

MAULDIN ELEMENTARY SCHOOL 2018-2019 PARENT / STUDENT HANDBOOK

1194 Holland Road, Simpsonville, SC 29681

(864) 355-3700 www.greenville.k12.sc.us/mauldine

Jamie Spinks, Ph.D., Principal

Julie Hathaway, Assistant Principal

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School colors: Blue & Silver School mascot: Eagles



OUR SCHOOL MISSION STATEMENT

The mission of Mauldin Elementary is to empower all individuals to lead with intention, explore with purpose, and persevere in seeking solutions.

OUR VALUES AND BELIEFS

We believe children learn best in a safe, nurturing, student-centered environment.

We believe education must be a cooperative effort of home, school and community where everyone models responsibility and respect.

We believe curriculum and instruction must be developmentally appropriate in order to accommodate each student's individual learning styles.

We believe we must recognize, respect, encourage and share our cultural diversity.

We believe students must become responsible learners who can function and compete in a global society.

STUDENT GOALS AND EXPECTATIONS

We hold all of our students to high standards. We expect all students to:

Attend school daily unless ill or legally excused

Come to school on time with necessary materials

Be critical thinkers

Be responsible learners by putting forth best effort in completing all in-class and homework assignments and in meeting deadlines

Obey school rules and cooperate with school personnel

Treat people and property with respect

Work well independently as well as interdependently

See that school correspondence reaches home

Dress and groom in a neat and clean manner

Have the skills, self-confidence and values necessary to become contributing members of our society

CLOSING OF SCHOOL DUE TO WEATHER OR EMERGENCY SITUATIONS

The closing of school due to extremely bad weather or other emergencies will be announced on local radio and television stations and channel 99 "Our School" Communication Station. In case of an emergency situation during the school day, **parents are asked not to call the school for information.** It is vital that the phone remains available for use by those who are directing emergency procedures. The school has detailed plans for the evacuation and safety of all students. Information will be given on the radio and television. For information during inclement weather, please call 355-3100.

DISCIPLINE

One of the most important lessons students learn is self-discipline. While discipline does not appear as a subject, it underlies the whole educational structure. All students will demonstrate respect and be responsible and accountable for their actions. Mauldin Elementary has adopted a school-wide positive behavior system to recognize students for demonstrating appropriate behavior. We use Franklin Covey's 7 Habits to Happy Kids to help us become great leaders:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win - Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

Our Code of Conduct is that we will Step Out and LEAD:

L - Listen to and follow directions.

E - Excellence in everything

A - Always show respect

D - Do the right thing

PROHIBITED ITEMS AT SCHOOL

During school hours, the use of personal radios, MP3 players/iPods, electronic games, cell phones, or similar devices by students is not permitted unless determined by the teacher that these items are needed for instruction. School officials may confiscate all such unauthorized equipment. Students are also not to bring toys or games to school unless specified by the school or classroom teacher.

PERSONAL READERS FOR STUDENTS

Personal readers such as Kindles or other reading devices can be brought to school. They can be confiscated by school officials if not used appropriately. The school is also not responsible if items are stolen.

DAILY SCHEDULE Grades K thru 5

- 7:15-7:45** All students arriving at school are to go directly to their designated holding area. This time will be used as a study period. Teachers will be on duty to supervise students. Students who eat breakfast at school should arrive by 7:30 and go to the cafeteria. **Students should not arrive at school before 7:15 because supervision is not available.**
- 7:45-8:00** Classrooms are opened and teachers are in their rooms. Students are dismissed from their designated areas and are to report directly to their classrooms during this time. Students arriving during this time should go directly to their classroom.
- 8:00** Students **must** be in their classrooms ready to begin the day. Students arriving to class after 8:00 will be marked tardy. Students who arrive after 8:00 will report to the office with a parent for a late pass.
- 2:30** School ends. Parents should remain in their cars during dismissal time and drive through the car line. **Please** make sure that your children are picked up by 3:00. We have an extended day care program available to assist you. Please do not use cell phones while in the car line.

GRADING GUIDELINES

The following guidelines have been adopted and will be followed in every elementary school in Greenville County. The guidelines reflect the philosophy that grades should reflect accomplishment of the student in the classroom to the extent possible.

In essence, grades should be earned.

