature of the offense.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

Sexual Harassment and Bullying

Sexual harassment and bullying are forms of discrimination prohibited by federal and state laws. Consistent with these laws, it the policy of Spartanburg County School District Three that sexual harassment and/or bullying of students is prohibited. Any student that feels he or she has been

subjected to harassment and/or bullying is encouraged to contact the school or district administration immediately.

Supervision

IMPORTANT: Supervision of students will begin at 7:00 a.m. Students **ARE NOT** to be left at school before this time. Supervision ends at 3:00 p.m. with the exception of those students staying for extended day programs. We are not responsible for students other than the times stated above.

Tardiness

The school day begins at 7:45 a.m. Children should be in their classrooms and ready to begin work at that time.

When children arrive late, they interrupt the class and may miss important explanations of the work to be done. Just five minutes a day adds up to twenty-five minutes a week.

Punctuality is a quality of good citizenship. Help your child arrive on time. If your child is late due to an emergency, please write a note of explanation to his/her teacher. Excessive tardiness is reported to the district social worker.

Volunteer Program

Pacolet Elementary School encourages parents to be actively involved in the school program by volunteering their services (field trip chaperones included). To help ensure the safety of all children, it is the policy of the district to conduct background checks with the South Carolina Law Enforcement Department (SLED) on all volunteers. Volunteers must submit our volunteer form for approval prior to participating in any volunteer activities.

Panther Expectations

Purpose: The "Panther" Expectations are designed to maintain a cooperative climate of excellence in academics, character and safety.

This includes:

1. Clear expectations for all students
2. Clear and consistent strategies for teaching appropriate behavior
3. Clear and consistent strategies for encouraging and rewarding appropriate behavior while discouraging inappropriate behavior
4. A support system and individual behavioral programs for students with unique or exceptional needs
5. The characteristics and philosophy of the behavior plan will be communicated to students and parents.

Discouraging Inappropriate Behavior

Each child deserves the right to learn and each teacher deserves the right to teach. Inappropriate behavior that infringes on these rights **will not be tolerated** by the administration at Pacolet Elementary School.

Level I Inappropriate Behaviors

Level I behaviors are minor rule violations that will result in an immediate verbal correction with other possible consequences. Examples of Level I behaviors are but not limited to:

Running in the building	Unsafe Play
Littering	Talking Loudly
Excessive Talking	Class disruptions
Electronic devices	Put-downs
Chewing gum	Failure to follow school rules
Uncooperative behaviors	Not following directions

Level I Consequences:

Students who engage in Level I behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Level I consequences are mild and designed to discourage the inappropriate behavior from reoccurring. Level I consequences are handled by ALL faculty / staff. Consequences for Level I behaviors may include but not limited to:

Verbal Correction	Loss of Privileges
Time Out	Clean up duty
Parent Contact	Apology
Detention	Parent conference
Silent Lunch	

Level II Inappropriate Behaviors

Level II behaviors are more serious in nature. Level II behaviors will result in an immediate verbal correction, a logical consequence and a written behavior report that is signed by and discussed with the student's teacher and parent. Level II behaviors are but not limited to:

Chronic Level I behaviors	Cheating
Disrespect	Profanity to another student
Play fighting	Not following directions
Defiance	

Level II Consequences

Students who engage in Level II behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented using a Behavior Report Form which will be signed by the teacher and parent. The student is responsible for returning the form signed within 24 hours. Consequences for Level II behaviors may include but not limited to

Verbal correction	Time out
Loss of Privileges	Clean up duty
Detention/ISS	Office Referral
After School Detention	Parent Conference
Parent Contact	Guidance Referral

Level III Inappropriate Behaviors

Level III behaviors are serious infractions that require an office referral for correction actions. Level III behaviors will not be tolerated and may result in suspension from school. Some examples of Level III behaviors are but not limited to:

Chronic Level II Behaviors	Intimidation
Threats	Fighting/Physical Aggression
Harassment	Vandalism
Verbal Abuse	Severe disrespect/defiance
Profanity to an adult	Weapons
Possession of an Illegal substance	Under the influence of an Illegal substance

Level III Consequences

Students who engaged in Level III behaviors will be referred to the principal for immediate corrective actions. After consulting with the parents and appropriate school personnel, the principal will issue the consequences and facilitate the corrective actions. Consequences for Level III behaviors may include but not limited to:

Suspension	Restitution
Parent escort	Expulsion
Behavior Plan/Contract	In School Suspension

JULY 2011

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AUGUST 2011

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SEPTEMBER 2011

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DECEMBER 2011

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Spartanburg School District Three
2011 - 2012



AUGUST 2011

8 - 12.....Staff Development Days
15.....First Day of School

SEPTEMBER 2011

5.....Labor Day Holiday

OCTOBER 2011

17.....End of 45 Days
21.....Staff Development Day

NOVEMBER 2011

23-25.....Thanksgiving Holidays

DECEMBER 2011

16.....Half Day
16.....End of First Semester
19-30.....Christmas/Winter Holidays

JANUARY 2012

2.....Staff Development Day
3.....Students Return
9.....End of 90 Days
16.....Martin Luther King, Jr. Holiday

FEBRUARY 2012

10.....Staff Development Day

MARCH 2012

14.....End of 135 Days
16.....Staff Development Day

APRIL 2012

2 - 6.....Spring Holidays

MAY 2012

24.....Last Student Day
24.....End of Second Semester
25.....Staff Development Day
28.....Memorial Day Holiday

First and Last Day of School

Holidays

Staff Development

Days missed due to inclement weather will be made up at the end of the school year or on teacher in-service/workdays as appropriate.

JANUARY 2012

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FEBRUARY 2012

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MARCH 2012

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APRIL 2012

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MAY 2012

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JUNE 2012

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