

Millbrook Elementary

STUDENT HANDBOOK

255 East Pine Log Road
Aiken, SC 29803
803-641-2580
803-641-2449 Fax
www.acpsd.net/MES

Dr. Roger Ward, Principal
Valerie Collins, Assistant Principal
Chasity McDaniel, School Counselor

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

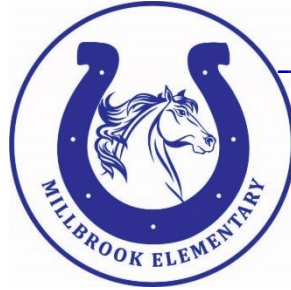
PHONE _____

STUDENT NO. _____

This handbook has been developed for the parents, students, faculty and staff of Millbrook Elementary to provide information about the school along with area and district policies and procedures. Use this handbook for easy reference throughout the school year. Changes and additions will be sent to you in our newsletters.

Follow us on: Facebook @Millbrookeleme1 Twitter @MESAikenSC
Instagram @millbrookelementaryaiken

255 East Pine Log Road
Aiken, SC 29803
Dr. Roger Ward
Principal



Phone: 803-641-2580
Fax: 803-641-2449
Ms. Valerie Collins
Assistant Principal

August 15, 2022

Dear Millbrook Parent,

Welcome to Millbrook Elementary School, home of the Colts! We hope you will enjoy and appreciate our school environment. This school is open to you, and I hope you will take the opportunity to get involved in all that is going on at Millbrook. I am pleased that you are a part of our school family and anticipate a great year ahead!

Our school is proud to teach approximately 650 Pre-K through Fifth Grade students. The long tradition of our caring, compassionate staff and overwhelming parental and community involvement continue to contribute to our overall academic success.

We enjoy working with each and every child and family throughout our school environment. All students in our school will not only learn the much important South Carolina academic standards, but will also be taught to demonstrate Millbrook PRIDE (Prepared, Responsible, Independent, Determined and Engaged).

Millbrook professionals work diligently, using current research as well as collaborative conversations to strengthen our instructional program. Teachers work as a team to provide student-centered learning, using developmentally appropriate curriculum and instructional strategies. We value the process that allows us to make decisions together, while respecting our unique strengths. There is no one right answer, but we strive to find the way that leads to optimal student learning.

Working together, we will be able to continue to shape our future one child at a time. Should you have any questions, concerns or compliments please contact our school office or e-mail me at rward@acpsd.net.

Yours in Education,

Roger E. Ward Ed.D.
Principal

Aiken County Board of Education

The Aiken County Board of Education meets the 2nd and 4th Tuesday nights of each month. The policies of the Board are printed in the official policy manual. Some policies are presented and/or duplicated for you in this handbook, but other pertinent policies are not. The policy manual is located on the Aiken County website <http://www.acpsd.net/domain/64>.

Attendance **Students**

State law requires all children between the ages of five and 17 to attend a public or private school or kindergarten. A parent whose child is not six years old on or before September 1st of the school year may waive kindergarten attendance for his/his child.

Students need to be in attendance all day, every day, if they are to progress in school at their optimum level. The board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

The school year consists of 180 school days. High school students must attend 85 days of each 90-day semester to receive one-half unit of credit. They must attend 170 days through the course of the school year to receive one unit of credit. The board may grant approval of excessive absences in accordance with board policy. For more information, please see Policy JE Student Attendance and Administrative Rule JE-R Student Attendance.

Student Absences and Excuses - Any student who is absent from school must present a written excuse signed by his/her parent or legal guardian or an email to the attendance clerk or principal. The excuse will contain such other information as directed by the administration. Student excuses are considered to be a part of student records, and such excuses will be processed by those school-based employees designated to administer attendance regulations and will be provided to other staff who have a need to know. If a student fails to bring a valid excuse to school within **five** days, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate action.

The district will consider students lawfully absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- They are traveling or attending events that the principal approved **in advance** as an education experience.
- Emergencies and/or extreme hardships at the discretion of the principal.
- Other lawful absences are explained in administrative rule JH-R.
- Chronic or extended illness requires a certification of the illness from the physician or other health care provider. Such statement will become a part of the student's health file and will be placed in the permanent record. A statement from a physician or other health care provider may be required for the temporary illness of the student or for a death or serious illness in the student's immediate family.
- The district will consider students unlawfully absent under the following circumstances:
- They are willfully absent from school without the knowledge of their parents.
- They are absent without acceptable cause with the knowledge of their parents.

Tardy Policy

3 rd	Warning
6 th	Detention
9 th	1 Day ISS
12 th	2 Days ISS
15 th	2 Days OSS
18 th	Referred to CIL

**Students attending a school on hardship/special permission, may have the special permission status revoked if a student has excessive absences or excessive tardies, which violates the agreement for this status.

After the 15 tardy, a referral for tardies signifies a failure to follow school rules and will be coded as Refusal to Obey (270) in an office referral.

The tardy bell rings at 7:30 a.m. and the front door is locked for security. If students arrive after the tardy bell rings, parents must sign their children in at the office and students will receive a tardy pass. Students will not be allowed to enter the classroom. After ten tardies, the student's parents will be called for a conference. Excessive tardiness is considered a truancy act and will be reported to the District Pupil Personnel Office.

Transfers

Students must be officially withdrawn to transfer to another school. At least 24 hours advance notice should be given to the office in writing. Transfer forms must be prepared by the office staff and teachers. Notification will be processed and ready the next day. Books belonging to the school must be returned to the teacher. Personal items should be taken with the student. The school will not be responsible for returning any materials left at school after transferring.

Perfect Attendance

Students who have perfect attendance will be honored at the end of the year.

Absences and Make Up Work

Within five days of a student's return to school, students are expected to meet with their teachers to obtain missed assignments as a result of absences from school. A student absent from class for any reason is responsible for all work missed.

If you want to pick up assignments for a student who is absent from school, call the office before 11:00 a.m. to let teachers know that you will be picking up assignments at dismissal time. Books and assignments may be picked up in the office after 2:30 p.m. Do not go directly to the classroom during school hours, as classes should not be interrupted. The assignments may be picked up until 4:00 pm in the office.

Early Dismissal Procedures

Once a student is marked present at school, he or she must be signed out by a parent or legal guardian in order to leave campus early (prior to dismissal). To sign out, a parent or legal guardian should come to the school and present proper identification, or send a written request in advance for the student to be dismissed early.

There are instances where student may have special permission to leave campus during the school day to participate in school-sponsored activities, but only if the student has provided the school with a signed parent permission slip.

Students who are assigned Early Dismissal as a regular part of their school day may leave at their designated time after signing out.

Students who have permission to drive to the Aiken County Career and Technology Center must check out with the Student Information Clerk. Students cannot carpool or transport other students to the Aiken County Career and Technology Center.

Homebound Instruction and Services

Medical homebound services are provided on a full time or intermittent basis. Full time services are provided to students who are diagnosed with a medical condition that will cause them to be absent for 10 days or more.

Intermittent services are provided to students who are diagnosed with a chronic condition that may prevent them from attending school every day. Intermittent students are expected to be present at school more than they are absent. Homebound services for intermittent students are provided after 10 absences related to the homebound condition are accrued.

Parents who anticipate more than 10 consecutive absences due an extended medical condition or intermittent absences due to a chronic condition should apply immediately for homebound services. Parents should note that a doctor's signature does not guarantee services. If there is a delay in submitting a packet, services may not be granted retroactively and/or the student can be considered truant. Homebound packets are available at each school, the district office, and online at acpsd.net. For more information, please contact the Student Information Clerk at 803-641-2580. A student on homebound instruction will not be counted absent. For the district policy, please see Policy IHBF Homebound Instruction at acpsd.net.

