

Student Handbook and Calendar 2023 -2024



Attendance, Academics and Behavior are our top priorities

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Ident-A-Kid

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Faculty and Staff

District Calendar

Millwood Elementary School

The information in this handbook is subject to change based on directives of the Superintendent, and/or the Sumter School District Board of Trustees.

MISSION STATEMENT

The mission of Millwood Elementary School is to always put students first.

BELIEFS

1. The education of the young child is the foundation for future learning.
2. A parent's active involvement in providing physical, emotional and academic support is crucial to successful learning.
3. The school and community share responsibility for the emotional and physical safety of its children.
4. Educators, as professionals, merit respect and support as they nurture the development of skills for students becoming productive citizens in today's world.
5. All students can learn and have the responsibility to actively participate in the learning process.
6. Children need to experience success and be aware of their inherent self-worth.
7. A respect of self and others is vital for life-long success.
8. Self-discipline fosters social development as well as educational growth.
9. All student behaviors result in consequences.
10. Maintaining an aesthetically rich environment stimulates learning.

VISION

The vision of Millwood Elementary School is to establish a safe environment focusing on attendance, academics, and behavior.

STATEMENT OF NON-DISCRIMINATION

Sumter School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in admission to, treatment in, or employment in its programs and activities. For inquiries regarding the policy, contact the Superintendent, Sumter School District, 1345 Wilson Hall Road, Sumter, SC 29150, or call 803-469-6900.

ACCREDITATION

Millwood Elementary School is a Title 1 school and is accredited by the State Department of Education and the Southern Association of Colleges and Schools. These accreditations support high education standards.

ARRIVAL

Bus riders arrive at 7:00 a.m.

Car riders and walkers arrive beginning at 7:00 a.m.

Breakfast is free to all students.

School starts at 7:30. Students who are not in their classroom unpacked and ready to learn at 7:30 are tardy.

Guardians will not be allowed to walk students to class after the first week of school. All visitors must check in at the front office when on school grounds.

ASSESSMENT

1. The CogAt/ITBS is administered during the fall to students in the second grade.
2. MAP tests are administered in the fall, winter and spring.
3. Dial 3 is administered to Pre-kindergarten students before acceptance. GOLD is administered to K-4
4. Next Step Guided Reading Assessment is administered in the fall, winter and spring.
5. SC Ready is administered to students in grades 3-5 in April/May.
6. KRA is administered to K-5 students.

ATTENDANCE

South Carolina law mandates that all children ages 5 - 17 attend school on all days that school is in session. To help ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of education opportunities provided by the district it is important to remember the following:

- Excessive loss of instructional time through absences, tardiness, or early dismissal could result in failure OR loss of credit, regardless of the reason.
- Vacation, convenience and appointments are not valid reasons for tardiness, early dismissal or absence from school. Whenever possible, medical appointments should be scheduled after school hours.
- A signed note of explanation shall be required each time a student is absent. The note should state the date(s) of the absence, the reason, the telephone number at which the parent/guardian can be contacted if there are questions and the parent/guardian's signature. The note should be sent on the day the student returns to school but must be received within **three** school days after the absence or the absence will be recorded as unexcused.
- A doctor's excuse will be accepted when the doctor has seen and treated the student during the course of the illness for which the excuse is written. Ideally, a doctor's excuse should be faxed directly to the school's attendance office (Millwood 803-436-2987) but must be received within **three** school days after the absence or the absence will be recorded as unexcused.
- South Carolina law states that a student is deemed **TRUANT** after three consecutive unexcused absences or a total of five unexcused absences. School attendance personnel will contact the parent/guardian regarding unexcused absences and will schedule a conference to cooperatively develop a Student Attendance Intervention Plan.
- Every effort should be made by the parent/guardian and school to help the student to attend school. If attendance does not improve following the development of an intervention plan, the parent and student will be referred to Family Court and/or DSS for educational neglect and truancy.
- Perfect attendance may be calculated monthly, quarterly, or annually. In order to qualify for perfect attendance, students may not be absent for full or partial days and may not have any tardies to school. Students must remain in attendance until the end of each school day to qualify for perfect attendance.

Please contact the school attendance office if you have any questions. Questions regarding general attendance and enrollment procedures may be directed to the district's Coordinator of Attendance, Tonya Addison at 803-469-6900, ext. 414 or email Tonya.Addison@sumterschools.net.

AWARDS

We recognize students and promote high self-esteem for students in many ways. Children are given opportunities to earn several awards. A few of these honors are listed below.

- *Principal's "A" Honor Roll (90-100) - students are recognized at the semester and end of the year program. At no time may a student be removed from a classroom to attend another student's award program. Students in 3-5 receive a Sacajawea dollar from our **NBSC** business partner. **Advisor - Mrs. Croft**
- *"B" Honor Roll (80-90) - students are recognized at the semester and end of the year program. Students with A Honor Roll and A/B Honor Roll for the entire year will receive a medallion. **Advisor - Mrs. Croft**
- *Magnificent Mustangs - this award is given to a student who is doing good things such as using manners, being courteous, helping others, etc. **Advisor - Mrs. Croft**
- *Terrific Kid - The criteria for winning this award is Thoughtful, Enthusiastic, Respectful, Responsible, Influential, Friendly, Impeccable, and Caring. **Advisor - Mrs. Croft**
- *Star Studded Writer - Students are selected weekly for excellent writing . **Advisor – Mrs. Croft**
- *AR Parties - for meeting a set reading goal, on level, with an average of 80% and above correct for the allotted time frame. **Advisor - Mrs. Curry**