A-Excellent, truly outstanding work on student's instructional level

B-Very good, above average work on student's instructional level

C-Satisfactory, average work on student's instructional level

D-Poor, below average work on student's instructional level

F-Very poor, unsatisfactory work on student's instructional level

The following scale is used throughout the District to convert numerical grades to letter grades:

100-90 = **A** 89-80 = **B** 79-70 = **C** 69-60 = **D** 59 and below = **F** The grading scale for **Related Arts classes**

(P.E., Art, Music, etc) is as follows:

Q=Quality achievement **M**=Meets standards **P**=Progressing toward standards **L**= Little or no progression toward standards

Pre-K, Kindergarten, and First Grade Report Card Scale

+ Exceeds Standard

= Meets Standard

Making Sufficient Progress

- Not Yet Making Progress

Blank - Not Taught or Assessed

PROMOTION AND RETENTION

The curriculum at Mauldin Elementary School is such that children are able to make continuous progress, regardless of grade placement. It is recognized that some students gain needed skills by continuing in the same grade another year. Certain criteria are followed during the retention process. During the first parent conference, parents are informed if the child is not doing grade level work. Teachers will notify parents by the end of the second 9-weeks for possible retention. By the third reporting period, a teacher should be able to identify a child who will need to be retained and will notify the parents that their child may profit by continuing in the same grade another year. Final responsibility for promotion and retention of students rests with the principal.

HOMEWORK

Homework is an extension of the classroom. It helps provide needed practice while developing responsibility and maturity. Students are expected to begin work on long-range projects as soon as they are assigned to avoid working late at night and on weekends. They are expected to turn in homework according to their teacher's directions—and on time. Failure to do so may

result in a lower grade or other consequences. The parents' role is to provide time and space for quiet, productive work and also to provide encouragement and reinforcement. Students should have a set time each day dedicated for homework, reviewing materials, studying and independent reading. It is the responsibility of the student to complete and turn homework in a timely manner.

According to the Policy Manual for the School District of Greenville County, the following are guidelines for daily assignments. These times include 20 minutes of reading each night:

Grades K-2- No more than thirty (30) minutes per day.

Grades 3-5- No more than one (1) hour per

day.

Any classroom work that is not completed during school hours is expected to be completed at home. This work is in addition to any assigned homework.

ASSIGNMENTS WHEN STUDENTS ARE ABSENT

Students will have five (5) days upon their return to school to complete all homework and make-up tests. Failure to do so may result in a lower grade. Students and parents should work with the teacher to make arrangements to make-up assignments. Teachers may be unable to provide assignments on the same day as the absence.

GREENVILLE COUNTY DRESS CODE (Policy JCDAF)

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

Greenville County School District establishes the following requirements for school dress code policies for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Hair color should be a natural human hair color.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

ATTENDANCE RULES OF THE SCHOOL DISTRICT OF GREENVILLE COUNTY

A student must attend school a minimum of 170 days during the school year in order to receive consideration for promotion to the next grade. **These absences can be excused, unexcused or a combination of both. A written excuse should be sent to school for all absences upon the student's return to school. All absences beginning with the 11th must be lawful and will be excused if they fall within the following guidelines:**

Excused Absences:

1. Serious chronic or extended illness of the student certified by a physician.
2. Serious illness or death in the immediate family requiring the presence of the student.
3. Recognized religious holidays for students of the particular religious faith when prearranged.
4. Prearranged absences for other reasons and/or extreme hardship are at the discretion of the principal.
5. Excused absences count toward the 10 day total.

School Attendance Policy

We have a 3 hour attendance policy to be counted present for the day. It can be any combination of 3 hours, but must total 3 hours on any given school day.

Unexcused Absences:

Any absence by a student with or without the knowledge of the parent not meeting one of the conditions for an excused absence defined above will also count toward the cumulative limit of absences.

Tardies:

After four (4) unexcused tardies, a student will not be eligible for perfect attendance for the quarter. After fifteen (15) unexcused tardies, a student will not be eligible for perfect attendance for the entire year.

Early Dismissal:

To secure an early dismissal for your child, you must come to the office and sign the early dismissal book. We will send for your child. Parents will not be allowed to go to the classroom to pick up children. **No early dismissal will be granted after 2:00 p.m. No child will be allowed to leave school grounds during school hours unless accompanied by a parent or another adult designated by the parent. Alternative transportation home must be in writing, or prearranged at home prior to school.**

STUDENTS' EXPRESSION OF RELIGIOUS BELIEFS

Greenville County Schools support the right of the individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of students' rights, please review the U.S. Department of Education's guidelines concerning religious expression in public schools at <http://www.ed.gov.Speeches/08-1995/religion.html>.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

PROFANITY FREE

Schools and other school system locations are profanity free zones. Obscene, vulgar and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

SCHOOL STORE

The MES School Store is open weekday mornings based on availability of PTA parent volunteers from 7:30-7:55 a.m. The store sells various school supplies and also stocks MES Spirit items.