Intervention

The district plan for improving student attendance will include, but not be limited to, the following:

- Establish reasons for excessive absences.
- Identify a method to resolve cause of unlawful absences, i.e., influence change in environment, group and/or individual counseling, parent conference and others.
- Notify the attendance supervisor immediately in writing for appropriate action under state attendance regulation in the event unlawful absences continue.
- Maintain evidence of intervention activities, e.g., copies of letters to parents, intervention plans, etc.
- **After three consecutive unlawful absences, school officials will attempt to notify the parents first by phone and then by letter.** After **five** total absences, school officials will identify the reasons for the child's continued absence and develop a plan in conjunction with the student and the parent to improve

future attendance. The board of trustees designates the principal of the school to promptly approve or disapprove any student's absence of more than **ten** days.

- After **three** consecutive unlawful absences or a total of **five** unlawful absences occur, school officials will do the following:
- Notify the parent of the absences using the appropriate form. If the principal is unable to establish contact with the parent for the purpose of developing an intervention plan, the student will be referred in writing to the attendance supervisor who will make every effort to arrange a conference with the parent.
- Hold a conference with the student and the parent at which time they will identify the reasons for the absences and develop a plan to improve future attendance. The student and the parent will sign this plan.
- A copy of this plan will be sent to the attendance supervisor.
- After the plan is in operation, if the student is unlawfully absent again, he/she will be immediately referred to the attendance supervisor with a copy of the attendance card.
- After **ten** unlawful absences, school officials will notify the parent of the absences. School officials will review the plan for improving attendance with the parent and student and re-clarify the consequences of continued absences. The district will refer students who continue to be absent from school unlawfully to the family court.

Denial of Credit

Any student who fails to meet the minimum attendance requirements will not be promoted unless the principal approves the promotion in cases of chronic or extended illness or in emergencies gives approval of excessive absences.

Lawful Absences

1. Students who are ill whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance. A statement from a physician or other health care provider may be required.
2. Students in whose immediate family there is a serious illness or death may be temporarily excused from attendance. (A statement from a physician or other health care provider may be required.)
3. Students may be excused from attendance in school for recognized religious holidays of their faith.
4. Students may be excused from attendance for travel or attendance at events that the principal judges to relate to concepts and objectives of the school curriculum. Request for approval should be submitted to the principal at least five (5) days in advance. A project approved by the teacher and principal is required.
5. Students may be excused for genuine emergencies as approved by the principal.
6. Other lawful absences are detailed in Policy JE-R Student Attendance.
7. Chronic or extended illness requires a diagnosis of the illness from a physician or other health care provider. Such statements will become part of the student's health file and will be placed in the permanent record.
8. **The principal must approve all absences in excess of ten.**

Unlawful Absences

An unlawful absence is defined as a student's willful absence from school without the knowledge of the parents or a student's absence from school without cause with the knowledge of the parents.

South Carolina State Law, Section 59-65-90 requires that: (1) school officials should immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences, and (2) the district board of trustees or its designee shall promptly approve or disapprove any student absence in the excess of ten days.

To intervene means to identify the reasons for the students continued absence and to develop a plan in conjunction with the student and parent or guardian to improve his/her future attendance. The School Board designee for the implementation of this policy is the school principal. Nothing within this policy interferes with the Board's authority to at any time refer a child to a truancy prevention program, or the court pursuant to Section 59-65-50.

Birth Certificates

Certified birth certificates are required from all new students registering for school.

Breakfast/Lunch Fees

Millbrook Elementary offers breakfast each morning. Students wishing to eat breakfast must report to the cafeteria before going to their classrooms. Students must arrive before 7:20 a.m. if they plan to eat. No credit is available for breakfast. Students qualifying for free or reduced lunch will also qualify for breakfast.

School lunches are an important part of the school program. Lunch money should be paid on Monday of each week. Make checks payable to School Food Service.

Lunch money should be sent to school in a sealed envelope with the student's name, date, homeroom teacher, and the amount written on the outside of the envelope. If a student is absent on Monday, he/she should bring the lunch money on their first day back to school.

Students will not be permitted to eat lunch on credit. Only if an emergency exists will credit be allowed with the approval of the principal. Please see district website for lunch prices. ***(Prices subject to change at beginning of year.)***

Students are not allowed to have carbonated drinks at school. These drinks, when opened may spurt and spray causing possible injury and clean up problems.

Students may bring their own lunch boxes. The student is responsible for his/her own food and drink. If a student leaves their lunch box at home, parents may bring the box to the office. Students will be allowed to check on their way to lunch for their lunchbox. The office staff will try to make sure boxes are delivered, but in trying to limit classroom interruptions and because of busy office duties, a failure in delivery may occur. A student will be allowed to purchase a tray on credit that day; however, payment will be expected the next day.

Building and Grounds

The physical environment of the school is an important part of the school program. Each student should accept his/her responsibility for helping keep our school in good condition. Any student who intentionally abuses school property shall be responsible for repairs or replacing the damaged property.

Bus Procedures and Rules

Students load and unload the bus at their assigned stop. Bus students will use the front entrance each morning and afternoon upon arrival and at dismissal. Any changes in riding the bus must be approved by the bus transportation office (803-641-2507) and the school administration. Only changes due to an emergency will be approved. The Bus Transportation Office and the principal must approve permanent changes for the remainder of the school year in advance. This request should be made in writing or through email to the principal or secretary with the following information provided:

1. The child's name and homeroom
2. How the child was going home previously
3. The new bus number
4. The name and address of the person of the home where the child is going.

No child will be allowed to switch buses without written notification from the parent and approval from the bus transportation office. Certain laws and regulations govern the operation of school buses. Bus conduct and student transportation are included in the Code of Student Conduct issued to each student.

Bus Safety

Bus transportation is a privilege rather than a right. Safety on the buses is the prime consideration. Order on the buses is a major factor. All students are expected to follow the direction of the bus drivers without hesitation. Certain rules and regulations are observed when riding the bus. These rules will be distributed to each student in the Aiken County Code of Student Conduct. Parents should review the rules with their children. Students who do not behave properly may be denied the privilege to ride the bus. Discipline problems on the bus will be handled at school.

When a student's conduct requires suspension from riding the bus, it is the sole responsibility of the parent to transport the student. Students suspended from riding a bus may not ride another bus. The parents must comply with regular school hours. If the student is repeatedly tardy or not picked up on time during the bus suspension, the bus suspension may result in school suspension.

If the misconduct causes the driver not to finish a trip, he/she may return to the school so immediate contact may be made with the student's parents or he/she may stop to telephone administration or the bus supervisor.

Car Line

For the safety and security of your children during dismissal, all car riders will need to have car tags with the students first and last name as well as the grade level. These tags should be placed on the dash under the windshield when picking your child up from school. Parents are responsible for sharing car tags with others authorized to pick their child up in car line. Changes to this procedure will be sent to parents in writing.

Cell Phone Policy

Definitions for Purposes of this Policy

- A paging device is defined in South Carolina law as a telecommunications device, to include a mobile telephone (cell phone) that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
- A cell phone, while included in the general definition of a paging device, also includes any digital or analog portable communication device or multi-function device that has two-way communication capability (whether aural, visual or a combination thereof) and operates through a cellular telecommunication system, a global satellite system or an AM or FM two-way radio system.
- A personal electronic device includes any digital or analog portable electronic device that can capture, store, or transfer visual images such as a personal data assistant (PDA), Blackberry, iPhone (or similar smart phone), laptop computer or mini-computer (with or without wireless (WiFi) or cellular interface capability), and digital (or film-type) camera, but does not include a calculator or device utilized strictly for computational purposes.
- A violation is the activation on school grounds during the school day of any paging device, cell phone, or any other personal electronic device, including smartwatches, except as authorized by this policy.