BOOK BAGS

Students using rolling book bags should use only standard sized book bags with rollers. A standard measure book bag according to transportation regulations must fit in students' laps when riding buses. Students should use only rolling book bags that can fit comfortably on their laps. The rule of thumb is that only the standard sized book bags with or without rollers should come to school with the students. Larger bags pose a hazard in halls and classrooms as well as violate transportation regulations. Students should not bring standard or oversized rolling *suitcases* to school. These are the oversized bags that do not fit well in the students' laps or under the desks. **No rolling book bags for preschool students.**

COMMUNICATION

Reminders for PTA meetings, field trips, and other activities are sent home with the children throughout the school year. School events are also posted on the school marquee, on the school webpage and link (<http://mwe.sumterschools.net>), along with Edulink phone messages with information about upcoming events. Materials that are sent home will serve several purposes: Provide information about your child's progress at school, weekly graded papers; announce upcoming events at the school and in the surrounding area, highlights of special accomplishments (school, students and staff) and the breakfast/lunch menus.

Most of this information will come to you through the grade level or classroom newsletters. Please be sure to read them so you will not miss anything important!

CONFERENCES

Teachers schedule conferences with parents if they have concerns about a child's progress. If parents desire a conference, simply send a note or telephone the school (803-775-0648). Conferences are scheduled by teachers before or after school or during teacher's planning periods. All conferences are held in one of the two conference rooms. Please do not attempt to have a conference with your child's teacher during lunch, morning arrival, or dismissal. Teachers are on duty during this time and must focus on their students. Teachers are required to have a minimum of two conferences with each parent.

DELIVERIES

- 1) Due to the large number of students and the importance of instructional time, the school will accept no deliveries for birthdays or special occasions for students. Flowers and balloons may not be delivered or left at the school for students.
- 2) You may provide store bought treats only (due to allergies) for birthdays during your child's assigned lunch period.

DISCIPLINE

- Acceptable student behavior is expected from all students.
- Respect for peers, faculty and staff is expected from all students.
- Pride in personal and school property (care of the physical building and respecting the property rights of others.)
- Desire and effort toward educational achievement are to be priorities as exhibited by reporting to class promptly and consistently, and being prepared daily.
- Please refer to the district Code of Conduct for additional information.

DISMISSAL

Parent Pick Up, Walkers, Inclement Weather Dismissal for Buses, Change of Destination Forms and Open Enrollment Transportation Guidelines

Please, register your child if he or she will be a car rider at **any time this year**. You will receive a number that will match the number that we give to your child.

Please hang the dismissal tag on the windshield of your vehicle prior to picking up your child from school. The student number will be attached to the student's book bag with a luggage tag and **should be visible at all times**.

Let your child's teacher know if your child's luggage tag is broken or lost. A new one will be issued. Car tags will be \$3.00.

Please wait in the designated area and remain in your vehicle when you come to pick up your child/children in the afternoon. Your child will be looking for you in the line of traffic and will be ready to get in the vehicle with you once the staff member on duty has verified the PPU number. Cars need to pull up bumper to bumper and not move as we load children.

Staff members will be on duty each afternoon. They will not allow any child to leave the designated area during parent pick-up. Children will only be dismissed if the person in the vehicle picking them up has the parent pick up number.

Please have your child exit and enter your vehicle on the right side, closest to the building. This allows your child to stay out of the traffic lane.

If the person picking the child up does not have the number, he/she will be sent to the main office and must show an identification card. We will check the identification card against the information given on the emergency form before releasing the child. Please remember to update you update emergency forms.

No student will have early dismissal after 1:45 p.m. Parents will have to wait for regular dismissal if they arrive after 1:45p.m.

Parent Pick up will be as follows:

1. **PreK, Kindergarten, First Grade, and SOAR** students will be picked up in the parking lot off the Wedgefield Road (across from BI-LO).
Any older siblings should report to the Wedgefield parking lot for pick up if they have a sibling in PreK, Kindergarten or First Grade.
2. **Second, Third, Fifth and Fourth grade** students will be picked up from the PPU shelter located between Pinewood Road and Crestwood Road. Parents are requested to line up in two rows **bumper to bumper**. Cars will not be allowed to move until the buses have cleared, and all students are safely loaded in the leading cars. Staff will load students and direct traffic.
3. **Walkers** - Students who walk will only be allowed to walk out of the front of the building. No one may walk out of the back gates at Crestwood. If your child is not a walker, they should be picked up at one of the two designated parent pick up areas. Parents will only be allowed to park and pick up walkers during inclement weather.
4. **Changing how a student goes home.** If you want to change the way or with whom your child goes home, you must send a

note in the morning to your child's teacher. **E-mails and text messages will not be allowed.** If it is a bus change the Change of Destination form is required, must be notarized, and sent to Transportation. This will take 24-48 hours so cannot be done immediately. Students not riding a bus to their home but to another location such as daycare, grandparents, etc. must also have a Change of Destination form filled out, notarized and approved by Transportation. Please allow at least 24 hours (if not more) for approval.

5. **Inclement weather dismissal** will take place for buses and daycares anytime it is raining which means we will dismiss buses and daycares only after they arrive on campus.
6. **Students on an open enrollment status may not ride a bus at any time. Transportation must be provided by the parent.**

Dress Code

Students will be expected to keep themselves well groomed and neatly dressed at all times. **Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.**

All students will be required to wear shoes.