COMMUNICATION WITH PARENTS AND COMMUNITY

There are many ways by which the school communicates with parents. Teachers maintain an individual website that is linked through the **school website** and send information home about class activities and each child's progress on a frequent basis throughout the year. Look for the **Monday Folder** and **class newsletter** each week. The electronic marquee in front of the school announces school-wide events. The **School Messenger System** will call out upcoming news/activities. The **Eagle Newsletter** is published quarterly by the PTA. The **Tribune-Times** newspaper also contains school news. The **Annual Report to the Community**, sent in the Spring by the SIC, contains a summary of pertinent data about our school. The State of South Carolina

provides a School Report Card for each school. The District sends the Parent Express to each home at the beginning of the school year. Please use each of these to stay informed about your child and your school.

SCHOOL IMPROVEMENT COUNCIL (SIC)

The School Improvement Council is an advisory group made up of parents, teachers and representatives of the community, and the school principal as ex-officio member. The SIC assists in the preparation of long-range school improvement plans and the annual school report. This board also serves as a liaison between the school, school organizations and the community by collecting and disseminating information about school improvement. The SIC meets monthly at the school. If you have any questions, please contact our SIC contact, Julie Hathaway at jhathawa@greenville.k12.sc.us

YOU CAN MAKE A DIFFERENCE—BECOME A VOLUNTEER!

Parent and community volunteers provide valuable support and assistance to our students and staff. Every person has something of value to offer—time, talents and resources. Volunteers are needed to mentor, tutor, speak on career day, share expertise, assist with fundraisers, make donations, shelve library books, read to younger students, serve on committees and provide assistance in many other areas. Help the children of Mauldin Elementary achieve their dreams, please call 355-3700 or email us at pta067@student.greenvilleschools.org.

THE GREENVILLE COUNTY SCHOOL DISTRICT STUDENT ACCEPTABLE USE POLICY

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. “Acceptable use” of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support education. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

**Please note that students who do not have access to the Internet will not be able to access web-based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.*

- **Treat computer equipment with care and respect**—Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- **Any written text, graphics or executable files created, downloaded, displayed or exchanged with another student or teacher must be education-related and not offensive in any way.**
- **Do not use school computers for illegal activities such as planting viruses or hacking.**
- **Do not use school computers for commercial purposes.**
- **Follow copyright laws at all times**—See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- **Keep your password secret**—You will be held responsible for all computer activities associated with your password.
- For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- **All online communication must be polite and not threatening or offensive in any way**—The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- **Do not give out personal information on the Internet**--Never give out your phone number, social security number, full name, age, home address or any other personal information.
- **Home directories are provided to students for educational related work**—Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student’s home directories

School District Policy on Reporting Bullying, Discrimination, Harassment, Intimidation, and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student’s parent. If the allegation is against the school’s administration, the student or parent should file a report directly with the District’s Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

BREAKFAST AND LUNCH PROGRAM (pull CATCH wording)

As a CATCH (Coordinated Approach to Child Health) school, Mauldin Elementary is committed to helping our children eat more nutritious foods each day through our Culinary Creations menu offering a meat entrée, a vegetarian entrée, and homemade soup and salad each day along with fresh fruits, vegetables, and more whole grains. Our breakfast and lunch program begins on the first day of school. Each student has an account that can be pre-paid for breakfast, lunch or extra sales items. You may pay by the week, bi-weekly or monthly. In case of a shortened school week, students may pre-pay for number of days of school that week. Also, students may choose to pay by the day at the cash register before being served. When paying by check, please make sure the child's name is written on the check. If a student is absent, money will not be refunded, but instead the student will receive credit for any unused amount. For example, if a student pre-pays for a five-day week and is absent one day that week, the unused day will carry over to the following week. At the beginning of that week, the student would pre-pay for only four days. Meal and milk prices are as follows:

<u>Breakfast</u>		<u>Lunch</u>	
Daily	FREE	Daily	\$2.50
Weekly	FREE	Weekly	\$12.50
Reduced Daily	FREE	Reduced Daily	\$0.40
Reduced Weekly	FREE	Reduced Weekly	\$2.00
Adult	\$2.10	Adult	\$3.80
Extra Milk	\$0.65	Extra Milk	\$0.65
		Tea for Adults only	\$0.65

Breakfast is served from 7:15 am until 7:50 am. The daily breakfast menu consists of a breakfast item and assorted juice and milk. All menus are subject to change. The menu will be provided online. *Please Note:*

- * No carbonated beverages are permitted for lunch.
- * Lunches brought in for children during the school day will be picked up by the child on the way to lunch from the office.
- * **Microwaves are for adult use only.**
- * Drink and snack machines in the Teachers' Lounge are for adults only.
- * Students are expected to obey cafeteria behavior rules.
- * If your child has food allergies, please call the manager at 355-3775. The manager will need to be aware of these allergies.