The Aiken County Board of Education allows possession (but not use) of personal telecommunications devices by students in order to reflect societal trends and a relaxation in state law. However, the board of education finds that the activation and/or use of personal communication devices by students during the school day, as facilitated by, but in violation of the possession-only policy, has an adverse effect on classroom instruction, student punctuality, test security, personal student privacy, the ability of school officials to maintain discipline generally, and maintaining order during times of emergency. Therefore, this policy is intended to set forth the specific circumstances under which a student may bring and personally possess a paging device, cell phone, and/or other electronic communications device onto school grounds and to establish clearly the consequences for violations.

Middle and high school students may possess a paging device, cell phone, or other electronic communications device, including smartwatches, on school grounds provided that such device is not activated and/or utilized for any function unless specifically authorized as part of an instructional directive by a teacher or other classroom supervisor, such as with “bring your own device” type instructional utilization. This rule applies during the school day hours and at off-campus activities during the school day hours. Cell phones may be activated during school bus rides to and from school unless specifically prohibited by the driver for safety reasons such as excessive noise or disruption.

Elementary school students may not bring a paging device, cell phone, or other electronic device, including smartwatches, to school unless part of an instructional directive or under a “bring your own device” type program. (A principal may approve an occasional exception to this general prohibition by prior written permission.)

Cell phones or paging devices are permitted at school events during non-school hours.

A first unauthorized activation with no related infraction will result in a device otherwise permitted under this policy being taken by the school administrator for the remainder of the day and a warning being issued. The student must sign a “Condition for Return” acknowledgement and agreement before being able to bring the cell phone, pager, or electronic device back on the school campus.

A second unauthorized activation with no related infraction will result in a loss of the privilege for ten (10) school days and further warning.

A third unauthorized activation with no related infraction will result in loss of the privilege for the remainder of the school year, and at least one (1) day of suspension [in-school (ISS) or out-of-school (OSS)].

Should any unauthorized activation also involve other violations of the code of student conduct (such as cheating, invasions of personal privacy, etc.), more serious disciplinary consequences may be imposed as appropriate to the gravity of the violation (up to an expulsion recommendation for serious associated violations), but in no event with less than a minimum of three (3) days OSS.

A student needing a paging device or cell phone for a documented temporary or permanent medical need or accommodation or for volunteer service on a fire or emergency services team (for 18 year-old students or younger students who are interns in such programs and demonstrate that possession of such device is necessary to fulfilling his/her program requirements) may be exempted from the prohibition of this policy as approved in writing by the principal.

All cell phones, pagers, and personal electronic devices, such as smartwatches, permitted under this policy are brought at the risk of the possessor/owner thereof and the district cannot be liable for the loss, destruction, or theft of the device. See Policy JICJ for more information at acpsd.net.

Counseling Program and Services

Students have access to our school counselor daily. Procedures are in place for students to be able to reach out to speak to the school counselor.

Daily or Bell Schedule

Millbrook Elementary does not open until 7:00 a.m. to supervise students. Do not leave your children outside the building before 7:00 a.m. Cafeteria workers and custodians arrive before 7:00 a.m., but are not allowed to supervise students. Teachers arrive at 7:00 a.m. to supervise students.

All students must be picked up from school no later than 2:45 p.m. Students not picked up on time will be sent to Questzone, our after school program. Parents will be charged rates determined by the Questzone program.

Office hours 7:00 am – 4:00 pm

Library hours 7:15 am – 2:45 pm

7:00 am Breakfast

7:00 am Classrooms open and teachers in their classrooms receiving students

7:30 am Car line doors are locked and duty monitors report to their classrooms for instruction.

7:30 am Tardy bell rings. Parents sign students in at the office to get a tardy pass

1:50 pm Early dismissals are not allowed after this time

2:30 pm Daycare and bus students will be dismissed

2:30 pm Car riders will be dismissed

2:30 pm Walkers and bike riders will be dismissed

Discipline

To establish an educational and safe atmosphere, students will be expected to conduct themselves in an orderly manner. Students are expected to follow the Code of Student Conduct.

A copy is provided to each student. Read and discuss this booklet with your child. In this booklet you will find certain offenses that, if committed, may result in suspension or expulsion from school. Keep this booklet for reference throughout the year. Each teacher will also provide each student with a copy of classroom rules, procedures, and consequences.

When students are referred to the office, an administrator will decide appropriate consequences. A letter will be sent with the student to the parent/legal guardian. A copy will also be given to the teacher. When the student returns to school after a warning or suspension, he or she must return the letter to the office signed by the parent/legal guardian.

If a student needs to be excluded from a field trip, a PTO program, Field Day, or any special program or event, the teacher must first contact the parent and discuss the problem. This will warn the parent and the child before action is taken. If the student does not improve he/she must be referred to the office for disciplinary reasons. After this process, the decision may be made to exclude the child from the event.

Dismissal

Each day when students arrive at school, they should know how they are going home. For the safety and security of your children, we cannot accept telephone requests to change transportation. Students will not be allowed to change their usual way of departing school without a written note from the parent or guardian or an e-mail or fax sent to the office by 1:00 p.m. The office will accept changes until 1:00 p.m. each day. Parents should call to make sure the message was received. After this time, packing and dismissal procedures are in place and any changes would be confusing and very difficult. The teacher will not accept the child's word. The parent/guardian must write a note.

- 2:30 pm Daycare and Bus riders are dismissed
- 2:30 pm Car riders are dismissed
- 2:30 pm Quest Zone and Walkers are dismissed.

The school dismissal plan will be included in your welcome back packets. Dismissal information will also be posted on the school website. Students will not be allowed to exit the playground entrance at dismissal. The playground is not supervised and students will be reported to the office for failure to leave the school campus promptly. Students must not remain at the school to play on the playground.

Dress Code

APPROPRIATE AND NON-DISTRACTING ATTIRE SHALL BE WORN IN THE EDUCATIONAL SETTING. THIS INCLUDES OFF-CAMPUS ACTIVITIES SUCH AS FIELD TRIPS, PERFORMANCES AND SCHOOL-SPONSORED EVENTS.

1. APPROPRIATE ATTIRE

- Skirts, shorts, and skorts must be at least two inches below fingertip length or longer when standing (leggings or tights do not substitute for length)
- Leggings/tights/thermal tights may only be worn under dresses, shirts, or skirts of the appropriate length described above. LEGGINGS OR TIGHTS MAY ALSO BE WORN UNDER JEANS THAT HAVE HOLES TO COVER SKIN.
- Clothing must cover undergarments
- Pants, shorts, skirts, and skorts must be worn at the waist
- Shoes, shirts and pants must be worn at all times

2. INAPPROPRIATE ATTIRE FOR ALL STUDENTS

- Hats, hoods on clothing or jackets, head scarves, bandanas, and sunglasses should not be worn inside the building (this does not apply to designated spirit days assigned by the administration)
- Tank tops, tube tops, halter tops and tops with string straps, unless covered by a shirt or blouse
- Bare midriffs and backs
- See-through garments
- Garments that have open holes higher than the knee, UNLESS TIGHTS ARE WORN UNDER THEM, COVERING SKIN
- Leggings/jeggings and tights worn as pants
- "Sagging" pants, shorts worn below the waist-line
- Clothing/jewelry may not display alcohol, tobacco, or controlled substance advertisements. Clothing may not display vulgar writing or symbols that are sexual in nature or which illustrate violence. Also, while the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate and students will be asked not to wear the clothing/jewelry.
- NO shoes with wheels and/or cleats inside the school building
- Flip Flops (refrain from wearing because of safety concerns)

3. HAIR STYLES AND COLORS

- All students are asked to refrain from hair styles/colors that are potentially distracting in a school setting (any action related to hair styles/colors is at the discretion of administration).