Hats, open midriff tops, miniskirts, mini dresses, short-shorts (follow the dollar above the knee rule), tube tops, fishnet shirts, halter tops, tank tops, dresses or shirts with spaghetti straps (straps less than an inch wide), transparent clothing, low cut tops or shirts with obscene printing on them will not be permitted.

Pants waistband may not be worn at hip level (no sagging.)

For the younger students, please print their names on coats, hats, sweaters, book bags, lunch boxes, etc., in case they are lost.

ELECTRONIC COMMUNICATION DEVICE (ECD) POLICY

The board believes that the possession of electronic communication devices (cellphones, ipads, etc.) by students during the school day is a privilege, which may be forfeited by any student who fails to abide by the terms and provisions of this policy. Students are permitted to use ECDs in free-zone locations that are defined as designated areas for ECD usage on school campuses during non-instructional time. Principals have the authority to determine the appropriate free-zone locations on each individual campus. Violations of this policy may result in disciplinary action, confiscation of the ECDs and/or referral to law enforcement. Disciplinary action will be imposed in a progressive manner based upon previous violations and/or circumstances pertaining to the specific infraction. Students may forfeit the use of ECDs for the remainder of the school year if multiple infractions occur. All ECDs, which are confiscated by school personnel, will be kept at the school in a secure location by the principal or designee. Neither district nor school officials are responsible for the damage, loss, misuse, theft nor vandalism to ECDs brought to school. At Millwood, students may have a cellphone but it must be kept in their book bags and turned off during the school day. ECD's are not allowed at recess.

EMERGENCY FORMS

For the safety of children, it is extremely important that all parents complete the Sumter School District Emergency Form. These forms

should contain up-to-date information. **Parents/Guardians are always contacted first.** Emergency contacts 1, 2, and 3 would be someone **other than the parent** that may be contacted if the parent/guardian could not be reached. Critical time can be lost if all the necessary information is not provided. Please remember that anyone listed on the form will have access to your child. Millwood Elementary School is using the Ident-A-Kid system for all dismissals. Be prepared to have your ID available to scan and fill out the information on the computer to dismiss your child.

PARENTS MUST DESIGNATE ON THE EMERGENCY FORMS THE NAMES OF ADULTS WHOM THEY CHOOSE TO SIGN OUT THEIR CHILDREN WHEN THEY ARE SICK. TO PROTECT THE CHILDREN, THE OFFICE STAFF WILL NOT RELEASE CHILDREN TO ANYONE WHO IS NOT LISTED ON THE EMERGENCY FORMS. If you need more room, please use the back of the form or add a list.

Staff may not change emergency forms.

ENROLLMENT REQUIREMENTS

1. A legal birth certificate is required. State laws requires that children entering pre-kindergarten must be four (4) years old on or before September 1st; Children entering kindergarten must be five (5) years old on or before September 1; Children entering first grade must be six (6) years old on or before September 1.
2. State law requires that all students who are entering school have an immunization certificate (DHEC 1125). Parents may get this form from their private physician.
3. Registration forms are available in the school office, guidance office or the district website at www.sumterschools.net.
4. Sumter School District requires that children entering pre-school, kindergarten, first grade and all new students have a completed physical examination form on file. Forms are available in the school office, guidance or your doctor's office.
5. A current proof of address is required for all enrollments (including open enrollments). If you do not have proof of address because you are living with someone, that person must accompany you to the school, with their proof of address and sign an affidavit stating you live with them. You will have 30 days from that date to produce a current proof of address in your name with that address. DRIVER'S LICENSE WILL NOT BE ACCEPTED as a proof of address.
6. Open Enrollment is offered every year if the school is not at capacity beginning in February. Applications will be sent to the schools or may be printed off the district web site www.sumterschools.net. Enrollment opportunities are based upon the capacity of each school.

Student/teacher ratios will not change and schools will not be overcrowded. A student approved for enrollment in a non-resident school is entitled to remain in that school until completion of the final grade within that school. Parents are responsible for transportation to and from the out of zone school. Students may not ride a bus as part of the open enrollment agreement. Students with attendance or discipline problems will have the open enrollment rescinded and must return to their home school. This includes tardies and early dismissals.

EXTRACURRICULAR AND SPECIAL ACTIVITIES

Millwood has a number of extra-curricular activities to offer. Participation will enhance your child's social, academic, and physical growth and will contribute to his/her positive attitude toward self and others. Below are just a few of the programs at Millwood:

Accelerated Reader (AR)
American Heart Walk
Back Country for third grade
Back to School - Meet the Teacher Night
Birthdays of the Day
Black History Door Decorating Contest
Black History Month Art/Essay Contest
Book Buddies
Career Day Poetry Contest
Character Parade
Chorus performance for business partner NBSC at Christmas and Tree Lighting at the Courthouse
Chorus Trip
Columbia Ballet for Kindergarten
Computers for Education
DAR Essay Contest
Dental Awareness: 1st grade
Drama Club
End of the Year Awards
Earth Day
Fall Book Fair
Fall Festival
Father and Daughter Dance
Field Day
Fifth Grade Dance
Fifth Grade DC Trip
Fifth Grade Graduation
First Grade goes to the Zoo
Fourth Grade Honor Marshalls
Honor Roll - A/B
Intramural Sports
Kindergarten Promotion Ceremony
March of Dimes
Math Night with Business Partners at Bi Lo and IGA
Military Kids Club