Extra sales items are sold during lunch. These items can be purchased with cash or from your child's account. If these items are purchased from your child's account, extra money will need to be deposited in account. Your child will also need a note from you that the extra item can be purchased out of the account. If we do not have the note, the child will need cash to purchase extra items.

Parents are invited to have lunch with their children during their scheduled lunch time. In keeping with our healthy theme, we ask that you eat from the school menu and refrain from bringing outside food. Additional guidelines are as follows:

- If a parent plans to eat lunch with his/her child, you must send a note to your child's teacher that morning so that our cafeteria can plan enough meals for both students and guests.
- We encourage you to be aware of your child's exact lunch times as the lunch schedule cannot be adjusted if you are late.
- Parents are not allowed to accompany their child back to class.
- Upon arriving, please provide the office with a driver's license or state identification and get a visitor's badge.
- If parents arrive early, please wait in the lobby area rather than going to the child's room.

Parents should make sure their child has lunch money each day if the child is to buy lunch. Students are not allowed to charge meals. If the student does not have lunch money, they will be served an alternate meal which is a sandwich and milk for lunch or oatmeal and juice for breakfast. **Checks should have the child's name on it. Cash should be in an envelope marked with the child's name.**

SCHOOL PARTIES AND BIRTHDAY TREATS

There are two scheduled school wide celebrations - Winter Break and Valentine's Day. Birthday treats are limited to lunch time and must be coordinated with the classroom teacher. We strongly recommend following healthy guidelines when providing snacks for classrooms. Please send treats that are pre-cut so children can pass them out to the rest of the class. Be creative, it's fun. Examples of acceptable snacks are: fresh fruit, applesauce, dried fruits (such as cranberries, raisins, pineapple) string cheese, trail mix (raisins, nuts, Cheerios, popcorn, granola bars, pretzels, raw veggies, goldfish crackers, graham crackers, rice cakes, whole wheat crackers, fruit snacks, low-fat pudding, animal crackers, sherbet, baked chips, fruit juice, yogurt with sprinkles, or frozen fruit bars.

Examples of unhealthy snacks that are discouraged: donuts, cupcakes, brownies, cookies, chips, sugary drinks, candy, fast food. Our hope is for our students to learn, practice, and adopt healthy eating habits!

. HEALTH SERVICES

The Health Room (HR) is staffed daily by a full-time nurse. The teacher sends any child who is not feeling well or who has been hurt to the health room. The health room nurse will keep a record of each child's visit. The nurse takes temperatures and performs minor first aid. If the child is too ill or uncomfortable to remain at school, the nurse will notify the parent by phone. Parents are always contacted if the child has a temperature of 100.0 degrees or higher. The child cannot return to school until the child is fever free for 24 hours, without medications. Please be sure the HR has correct phone numbers where you can be reached. Students are not allowed to remain in the health room for extended amounts of time. If they are not well enough to stay in the classroom they are sent home.

The HR does not have any type of medication. **Over-the-counter** (OTC) medications brought in by the parent with a completed permission form can be administered. OTC medicines have to be children's formula. The appropriate permission forms are available in the HR or on-line. Examples include cough drops, OTC antibiotic creams/ointments, fungal products, lotions, tooth pain relief products, contact solution, medicated chapstick, hand sanitizer with alcohol, etc.

Any prescription medicine to be administered must be taken directly to the HR by a parent, guardian, or person over 18 years of age designated by the parent and given directly to the school nurse or school staff member designated by the principal. Prescription medications cannot be accepted without prior written physician and parental authorization. Children cannot transport any type of medicine to or from school. All medication must be in the original container.

The **Student Emergency Information Form** is kept in the HR. This form supplies vital information about who to call in case of an emergency or of any special health problems a child may have. Therefore, it is necessary that parents give the school the information on the HR form at the beginning of each school year and the form be updated as soon as any information changes. Every effort is made to prevent accidents. However, in case of an accident, the procedure is as follows: First aid is given by the nurse or authorized school personnel. If the accident is considered serious or if the child is uncomfortable, every effort is made to contact the parents. No other treatment other than first aid will be given by the nurse or school personnel.

Our school nurse will check immunization records to make sure they are up to date. **Students with improper immunization records will not be allowed to remain in school.**