NOTE: 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 result in the disruption of or interference with the school environment and student safety. 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 addressed as outlined in the District's Behavior Code. *****Exemptions to the dress code may be made by the principal in certain religious or medical circumstances.**

Educational Records – Confidentiality (complete Policy on ACPSD website <http://www.acpsd.net>) (Certain Exceptions)

Under federal law parents and students have a right to expect the confidentiality of student records. Educational agencies may act to declare certain aspects of a student's educational records to be "directory information," meaning information contained in such records which is not considered to be generally harmful or an invasion of privacy if disclosed. The Aiken County Board of Education has previously determined that "directory information" could be released to third parties upon request, at the discretion of the school principal. Federal law and regulatory authority allows the release of such information without prior consent subject to certain conditions of pre-disclosure to parents or students. The purpose of this notice is to meet such pre-disclosure requirements.

Under District policy the following information is considered to be releasable: The student's name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and the most recent previous educational agency or institution attended by the student. **(Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.)** A parent or guardian of a student

attending Aiken County Public Schools who would prefer that any or all of the information designated above **not** be released without the parent's or guardian's prior consent should so notify the office of the Director of Communications in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than August 31, 2022. If there are any questions, please contact Mike Rosier, Director of Communications at (803) 641-2639.

Registros Educativos – Confidencialidad (Algunas Excepciones)

En cumplimiento de la ley federal, los padres de familia y los estudiantes tienen derecho a esperar que se mantendrá la confidencialidad de los registros del estudiante. Las agencias educativas podrían actuar para declarar que ciertos aspectos de los registros educativos de un estudiante son "información de directorio", lo que significa que la información contenida en tales registros no se considera generalmente perjudicial o una invasión a la privacidad, si fuese revelada. La Junta Educativa del Condado de Aiken ha determinado previamente que la "información de directorio" podría ser divulgada a terceros, a solicitud, a discreción del director de la escuela. La ley federal y la autoridad reguladora permiten la divulgación de dicha información sin previo consentimiento, sujeto a ciertas condiciones de pre-divulgación a los padres o estudiantes. El propósito de este aviso es el de cumplir con dichos requisitos de pre-divulgación

En cumplimiento de las políticas del Distrito, la siguiente información es considerada como que se puede divulgar: El nombre, la dirección, el número de teléfono, la fecha y el lugar de nacimiento del estudiante; sus materias de estudio, su participación en actividades o deportes oficialmente reconocidos, el peso y la altura de los miembros de los equipos atléticos, la fecha de su participación (de manera diaria y anual), los diplomas y premios recibidos, fotografías y la más reciente asistencia a una agencia educativa o institución, por parte del estudiante. **(Los ejemplos de los tipos de información que más frecuentemente se divulgan incluyen, pero no se limitan a, la Lista de Graduandos, Anuarios/Calendarios, Ganadores en la Feria de Ciencias, Estudiante del Mes, Lista de Honores, Sociedad Nacional de Honores, programas de eventos atléticos, etc.)** Aquel padre de familia o apoderado de un estudiante que está asistiendo a las Escuelas Públicas del Condado de Aiken que preferiría que parte o toda la información detallada más arriba **no** sea divulgada sin su consentimiento previo, debe de notificarlo por escrito a la oficina del Director de Comunicaciones (1000 Brookhaven Drive, Aiken, SC 29803) a más tardar el 31 de agosto de 2022. Si tuviera alguna pregunta, sírvase comunicarse con Mike Rosier, Directora de Comunicaciones al teléfono (803) 641-2639.

Emergency School Closing

When inclement weather occurs, district administrators will decide if school will open. The decision will be broadcast on Augusta, Aiken, and Columbia radio and television stations. The district will also communicate the decision through telephone call, text message, post to the district Aiken CPSD app and acpsd.net, email, and social media outlets that may include Facebook, Twitter, and Instagram.

Emergency – Evacuation Procedures (Bomb Threat, Fire, Gas Leak, etc.)

Signal: Fire alarm will sound. Alternate notifications will be by PA announcement, bullhorn, email and/or messenger.

- Upon notification to evacuate, leave class with your teacher and go to the designated rally point, where your teacher will take roll. Do not return to the building until directed to do so.
- Students who may be in the halls or restrooms at the time of the alarm should evacuate by way of the nearest exit and/or traffic flow in that area. Once outside, students should report to the designated area and locate their assigned teacher for that period.
- If located in an upstairs classroom, use stairs not the elevator, if applicable.
- All alarms are to be considered real unless otherwise announced.

Lockdown

In the event that the school must be secured, both externally and internally, the following security levels and procedures will apply. Specific actions to take at each level will be communicated and taught to students and faculty.

Lockout

No specific imminent threat to the facility, but there are reasons to upgrade security threat levels. Signal: Announcement to initiate lockout procedures; administration will email faculty.

Lockdown/Active Shooter

There is a specific, imminent threat to students and/or faculty and staff. Signal: Announcement to initiate lockdown/active shooter procedures; administration will email faculty.

Violent Weather Procedures

Tornado Watch

Conditions are favorable for a tornado or severe weather. Signal: Announcement to initiate watch, conditions are favorable for tornado or severe weather. Students and faculty should be prepared to take shelter.

Tornado Warning

Tornado has been sighted or indicated on Doppler radar. Signal: Announcement to initiate warning, tornado has been sighted or indicated on Doppler radar.

- Students and faculty should take shelter in the designated area immediately away from windows.
- If struck by a tornado, after 'duck & cover' procedures have been implemented and the storm has passed, faculty and students will evacuate the building upon direction of the principal.

Earthquake

Trembling and shaking of the building grounds. Signal: Announcement to initiate warning procedures.

- Students are to get under desks, tables, in a doorway, or against an interior wall. Protect face and head from flying debris with arms, books, coats, etc. (duck and cover). Stay in this position until building tremors and/or flying debris ceases.
- Evacuate the building upon direction of the principal. If electricity is inoperative, bullhorn or other communication modes will signal evacuation by the administration.

Equal Opportunity – Statement of Nondiscrimination

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the appropriate Executive Director, or the School District's Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (803 641-2428). Copies of applicable policies are available upon request. (See Policy JI and Administrative Rule JI-R.)

Title IX Notice

Aiken County Public School District Statement of Non-Discrimination and Sexual Harassment

The District, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.

The District will respond promptly to actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable Board policies, including the Code of Conduct.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made to:

Jennifer Hart

Chief Officer of Human Resources and Administration

Title IX Coordinator

1000 Brookhaven Drive

Aiken, South Carolina 29803

Telephone: 803-641-2428

Email: jhart@acpsd.net

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

For more information on sexual harassment and the Title IX Sexual Harassment grievance process, please refer to Aiken County Public School District Board Policies JI Students Rights and Responsibilities and JIA Title IX Sexual Harassment at acpsd.net.

Field Trips

Instructional field trips are those which are directly related to ongoing class instruction. They provide a means for staff and students to relate the instructional program to the community outside the schools.