Military Mentors
Morning Counseling for Deployed parents
Morning Counseling for New Comers
Morning Show
Mother and Son Dance
My Community and Me: 4th grade
National School Breakfast Week
Parent/Teacher Conference Night
Parents Eat with the Students
Pennies for Patients
Pictures with Santa
Polar Express
Principal's Honor Roll
PTA Reflections
Pumpkin Night at Millwood by PTA
Pumpkin Patch for PK and K
QUEST
Red-Ribbon-Week
Relay for Life
Safety Patrol
Santa's Secret Shop
Science Fair 4th and 5th grades/State Competition
Science Night
Shower Shaw with Cookies
Soup Kitchen Drive: Souper Bowl
Spelling Bee
Spring Book Fair
Star-Studded Writers
State Science Fair
Step Team
Student Council
Student Teachers from Morris College and University of South Carolina
Summer Arts
Santa Potato Parade
Teacher Cadets
Terrific Kid
Thanksgiving Food Drive
Variety Show @ Patriot Hall
Water Safety: 2nd grade
Yearbook

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice).

Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office

FIELD TRIPS

The school principal must approve all field trips lasting one day or less. The superintendent must approve all overnight and out-of-state trips.

1. Each student who goes on a field trip must have written parental permission on the district approved form.
2. Students must be in good standing in order to participate in the activity.
Field trips will be under the direct supervision of a certified district employee. The employee may ask parents to chaperone and will brief them about their responsibilities. All chaperones must have a Volunteer Background Check before being allowed to chaperone.
3. The number of chaperones must be adequate for the group and the nature of the activity. In addition to the teacher, there will be at least one chaperone for each 10 elementary students, mixed chaperones recommended for mixed groups, overnight trips involving boys and girls must have both a male and a female chaperone.
4. **Older or younger siblings are NOT allowed to attend field trips.** Chaperones should be focused on the students they are in charge of at all times.
5. Chaperones should always be on the bus with the students, not in their private vehicle.
6. Students must ride the bus to and from the field trip. Exceptions must be in writing and approved by administration.
7. Students may NOT have early dismissal after a field trip.



GRADING

Sumter School District Grading Philosophy

To achieve the goal of ensuring an accurate measure of progress and level of achievement, grades are used to reflect a student's mastery across all educational settings within Sumter School District. Grades reflect a district-wide, standard representation of academic achievement in an educational setting and are vital in ensuring effective communication between school and home. Assignments and assessments that are meaningful, standards-based, fair and a reflection of a student's growth and mastery of grade-level standards are used for grading purposes. Grades are weighted to reflect the importance of assessments, classroom assignments, and student ability. On February 9, 2015, the South Carolina Education Oversight Committee (EOC) approved a list of various indicators and measurements to report on student academic performance. The Profile of the Graduate serves as the overall objective of the state's public education system.

Statewide uniform grading scale

On Tuesday, April 12, 2016, the State Board of Education (SBE) unanimously voted to implement a 10-point grading scale beginning in the 2016–17 school year. The new uniform grading scale is accompanied by a new conversion chart that will also be implemented in the 2016–17 school year.

The school will follow the statewide uniform grading scale as approved by the state board of education. This uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level.

The uniform grading scale is as follows.

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

All report cards and transcripts will use numerical grades.

Best Practices

1. Students shall have multiple opportunities to demonstrate mastery through a variety of channels such as assessments, class activities, homework, quizzes, essays, labs, projects, and portfolios.
2. Behavior, effort, and attendance are evaluated and reported separately from the academic grade.
3. Grades are based on impartial, consistent observation of the quality of student work and mastery of the South Carolina College- and Career-Ready Standards and the South Carolina Academic Standards.
4. Grades will reflect student achievement toward mastery of course content standards.
5. Grades are based on students' demonstration of proficiency of course content standards at grade level rigor.
6. Students will receive assessment feedback that is timely, specific, understandable to the receiver, and formed to allow for self-adjustment on the student's part.

Marzano, R. (2000). Transforming classroom grading. Alexandria, VA: ASCD.

O'Connor, K. (2007). *A repair kit for grading: 15 fixes for broken grades*. Portland, OR: ETS.

Wiggins, G. (1998). *Educative assessment: Designing assessments to inform and improve student performance*. San Francisco: Jossey-Bass.

Wormeli, R. (2006). *Fair isn't always equal: Assessing and grading in the differentiated classroom*. Portland, ME: Stenhouse.

Pre-Kindergarten, Kindergarten and First Grade Grading

Pre-Kindergarten Reporting

Student progress in pre-kindergarten is reported on a developmental checklist based on the Good Start, Grow Smart Early Learning Standards twice a year. A minimum of two home visits and two parent conferences are made during the first and fourth quarters. Parent Conferences are held during the second and third quarters. The following codes are used to report student progress on the standards:

S - Satisfactory - Demonstrates skill independently

P - Progressing - Beginning to demonstrate with help but not consistently

N - Needs Improvement

Kindergarten and 1st Grade Reporting

Kindergarten and First Grade will use a standards based report card.

Special Education

Students will be instructed and graded on grade level with the accommodations outlined in the Individual Education Plan (IEP), unless modified by their IEP.

English for Speakers of Other Languages (ESOL)

Teachers are encouraged to maintain high expectations for student learning and should accommodate and adapt lessons and assignments so that English Language Learners (ELLs) can progress. However, a student may not be assigned a failing grade in a content area on the basis of lack of English language proficiency. Appropriate grading should be based upon appropriate instructional accommodations.

Elementary Grading

K – 1 is standards based report cards.

Grades 2-5 Reporting

Student progress at the elementary level is reported on progress reports, interim reports, and report cards for the core academic subjects of English/language arts, mathematics, science, and social studies. Next Step Graded Reading Assessment (NSGRA) reading level and the Measures of Academic Progress (MAP) results will be reported to parents.

The following grade codes that align with the South Carolina Uniform Grading Policy are used for grades 2-5.

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 59 and below

Grades for assignments are based on mastery of South Carolina Academic Standards. Numerical grades are an average of the student's work. Grades for elementary students are entered in the teacher's grade book using percentage points. These percentages are averaged in the grade book to determine the report card letter grade. Teachers will update a minimum of one grade per week in PowerTeacher

Gradebook.

Weight of Grades

Major – 40% (required 3-6 per quarter)

Minor – 60% (minimum of 6 per quarter)

Major assessment of the mastery of standards. Includes assessments such as: mastery assessments (oral, written, and/or performance), summative presentations, demonstrations of proficiency, portfolios, and formal/final draft writing assignments, on demand writing, summative large projects, major/formal labs and major performances.

Minor assessments of mastery of standards such as quizzes, classwork, homework, interactive notebooks, journals, exit slips, and quick writes.

Note: Spelling checks, vocabulary checks, and math fluency checks are considered minor assessments and should be recorded in the minor category.

Visual and Performing Arts, Health and Safety, and Physical Education

Student progress on the South Carolina Academic Standards for Visual and Performing Arts, the South Carolina Health and Safety Academic Standards, and South Carolina Academic Standards for Physical Education in grades 1-5 is based on the required number of grades (9) reported by the following grading categories:

O – Outstanding

S – Satisfactory

N – Needs Improvement

Related Arts, Health and Safety, and Physical Education teachers will input one grade each quarter and that is the final grade for the quarter. Related arts grades will be reflective of mastery of the following academic standards:

- Art and Music - South Carolina Academic Standards for Visual and Performing Arts
- Physical Education – South Carolina Academic Standards for Physical Education
- Health and Safety - South Carolina Health and Safety Academic Standards

Minor Assessment

The goal of a minor assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, minor assessments:

- help students identify their strengths and weaknesses and target areas that need work
- help faculty recognize where students are struggling and address problems immediately

Minor assessments are generally low stakes, which means that they have low or no point value. Examples of minor assessments include asking students to:

- draw a concept map in class to represent their understanding of a topic
- submit one or two sentences identifying the main point of a lesson
- turn in a research proposal for early feedback
- exit slip
- journal
- quick writes

- spelling, vocabulary, math fluency checks

Major Assessment

The goal of a major assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

Major assessments are often high stakes, which means that they have a high point value. Examples of summative assessments include:

- a test
- a final project
- a research paper
- final writing
- portfolio
- class project

Homework

Homework provides opportunities for students to apply knowledge, skills, and processes from previous learning to display their understanding. Homework should be considered extended learning opportunities for students to demonstrate mastery of concepts taught. Homework can be a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents/guardians to become aware of the instructional program and their student's educational program. Sumter School District Policy IKB States that homework should be assigned as reinforcement to classroom instruction by providing time for practice and application of knowledge. Additionally, because homework can be used as a tool to aid in the development of positive behavioral traits such as self-discipline and intellectual independence, homework should be an expectation on all grade levels. Homework assignments should be meaningful, relevant to the current lesson, carefully planned and differentiated. Differentiated homework can provide a great opportunity for students to master missing skills, extend content, challenge advanced learners and link applications of content to student interests.

Students should be assigned homework to reflect the following purposes.

- Reinforce and supplement classroom learning experiences.
- Encourage accountability and responsibility.
- Foster student initiative and independence.
- Enable the successful completion of more curricular material.
- Reinforce home-school interaction.
- Extend the learning environment into the reality of the outside world.

Homework should not be assigned for disciplinary reasons.

Elementary level homework guidelines:

- 10 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter.
- Homework will be checked and feedback given to students. Homework will be formative in nature and no grade will be recorded in

PowerTeacher.

- More information about homework is provided on page 19.

Extra Credit

Providing extra credit opportunities is not a research-based best practice. Sumter School District provides students multiple opportunities to demonstrate mastery over time through reteach/retest and other methods, when necessary.

Transfer Students

Transfer information is addressed in the uniform grading policy.

Reteach/Retake Opportunity

Students scoring below 60% on an assessment in the major grading category must be given an opportunity to be retaught and reassessed. The student who fails an assessment in the major category will be given one more opportunity to earn a passing grade on the same grade level standards after re-teaching has been provided. The teacher will determine, based on the circumstances, if a student should retake the entire assessment, a portion of the assessment or an alternative assessment on the same grade level standards. The student will receive the higher of the two scores (original assessment grade v. re-assessment grade) not to exceed a passing grade of 60%.

Communicating Progress

During each 9 weeks grading period:

Online Record: PowerSchool Gradebook Portal

- Teachers will publish updated grades weekly to the portal (minimum of one grade per subject area) to keep students and parents informed of ongoing progress.
- Principal or designee will monitor gradebooks weekly.
- Parents/guardians may also access student progress information through the student/parent PowerSchool Parent portal.
 - **Appendix C: PowerSchool Parent Acceptable Use Policy**
 - **Appendix D: Public Portal Parent Access Request Form**
 - Parents may access the portal by logging on to <https://powerschool.sumterschools.net/public/home.html>
 - Parents/guardians may contact the school for additional access information.
- Individual Student Reports will be printed from the portal and sent home to parents:
 - Progress report at 2 ¼ week mark (2 – 4 grades included)
 - Interim report at 4 ½ week mark (4 – 8 grades included)
 - Progress report at 6 ¾ week mark (6 – 11 grades included)
 - Report card at 9 week mark (9 or more grades included)

- Send D/F letters to parents at the end of the 1st Semester and at the end of the 3rd Quarter.