A field trip is to be considered an extension of a student's instructional program that occurs at a place other than the school. The teacher or the principal must submit a plan that shows a direct relationship to concepts and objectives of a given course of study.

Student trips will be permitted to the extent that they provide the most effective means of accomplishing objectives related to given aspects of the instructional program. Trips should be considered as a method of instruction and planned as such with definite objectives determined in advance.

Transportation for field trips will be restricted to school vehicles, those vehicles belonging to a commercial carrier (which is normally engaged in providing for hire services for the transportation of persons and/or property) contracted by the district, or a private vehicle for which an approved certificate of liability and comprehensive insurance is on file.

On all school-sponsored trips involving students, provisions will be made for proper supervision. Classified staff and parents/legal guardians may assist in such supervision. The student-supervisor ratio must not be greater than eight to one.

Field trips at the elementary school level (especially in grades K-3) usually involve **all** students in the class, unlike upper elementary, middle and high school grades where a student will miss several classes for an unrelated event.

Student contests/out-of-district trips (non-athletic)

Students who are in good standing and who are first place winners in approved district, regional, state or national curriculum related contests or certain elected officers (president, vice-president or president-elect, secretary, treasurer) in approved organizations who advance to the next levels of competition are encouraged to participate. To qualify, the organizations and contests must be approved by national school administrators associations, by the state department of education, by the South Carolina High School League, and/or by the district. Such students may participate in state, regional or national contests for three consecutive school days or less as representatives of their schools, district and state.

The board, within budgeted funds, will pay approved transportation expenses for students. School-sponsored clubs and organizations should pay the expenses of their members who are contestants. The board will pay as enumerated in policy DKC, the expenses of chaperones required for student supervision at a ratio of one adult for each group of eight students of the same sex.

Participating students are subject to all district policies including the discipline code, attendance policy and field trip administrative rule.

Student-sponsored activities (such as senior weekends, etc.) are not considered school activities. Planning for such activities should not take place with the assistance of school employees for liability reasons. Students are strongly encouraged to seek the advice of an advisory group of parents/legal guardians to supervise the planning of activities. For more information on field trips, please see policy IJOA and administrative rule IJOA-R at acpsd.net.

Flowers, Gifts, Balloons, etc.

Flowers, balloons, etc. will not be accepted by the school for students, nor should students have these items in their possession at school or on buses.

Gifted & Talented Program For Aiken County Public Schools

The Aiken County Public School District serves state-identified gifted and talented students according to State Regulation R-43-220 and the policies of the local School Board. Gifted and Talented students are those identified in grades 3 – 12 as demonstrating high performance ability or potential in academic or artistic areas. The Gifted and Talented Educational Program (GT) serves academically gifted students in grades 3 – 12 throughout the school year. The district's Gateway program serves artistically gifted students in grades 3 – 12 in a summer program. Academically gifted students qualify for the Gifted and Talented Education Program if they meet the criteria set forth in the state regulations. Identification may be appealed to the District Evaluation / Placement Team. Private testing may be used only for referral purposes according to state regulations, but not for identification. Parents, teachers, and students may make student referrals to the program through the school's GT teachers or the school's guidance counselor at any time during the school year.

To be identified, students must meet two of the following dimensions:

Dimension A: Reasoning Abilities – Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal/linguistic, quantitative/mathematical, non-verbal, and/or composite of the three. All students are tested during the fall of grade 2 using the CogAT test to measure aptitude. Students at or above the 96th national age percentile on the composite score receive automatic GT placement.

Dimension B: High Achievement in Reading and/or Mathematical Areas – Students must demonstrate high achievement (94th national percentile and above) in reading and/or math as measured by a nationally-normed test or the South Carolina statewide assessment instrument (SCReady qualifying scores are determined each year by the state). All second grade students are tested during the fall using the Iowa Test of Basic Skills. Students in grades 3 – 8 are SCReady tested in the spring.

Dimension C: Intellectual/Academic Performance – Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits. Students entering grades 6 – 12 meet this dimension if they demonstrate a 3.75 grade point average on a 4.0 scale in language arts, math, science, social studies, and foreign language. Students entering grades 3 – 6 demonstrate this dimension through a performance task assessment administered to students meeting one of the two dimensions detailed above.

Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level through a special class designated model in grades 3 – 12. Students in grades 3-5 are served through the special class model. Advanced and Honors courses are available for GT students in the middle schools, and Honors, Dual Enrollment, and Advanced Placement courses are used to serve GT students in the high schools. Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. This summer program serves newly qualified and previously qualified students.

The Aiken County Public School District does not discriminate on the basis of ethnic or racial background, religious beliefs, sex, disability, economic or social conditions, alienage, national origin, immigrant status (except as limited or restricted by certain visa qualifications set forth in federal law) or by English-speaking status in, or employment in, its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Chief Officer of Human Resources and Administration (803-641-2420). For more information on the Gifted and Talented Educational Program, contact your school principal or the Office of Federal Programs (803-641-2556).

Specifics of this policy can be found on website: <https://boardpolicyonline.com/?b=aiken&s=236772> Policy IHBB Gifted and Talented Education and Administrative Rule IHBB-R Gifted and Talented Education.

Grading System

Student performance should be evaluated based on state grade level standards, academic plans, IEP's, textbook and teacher-made tests, and other available methods. Student conduct shall be excluded from consideration in determining a student's grade.

Grading Scales:

Kindergarten: In kindergarten, a checklist-report card reflecting academic achievement standards will be used each nine weeks.

Grades 1 – 5: In grades one through five, numerical grades as specified will be used to report student progress for each reporting period. Report cards will reflect the academic achievement standards.

Numerical grades will be used on report cards, transcripts, and permanent records in reading and mathematics for grades one and two. Numerical grades will be used in all subject areas for grades three through five except as noted in the following paragraph.

Letter Grade

Numerical Average

MS – Meeting Standard..... 80 – 100

MPS – Making Progress towards Standards70 – 79

NMP–Not Making Progress towards Standards....Below 70

A – 90–100, B – 80-89, C – 70-79, D – 60–69, F – Below 60

Honor Roll – Academic Achievement

An honor roll list will be prepared at the end of each nine weeks. To qualify for the honor roll a student must have:

A Honor roll – 90 or above or S on each subject and MS in all activity classes

B Honor roll – 80 or above or S on each subject and MS in all activity classes

A student must have either A or B in conduct to qualify for either Honor Roll.

Homework

A certain amount of homework is necessary. Homework may become a part of your child's grade. Provide your child with a time and place suitable for studying. During the first week of school the teacher will send to you the homework policy for his/her class. Good study habits should be started early.

Be sure your child returns his/her report card to be signed and papers sent home to keep you informed on the type of work your child is doing.

Immunizations

All children attending elementary school must follow DHEC guidelines in regards to current immunizations. Updated copies of immunizations should be sent to the office to be placed in the student's file.

Instructional Fees

Instructional fees are necessary to provide materials vital to the educational program. It is expected that fees be paid for every student. Should severe hardships exist, parents may construct fee payment plans with the principal or designee. Make any checks payable to Millbrook Elementary. The fee schedule is:

Elementary School:

- Registration Fee - \$40.00

Medication Policy Aiken County Public School District

A copy of the county medicine policy has been reprinted for your reference. If you have a child who requires medication at school we must follow this policy closely. Teachers are not allowed to administer or dispense any medicine at school.

If your child complains of not feeling well at home before coming to school, check his/her temperature. If he/she has a fever of 100 degrees or higher, please keep them at home. Your child should be fever free without medication before returning to school.