Make Up Work

In order to provide the total assessment "picture" of a student's academic progress a student missing classroom instruction should be given the opportunity to make up the missing assigned work. This will ensure instructional continuity and place importance upon consistent attendance and daily study. Students shall be permitted to make up assignments and tests following any absence.

Makeup Work Guidelines: Makeup work is available to all students.

- When students are absent, a zero will be recorded by the teacher until the student completes his/her makeup assignments.
- The zero is averaged by PowerSchool until the teacher updates the electronic gradebook after the student submits makeup assignments.
- On the day of returning to school, a student should not be required to take a quiz or test that was announced during his/her absence.
- Makeup work, including tests, may be an alternate version to assess what the student has learned.
- Missed assignments must be turned in by the next grade progress report.
- Extenuating circumstances are at the discretion of the school's administration.

Interim Dates- Sept. 6th, Nov. 15th, Feb. 9th, and April 24th
Report Cards – Oct. 20th, Jan. 17th, Mar. 22nd, and MAy 23rd

GUIDANCE

The counselor is available to discuss personal and academic development with students. Students may schedule visits with the counselor to discuss personal problems, schoolwork and other problems.

The counselor:

- 1) Teaches character education classes
- 2) Maintains permanent records, standardized test scores and referral papers.
- 3) Counsels small groups including: kids of military parents, newcomers, and students experiencing grief.

Parents are encouraged to utilize the services of the counselor. Parents may contact the Guidance Secretary for appointments or meetings with the Guidance Counselor at 803-775-0648 ext., 410.

HEALTHROOM

Taking Medication at School

- It is highly recommended that all medications be given at home, by a parent or guardian, if possible.
- If a medication must be given at school, a permission form must be completed by the parent and healthcare provider.
- Prescription medication (medication filled by a pharmacy) and over the counter medication (medication that you buy off the shelf at a drugstore) require the signature of the healthcare provider and the parent before it can be given at school.
- The medication must be in properly labeled container that states the medication name, dosage and time to be given, as ordered on the permission form.
- Please do not send pills or medication that have been removed from the original packaging to school. These medications will be confiscated for proper disposal or parent pick-up. No medications received in envelopes, foil or other makeshift containers will be given to the student by school personnel.
- The school health room does not stock any medications; therefore, the parent/guardian must bring needed medications to the school.

Do not send medication to school in the care of the student. **All medication must be brought to school by an adult.**

Students may NOT carry any medication, prescription or over the counter, with them to or during school or they will face proper disciplinary action based on The Code of Conduct.

- **All** medications will be kept in and dispensed through the health room.

Student Care in the Health Room

- Student concerns and complaints are evaluated upon arrival to the health room with the goal of returning the student to class as quickly as possible. This is to ensure that the child does not lose valuable instructional time.
- In the circumstance of severe illness or injury, the school will notify the parent, guardian or alternate contact person to pick-up the child. It is important to ensure that the school has working contact numbers for the parents or guardians and at least one other emergency contact that has agreed to pick your child up from school in the case of an urgent need.
- The school health room is a short term first-aid center. If your child requires more than this as a result of illness or injury, he/she should be cared for at home and/or receive medical attention; such as a doctor's office or urgent care center.
- Notify the school if your child has any type of illness, chronic condition or special health care need which will require our assistance.
- Notify the school if your child's health changes during the school year.

HOMEWORK

The teachers at Millwood assign homework to their students on a regular basis. Most teachers assign homework Monday-Thursday nights. Less homework is usually given in the primary grades, but more help from parents may be needed at this level of instruction. We believe:

1. Homework provides a vital communication link between school and home.
2. Homework extends the time for children to practice the skills learned that day.
3. Children who are encouraged to work on their own begin to accept the responsibility of self-discipline and good work habits.

Parents may assist their children in completing homework by doing the following:

1. Provide your child with an assignment notebook in which he can write down specific assignments each day.
2. Provide a time and place that is consistent each day for your child to study.
3. Monitor interruptions, such as TV, phone calls, visitors, etc.

IDENT-A-KID

The District implemented a new security system, Ident-A-Kid. This system is used to keep our school safe and to monitor who is in our school at any given time. It is also used to sign in students who are tardy and to dismiss students who are leaving early for any reason. A driver's license or a state identification card is required the first time you visit our school. After that, your name will be in the system and you will just look up your name and fill in the appropriate information. You will need to know your student's teacher also when signing in.

Please keep in mind that you must use this system to sign in for lunch, to volunteer, to chaperone, etc. Therefore, you should allow yourself extra time when visiting our school.

INSTRUCTIONAL PROGRAM

Teachers at all levels follow the district curriculum pacing guides and plan appropriate instruction for their particular grade level, age group, and their group of students. Standards based unit plans will focus on the state standards and skills as well as high interest topics for various age groups, and particular interests and strengths of teachers and students.

Reading, writing, social studies, mathematics, science, and health are the primary areas of focus across the curriculum. Reading materials (books, newspapers, magazines), hands-on activities (science experiments, projects, field studies), and inter-related problem solving experiences will be used frequently. Assessments of learning will take many forms: paper and pencil tests, presentations, culminating assessments, performances, journals, teacher observations, class work, individual/group projects, etc. Our goal is to provide a quality education for all students. Through detailed planning, establishment of an environment that supports learning, and the active home-school partnership, we can maximize learning for every child.

INSURANCE

In order to participate in school-sponsored field trips, students must have insurance coverage. School insurance is available through the school office. If parents wish to purchase insurance for their child, please complete the form that comes home at the beginning of the year. The form, along with a check or money order, should be returned to the insurance company.

LOST AND FOUND

A lost and found area is maintained in the cafeteria on the stage to the left. To help minimize lost articles, please put your child's name on items of clothing, which may be taken off, such as jackets, sweaters, hats, gloves, etc. In addition, be sure to put names on book bags, lunch boxes, and other personal property. Unclaimed items are donated to charitable organizations at the end of each nine week grading period.

LUNCH AND BREAKFAST PROGRAMS

Breakfast and Lunch are offered free to ALL students. Each child has an assigned lunch account, which is accessed through a personal PIN number. Milk or fruit juice is available for those students who wish to bring their lunch or want to purchase an extra drink. The cost is .35 for milk, .60 for fruit juice. The cost for an adult breakfast is \$2.25 and an adult lunch is \$3.75. *Pricing subject to change.*

Due to safety concerns, parents will be notified when it is safe to re-enter the building to eat lunch with their child.

LIBRARY MEDIA CENTER

The Library Media Center is a key component of each student's education at Millwood. The library is open Monday – Friday from 7:00 – 1:50. While in the library, students will check out books, listen to stories, practice computer skills and participate in different library centers. Students will receive instruction throughout the year on using the library, using online resources, research skills and digital citizenship.

Check Out Policy:

- Students in grades K-1 may check out one book at a time.
- Students in grades 2-5 may check out two books at a time.

Books are checked out for a period of two weeks and can then be renewed as needed. Parents may sign up to check out additional books. Parents are allowed to have up to ten books checked out at a time. When students/parents check out a library book, they are responsible for the care of their books until they have been returned to the library. If a student loses a book or the book is damaged while in his/her care, it must be paid for before another book can be checked out. Lost/damaged books must be paid for by the end of the school year, otherwise report cards will be held in the Guidance Office.

Accelerated Reader: The Library Media Center at Millwood uses the Accelerated Reader (AR) program to level books in the library. During the first few weeks of school, students will take the STAR assessment test to determine what level books are right for them. Students are then added to the AR program in which they can take quizzes on the books they have read. Goals are set throughout the year to match their reading level. Students who meet their established goals (reading level, points and at least an average of 80% percent correct) will be able to attend AR parties. Top AR awards will be given throughout the year.

Read Across America Week: Celebrated every year during the first week in March, Read Across America Week is a weeklong reading event. Students are challenged to read a certain number of books during the week. There are also individual goals, classroom goals, and

a school-wide goal.

MONEY

When money is sent to school with children, it should be put in an envelope with the child's name and what the money is for on the outside. **We will no longer accept checks for field trips or other school purchases.** You may send money orders. Parents with more than one student should place money in separate envelopes with each child. *The school may not have change, so make sure you are sending the correct amount.* Parents of children who lose or damage textbooks, workbooks, or library books will be responsible for paying for them before another book will be issued to the student. Money owed to the school must be paid before report cards will be issued or students will be allowed to participate in activities such as field trips, field day, etc. Debit, Credit, or Cash will be accepted for the Book Fair. **Checks may be written for school fundraiser sales that are sponsored by the PTA.**

PARENT TEACHER ASSOCIATION (PTA)

Your membership in the Millwood Elementary School PTA is an excellent way to show your support for your child's school! Currently MWES does not have a PTA however, we encourage you to join our School Improvement Council.

PREKINDERGARTEN

We offer pre-kindergarten to any qualifying child who is four years old before September 1. To register, you must have a current proof of address, birth certificate, immunization record and Medicaid card (if available). Students are tested and accepted according to the Child Development Education Plan (CDEP) guidelines.

Programs and Advisors

Academic Pep Rally – Mrs. Wright and Mrs. Croft
Accelerated Reader Party - Mrs. Curry
Back Country - Mrs. Frew
Book Fair – Mrs. Curry
Character Parade – Mrs. Curry
Chorus – Ms. Marks
Earth Day - Mrs. Holloway
Fire Prevention - Mrs. Osteen
Field Day – Ms. Wright
Heart Walk - Mrs. Morton
Honor Marshalls - Mrs. Croft
Honor Roll - Mrs. Croft
Intramural Sports - Coach Brown
Kwanzaa Writers- Mrs. Black
Math Night - Admin team

Men of Distinction - Mr. McFadden
Military Kids Club - Mrs. Croft
Morning Show – Ms. Wright & Mrs. Curry
My Community and Me - Mrs. Pryor
Polar Express – Mrs. Morton
Principal’s Honor Roll - Mrs. Croft
Relay for Life - Mr. Thomas
Santa Potato Parade - Second Grade Teachers
Safety Patrol – Mrs. Croft
Science Fair - Mrs. Holloway
Star Studded Writers - Mrs. Croft
Step Team - Mrs. Burgess and Mrs. Osteen
Student Council - Mrs. Pryor
Variety Show – Mrs. Osteen and Mrs. Coker
Thanksgiving Food Drive - Mrs. Croft
Washington Trip – Ms. Wright and 5th Grade Teachers
Yearbook – Mrs. Curry

QUEST

QUEST is a **weekly enrichment pullout program** that promotes the development of gifted students by addressing their individual needs while providing personalized opportunities to explore their diverse interests and unique talents.