No medication will be given without written permission from the parent or legal guardian. A doctor's directions/prescription are required for prescription medicine. All medication must be delivered to school by an adult.

Medication Policy Highlights – Communicable Disease Policy

Students will be excluded from school during the following illnesses: acute streptococcal tonsillitis, conjunctivitis (pink eye), ringworm of the scalp, or scabies. They may return to school only on the certificate, acknowledged telephone call, or fax of the attending physician or local health authority attesting to such recovery and non-infectiousness. A student with chicken pox will be excluded from school until all lesions are scabbed over and dry (approximately 5-7 days). A student infected with head lice will be excluded and readmitted when (1) accompanied by a parent or guardian, and (2) evidence of treatment is provided, and (3) hair is found to be nit free on physical inspection.

Medicines

School personnel will dispense medication to students according to the provisions stated below:

The principal or his/her designee may assist students with medicine during school hours or during authorized school events at the written request of the doctor or parent(s)/guardian(s). All controlled substances will be delivered by the parent/guardian. All medications will be properly labeled and in an original container.

All medication must be taken to the school office, where it will be kept in a secured, locked location. In the case of life threatening conditions, students may be given permission to carry and self-administer their medication with a physician's order.

In some rare instances, the school district, after reviewing individual situations, reserves the right to reject requests for the administration of any medication.

Schools will comply with Section 44-53-360 of the South Carolina Code of Laws regarding prescriptions for controlled substances in Schedules H through V and Administrative Rule JGCD-R – Adopted 218100 ADMINISTRATIVE RULE JGCD-R MEDICINES Please see the school nurse for this policy and required forms.

Money

All money sent to school should be placed in a sealed envelope and the following information should be written on the outside: Student's name and homeroom, amount, purpose of money sent.

Morning Announcements

As part of the morning announcements, students will be asked to say the pledge to the American and South Carolina State flags. Please contact the principal if you wish to have your child not participate.

Notice of Opt-Out Option for Presidential or Gubernatorial Speeches

While it is the Board's policy to facilitate the opportunity for students to observe live presidential or gubernatorial speeches or presentations by electronic media when the same are offered for school-age students during school hours, parents may request in writing to the principal that their children be excused and offered appropriate alternate supervised activities. For more information, please see Policies IHAC and IHAA.

Notices Sent Home

Student progress and school information is sent home on Wednesday each week. Parents are asked to date and sign these. Students are to return the envelope the following day. This insures the school that the parents have received needed information.

Notification of Rights under Family Educational and Privacy Act

ANNUAL STUDENT RECORDS NOTICE PURSUANT TO

The Family Educational Rights and Privacy Act

Student Records Notice: Under the Family Educational Rights and Privacy Act parents or eligible students have the right to 1) inspect and review a student's educational records; 2) request an amendment to incorrect or misleading records, or records otherwise in violation of a student's privacy rights; 3) consent to disclosures of personally identifiable information (except as allowed without consent by law); and 4) file with the U. S. Dept. of Education a complaint for any alleged failure by this School District to comply with the Act. A more detailed explanation of rights and procedures may be found in the Policy Manual located at any school, area office, or the District office (Policy JRA and Administrative Rule JRA-R). Policies may also be found online at the Aiken County Public Schools website (www.acpsd.net). A copy of this policy will be mailed to any parent upon request. **Parents or eligible students who have limited or no visual acuity, who have a primary home language other than English, or who may be disabled in some other way which effectively impairs their ability to see, comprehend, or become aware of this notice will be accommodated upon discovery of such limitations by the District. Patrons who may be aware of others with such limitations are requested to notify the District of these circumstances.**

NOTIFICACIÓN ANUAL DE LOS REGISTROS DEL ESTUDIANTE DE CONFORMIDAD CON LA

Ley de Derechos Educativos y Privacidad de la Familia

Notificación de los Registros del Estudiante: En cumplimiento de la Ley de Derechos Educativos y Privacidad de la Familia, los padres de familia o los estudiantes que sean elegibles tienen el derecho a 1) inspeccionar y revisar los registros educativos del estudiante; 2) solicitar una enmienda de aquellos registros que estén incorrectos o sean confusos o engañosos, o aquellos registros que de cualquier manera transgredan los derechos a la privacidad del estudiante; 3) dar su permiso para la divulgación de la información de identificación personal (excepto en tanto la ley lo permita sin consentimiento); y 4) presentar ante el Ministerio de Educación de los Estados Unidos una queja por cualquier presunto incumplimiento de la Ley por parte de este Distrito Escolar. Una explicación más detallada de los derechos y procedimientos puede encontrarse en el Manual de Políticas que puede ser hallado en cualquier escuela, oficina de área o en las oficinas del Distrito (política JRA y Reglamento Administrativo JRA-R.) Las políticas también pueden ser halladas en línea, en el sitio de internet de las Escuelas Públicas del Condado de Aiken (www.acpsd.net). Si se solicita, una copia de esa política será enviada al padre de familia. **Los padres o los estudiantes que sean elegibles y que tengan una agudeza visual limitada o nula, que tengan un idioma primario en el hogar que no sea el inglés, o que puedan ser discapacitados de alguna otra manera que impida efectivamente su capacidad de ver, comprender o tomar conocimiento de este aviso, recibirán acomodaciones a lo que el Distrito tome conocimiento de tales limitaciones. Se solicita que aquellos clientes que pudieran estar al tanto de otras personas con tales limitaciones, le notifiquen al Distrito de esas circunstancias.**

Parents' Right to Know

As a parent, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether the teacher is properly licensed to teach the subjects and/or grade levels the teacher is teaching,

- whether the teacher's certificate is a waiver or substandard certificate,
- the teacher's academic major, graduate degrees, if any, and
- the teacher's certification area.

If you would like to receive this information, please contact Human Resources at 641-2464.

Parties

Elementary schools are allowed to have two class parties (Christmas and End of the Year). Birthday parties are not permitted at school. Invitations to private parties are not to be given out at school unless all members of the class are invited. The teacher is not responsible for this in any way. **Prior permission from the teacher must be received if a parent wishes to furnish refreshments to the class, other than on designated party days. Students may not receive bouquets (flowers or balloons) at school.** On party days, parents should not park in the driveway in front of the office wing. This driveway needs to be open for bus access.

Food Policies – Regulations by the SC Department of Health and Environment Control require that food served to students must be prepared commercially, (Publix, Walmart, etc;) pre-packaged or prepared in a DHEC approved kitchen.

Personal Property

Put your child's name on caps, gloves, jackets, sweaters, coats and etc. This will identify your child's belongings if they should be misplaced. Send all money in an envelope with the child's name, homeroom, date, and what the money is for on the front. The school is not responsible for lost or stolen personal property. Lost and found is in the cafeteria. Unclaimed items will be donated to charity.

PowerSchool Parent Portal

Parents may access their child's grades and attendance, via the Internet through a secure program called Power School Parent Portal. This program will allow parents to view this information any time they have internet capabilities. In order to access this information, parents will need to obtain a secure ID and password. Passwords are available in the guidance office or with the Student Information Clerk. Parents will also need access to this in order to register their child for school.

Promotion and Retention of Students

Promotion Criteria for Kindergarten

Completion of the kindergarten program generally leads to placement in first grade. Retention in kindergarten will be based on an evaluation of the child as indicated by formal and informal instruments, with input from teachers, parents/legal guardians, the principal, and other appropriate school personnel.

Promotion Criteria for Grades One through Five

The following criteria will govern student promotion from one grade to another.

Reading and math proficiency will be determined by state assessments, mastery tests, teacher-made tests, and samples of assigned work. In addition, other objective measures may be utilized.

Grade One Successful completion of grade one reading and math skills and appropriate growth in reading and math based on objective measures.

Grades Two A yearly passing average in reading and math or appropriate growth in through Five reading and math of at least one grade level based on objective measures.

In addition to meeting the mastery criteria for reading and mathematics in grades three through five, a student must pass at least two of the three academic courses (language arts, science, and social studies).

Third Grade Retention - Act 284

In accordance with Act 284 of the South Carolina Code of Laws, the Read to Succeed Act:

(A) Beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment. A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level. Good cause exemptions include students:

- (1)with limited English proficiency and less than two years of instruction in English as a Second Language program;
- (2)with disabilities whose individual education plan indicates the use of alternative assessments or alternative reading interventions and students with disabilities whose Individual Education Plan or Section 504 plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency;

- (3) who demonstrate third-grade reading proficiency on an alternative assessment approved by the board and which teachers may administer following the administration of the state assessment of reading;
 - (4) who have received two years of reading intervention and were previously retained;
 - (5) who through a reading portfolio document, the student's mastery of the state standards in reading equal to at least a level above the lowest achievement level on the state reading assessment. Such evidence must be an organized collection of the student's mastery of the state English/language arts standards that are assessed by the Grade three state reading assessment. The Read to Succeed Office shall develop the assessment tool for the student portfolio; however, the student portfolio must meet the following minimum criteria:
 - (a) be selected by the student's English/language arts teacher or summer reading camp instructor;
 - (b) be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom;
 - (c) include evidence that the benchmarks assessed by the Grade three state reading assessment have been met. Evidence is to include multiple choice items and passages that are approximately sixty percent literary text and forty percent information text, and that are between one hundred and seven hundred words with an average of five hundred word. Such evidence could include chapter or unit tests from the district or school's adopted core reading curriculum that are aligned with the state English/language arts standard or teacher prepared assessments;
 - (d) be an organized collection of evidence of the student's mastery of the English/language arts state standards that are assessed by grade three state reading assessment. For each benchmark there must be at least three examples of mastery as demonstrated by a grade of seventy percent or above; and
 - (e) be signed by the teacher and the principal as an accurate assessment of the required reading skills; and
 - (6) who successfully participate in a summer reading camp at the conclusion of the third grade year and demonstrate through either a reading portfolio or through a norm-referenced, alternative assessment, selected from a list of norm referenced, alternative assessments approved by the Read to Succeed Office for use in the summer reading camps, that the student's mastery of the state standards in reading is equal to at least a level above the lowest level on the state reading assessment.
- (B) The superintendent of the local school district must determine whether a student in the district may be exempt from the mandatory retention by taking all of the following steps:
- (1) The teacher of the student eligible for exemption must submit to the principal documentation on the proposed exemption and evidence that promotion of the student is appropriate based on the student's academic record. This evidence must be limited to the student's individual education program, alternative assessments, or student reading portfolio. The Read to Succeed office must provide districts with a standardized form to use in the process.
 - (2) The principal must review the documentation and determine whether the student should be promoted. If the principal determines the student should be promoted, the principal must submit a written recommendation for promotion to the district superintendent for final determination.
 - (3) The district superintendent's acceptance or rejection of the recommendation must be in writing and a copy must be provided to the parent or guardian of the child.
 - (4) A parent or legal guardian may appeal the decision to retain a student to the district superintendent if there is a compelling reason why the student should not be retained. A parent or legal guardian must appeal, in writing, within two weeks after the notification of retention. The letter must be addressed to the district superintendent and specify the reasons why the student should not be retained. The district superintendent shall render a decision and provide copies to the parent or legal guardian and the principal.
- (C) (1) Students eligible for retention under the provisions in [Section 59-155-160\(A\)](#) may enroll in a summer reading camp provided by their school district or a summer reading camp consortium to which their district belongs prior to being retained the following school year. Summer reading camps must be at least six weeks in duration with a minimum of four days of instruction per week and four hours of instruction per day, or the equivalent minimum hours of instruction in the summer. The camps must be taught by compensated teachers who have at least an add-on literacy endorsement or who have documented and demonstrated substantial success in helping students comprehend grade level texts. The Read to Succeed Office shall assist districts that cannot find qualified teacher to work in the summer camps. Districts also may choose to contract for the services of qualified instructors or collaborate with one or more districts to provide a summer reading camp. Schools and school districts are encouraged to partner with county or school libraries,

institutions of higher learning, community organizations, faith-based institutions, businesses, pediatric and family practice medical personnel, and other groups to provide volunteers, mentors, tutors, space, or other support to assist with the provision of the summer reading camps. A parent or guardian of a student who does not substantially demonstrate proficiency in comprehending texts appropriate for his grade level must make the final decision regarding the student's participation in the summer reading camp.

(2) A district may include in the summer reading camps students who are not exhibiting reading proficiency at any grade and do not meet the good cause exemption. Districts may charge fees for these students to attend the summer reading camps based on a sliding scale pursuant to [Section 59-19-90](#), except where a child is found to be reading below grade level in the first, second, or third grade and does not meet the good cause exemption.

(D) Retained students must be provided intensive and instructional services and support, including a minimum of ninety minutes of daily reading and writing instruction, supplemental text-based instruction, and other strategies prescribed by the school district. These strategies may include, but are not limited to, instruction directly focused on improving the student's individual reading proficiency skills through small group instruction, reduced teacher-student ratios, more frequent student progress monitoring, tutoring or mentoring, transition classes containing students in multiple grade spans, and extended school day, week, or year reading support. The school must report to the Read to Succeed Office on the progress of students in the class at the end of the school year and at other times as required by the office based on the school year and at other times as required by the office based on the reading progression monitoring requirements of these students.

(E) If the student is not demonstrating third-grade reading proficiency by the end of the second grading period of the third grade:

(1) (a) his parent or guardian timely must be notified, in writing, that the students is being considered for retention and a conference with the parent or guardian must be held prior to a determination regarding retention is made, and conferences must be documented.

(b) within two weeks following the parent teacher conference, copies of the conference form must be provided to the principal, parent or guardian, teacher and other school personnel who are working with the child on literacy, and summary statements must be sent to parents or legal guardians who do not attend the conference;

(c) following the parent/teacher retention conference, the principal, classroom teacher, and other school personnel who are working with the child on literacy must review the recommendation for retention and provide suggestions for supplemental instruction; and

(d) recommendations and observations of the principal, teacher, parent or legal guardian, and other school personnel who are working with the child on literacy must be considered when determining whether to retain the student.

(2) The parent or guardian may designate another person as an education advocate also to act on their behalf to receive notification and to assume the responsibility of promoting the reading success of the child. The parent or guardian of a retained student must be offered supplemental tutoring for the retained student in evidence-based services outside the instructional day.

(F) For students in grades four and above who are substantially not demonstrating reading proficiency, interventions shall be provided by reading interventionists in the classroom and supplementally by teachers with a literacy teacher add-on endorsement or reading/literacy coaches. This supplemental support will be provided during the school day and, as appropriate, before or after school as documented in the district reading plan, and may include book clubs or summer reading.

Considerations for Promotion/Placement for K through Grades Five

Certain factors may be considered with regard to the child's ability to succeed at the next higher grade. These factors may include health, social/emotional and/or mental maturity, chronological age, and/or physical development. These factors may lead to a decision to administratively assign a student to the next grade.

When a student is administratively assigned by the administration or at the request of the parent/legal guardian and has not met mastery standards appropriate for his/her grade level, a document that includes reasons why the decision was made to override academic standards should be signed by the parent/legal guardian and the principal and made a part of the student's cumulative record. If the parent/legal guardian does not agree with the decision to administratively assign the student, a conference with the principal and parent/legal guardian will be held to review the data and to determine placement in the best interest of the student.

The procedure for administratively assigning a student who has not met mastery standards appropriate for his/her grade level will also be followed for parents/legal guardians who request that a student who has met grade level requirements be retained.

During the school year, when a student is identified as performing below the level required for promotion, data will be analyzed and interventions should begin immediately. Measures for students who are not promoted will

be addressed in an intervention plan. The school principal and other appropriate school personnel will jointly make the recommendation for retention.

Promotion Criteria for Students with Special Needs

Promotion or retention of students with disabilities will be determined in the same manner as for all other students.

Based on a review of federal regulations, federal guidance documents, and state policies, the guidance is as follows:

- Though the IEP does not determine if a student should be retained or promoted, it is best practice for administrators to consult with special education teachers to provide information related to progress on IEP goals. This information is readily available via interim and quarterly progress reports. IEP team members can also provide information on the impact of promotion or retention on the student with a disability.
- If a student is not mastering IEP goals and this becomes a factor in the decision to retain a student, the IEP team must convene a meeting to consider why the student is not making progress on goals in the IEP. The team may need to review instructional strategies, the appropriateness of the IEP goal, or other components of the IEP that impact the progress on goals.
- All students with disabilities will be subject to the promotion criteria appropriate to the student's age and grade placement unless the student's IEP, as developed by a legally constituted IEP team, addresses and defines a modified curriculum and alternative learning goals. Students who have modifications to the general curriculum cannot not be held to the same promotion/retention standards as students who are accessing the general curriculum with accommodations and special education services.

Promotion Criteria for English Learners

Students identified as English learners (ELs) should be promoted in accordance with state and federal statutes and regulations. An English learner should be advanced along with his/her age-level peers. Non-advancement must be documented with evidence that indicates the determining factors are other than English language proficiency. English learner students are eligible to participate in all age-appropriate school programs and receive available services.

For more information, please see Policy IKE Promotion and Retention of Students and Administrative Rule IKE-R Promotion and Retention of Students.

Quest Zone

Millbrook Elementary and the Aiken County Board of Education will allow the Quest Zone to have access to our building to offer our students an after school supervised program. This program will be housed in the cafeteria, and they will also use the playground. Students who are Quest Zone children will report to the cafeteria at dismissal. All arrangements and payments must be handled through the Quest Zone. Information is available through the by calling 803-648-1740.

Report Cards and Progress Reports

A report card will be issued to your child every nine weeks. Check the school calendar for the dates that report cards and progress reports will be sent home. A student must be present 30 days out of 45 days reporting period to receive a report card. Parent/teacher conferences will be conducted the first nine weeks. In grades one through five, letters will be used to report student progress for each reporting period. The present grading scale is included for your information. In kindergarten a narrative report and a parent conference will be provided at the end of the first nine weeks. A checklist, instead of letter grade, will be used for the remainder of the school year.

Schedules

Please follow schedule times closely. Students arriving at school before 7:20 a.m. are to report to their assigned locations. Staff members supervise students until they are taken to their classrooms at 7:20 a.m. Students who eat breakfast report directly to the cafeteria. Students who arrive after 7:20 a.m. will not have time to eat breakfast. If you see that you will arrive after 7:20 a.m. make sure your child has had something to eat for breakfast.

We will follow our regular dismissal time unless notices are sent home in advance or in the case of extreme emergencies. Local television stations will know of early dismissals. No child will be dismissed from the classroom except by permission from the office. Children must be signed out from the office. No early dismissals after 2:00 p.m.

Late bus pickup from school happens occasionally. Someone will remain in the office until all buses have picked up students from the school.

Students are not permitted to use the telephone during an emergency resulting in the close and/or early dismissal of school or late buses. Explain to your child instructions about what to do in case of early/emergency closing of school. Listen to your local radio/television station for information regarding emergency school closings and dismissals.

School Improvement Council

Membership of the School Improvement Council includes two parents selected from the community, two members appointed by the principal, and two teachers selected by the faculty. The Council makes a study of the school program and submits a report through the County Board to the State Department of Education. The report is prepared annually and indicates areas in which improvements are needed. Council members will be elected before October 15 of each school year.

School News and Alerts

A copy of the school newsletter is sent home on the first school day of each month. This paper is very important for giving updated information about school policies, procedures, important reminders, and special reports. You should read this carefully and keep each copy for future reference. This newsletter can answer many questions you might have about school. We also send out Blackboard calls weekly to inform parents of school events and other important information. Emergency alerts also go out through the phone call system. Please be sure the office has your current phone number at all times.

Technology Resources Use

Each employee, student, or non-student user of an Aiken County Public School District (ACPSD) information system is expected to be familiar with and follow the expectations and requirements of Policy IJNDB and corresponding administrative rule IJNDB-R found at acpsd.net.

The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

Legal Requirements

ACPSD is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to, the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPPA)

Users of ACPSD's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of ACPSD networks may result in discipline or litigation against the offender(s) by the proper authority. ACPSD will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

Acceptable Use

ACPSD provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual.

Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

Telephones

Telephones are maintained in the school for the purpose of conducting school business. Only messages of an emergency nature will be delivered to students. Teachers cannot be called to the telephone for conferences during class time. You may leave a message for a teacher to return your call, but the time the call may be returned would be according to the teacher's schedule.

Textbooks

The student and parent/guardian are responsible for each textbook issued to the student. A student who fails to return all textbooks at the end of the year forfeits the right to free textbooks the next school year until each textbook previously issued but not returned is paid for by the student, parent or guardian. The school shall allow

the student to use textbooks at school during each school day. Students will keep textbooks covered and in good condition at all times. Any misuse of textbooks due to carelessness or neglect may be considered cause to charge the student a fee for damages to that book. Students will return textbooks to the teacher or textbook coordinator at the close of the school year or when the student withdraws from school.

All textbooks are bar-coded. The bar-codes are permanently attached to the books in two places. If the bar-code label is removed, the student will have to pay a damage fee of \$5.00, and the label will have to be replaced.

Visitors

Visitors are allowed and encouraged. However, for the safety and security of our students, **All visitors to our school must report directly to the office and receive a visitor's pass.** No one is to go directly to the classroom. Visitors are required to enter and exit through the front entrance.



AIKEN COUNTY
PUBLIC SCHOOLS

Parents and/or Employees
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employees:

This letter is to formally notify all parents and employees that the Aiken County Public School District is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) U. S. EPA Asbestos Containing Building materials (ACBM) in schools, 30 CFR Part 763, October 30, 1987. A Management Plan, which identifies and assesses the asbestos found in our facilities, has been prepared for each building.

A copy of the Management Plan has been approved by the State Department of Health and Environmental Control and distributed to each school or administrative office. The public may view the Management Plan, for each facility, during normal operating hours by contacting the school office or administrative office. The Management Plan lists the planned response actions for the ACBM, which are currently in progress.

The entire school system was re-inspected for ACBM conditions in October 1998, and found to be in compliance with AHERA regulations.

Any questions pertaining to the Management Plan may be directed to Mr. Robbie Roberson, Coordinator for Facilities Construction Department at 803.642.0431.

Sincerely,

King Laurence
Superintendent

1000 Brookhaven Drive
Aiken, South Carolina 29803