QUEST serves state identified gifted & talented students in grades 3-5. The *QUEST* Program is designed to meet national and state program goals by providing gifted students with unique experiences via a quality inter-disciplinary curriculum emphasizing creative, critical thinking, and problem-solving skills.

QUEST students will explore the world of engineering through a variety of S.T.E.M. focused, problem-based learning units designed to strengthen math, science and reading skills taught in the classroom.

Gifted and Talented students may be found within any racial, ethnic, or socio-economical group; within any nationality; within both genders; and within populations with physical disabilities, or behavioral problems. Identification is a multi-step process, which consists of screening and referral, assessment of eligibility, and placement. South Carolina has mandated three dimensions of giftedness as criteria for placement in the academically gifted program. Students must meet two of the three dimensions: aptitude, achievement, and performance. See the Sumter School District website for more detailed information on the identification criteria.

REUNIFICATION

What a parent should know for reunification during a school crisis incident

Sumter School district is always looking for the best way to keep children safe, healthy and engaged in their learning. To assist in providing a safe and secure learning environment, each school has created a safety plan and coordinated with the emergency response agencies in the community. The plan has procedures that will manage a school crisis for our students, parents and community. It is reviewed regularly to ensure that the plans are current with prescribed best practices. The plan must rely on informed parent/guardian cooperation to help keep our children safe.

Providing our parents information pertaining to a crisis as quickly as possible is very important to the safety plan. We must balance this objective to ensure that the information is accurate. Please be assured, that staff will provide you with accurate information as it becomes available. Many students carry cell phones to school for various reasons. Because of the complex nature of a crisis, it is understandable how these cell phones become a source of misinformation during times of crisis. The district uses the following methods of communication to get accurate information to you in a timely manner: Sumter School District Website and Facebook page, your schools website, local media and Edulink. Edulink, the auto dialer system, is the district's means of direct contact with parents/guardians of students directly impacted by a crisis. Therefore, it is extremely important that the parent/guardian of our students keep all contact information current at their child's school. If your contact information changes during the school year, please notify the school as soon as possible.

Responding to the school during a crisis

Many parents may feel the need to respond to the school at first notice of any crisis. It is important that parents not go to the school until you receive a request via the district auto dialer or website instructing you to do so. To receive the most accurate information in **a timely manner**, it is crucial for parents to remain close to a phone, computer, or media source to receive accurate information on how to be reunited with your student as soon as possible. When managing a school crisis, student safety is our highest priority. If parents arrive at school during a crisis situation, it forces us to reassign staff dedicated to student safety to help manage parents arriving at the school.

Reunification with your child during a time of crisis

It is the district's procedure to implement a lockdown, shelter in place, or lockout at the first indication of a threat/hazard to best protect the students. You may be notified of the school initiating this procedure, *as a precaution*, and you will be assured of an update. Do not telephone the school. Telephone lines will be needed for emergency communication. If the district learns that the threat is *a false report*, you will be notified and classes will resume. In this case, having your child released from school causes them to lose academic instruction.

If the threat is verified, you will be notified of the district's plans to reunite students with parents as soon as possible. A complex and very serious incident involves joint emergency planning, with response agencies, which will ensure the safest option and timing so that students are not put in harm's way. As soon as it is safe to allow reunification, parents will be notified of the details of how and where to reunite with their child through Edulink, the district web site or Facebook page, or other local media. An official photo ID will be required to be reunited with your child. Students will be released only to parents and persons identified on the School District Emergency Form. Please understand that these conditions are necessary for us to fulfill our legal responsibility for safely releasing your child.

REUNIFICATION Cont.

Sumter School District Safety Plan relies on informed parent/guardian cooperation to help keep our children safe. An informed parent/guardian takes the following actions on behalf of his/her child should a school crisis occur.

- Confirm that the information is an official statement provided by Sumter School District and then act based on that information.
- Ensure that all of your contact information is current at your child's school, so that the district may contact you during an emergency through Edulink, the district's auto dialer system. Edulink is the district's means of direct contact with parents/guardians of students directly impacted by a crisis.
- Refrain from going to the school or calling the school during a crisis, and wait until notified by the school of the directions for picking up your child.
- Do not come to pick up a child when the school has notified you that a *precautionary* procedure (lockdown, shelter in place, or lockout) was conducted due to a false report, and you have been notified that classes have resumed.
- Stay accessible to a phone, or computer or other media device to receive more information from the school as to when and where to pick up your child, if needed.
- Come to the reunification site with an official ID and or send someone who is on the student's emergency form to pick up the student with an ID when notified by the school.
- Leave the reunification site with your child(ren) safely to allow room for other parents to come.

If you would like to have a representative from Sumter School District discuss school safety issues with your group or civic organization, feel free to call and request an informational presentation or if you have any questions about this procedure, please call Kathy Morrison, Intervention Coordinator, at 803-469-6900 ext. 524.

SCHOOL HOURS

Students may not be dropped off before 7:00 for any reason.

The Cafeteria staff begins serving breakfast at 7:00 a.m. School begins at 7:30 a.m. The tardy bell rings at 7:30 a.m. **STUDENTS WHO ARRIVE AT SCHOOL AFTER 7:30 MUST BE SIGNED IN ON IDENT-A-KID BY A PARENT OR PERSON 18 YEARS OR OLDER TO RECEIVE A TARDY PASS.** Students may not be dropped off at the front door. **A parent must accompany all students entering through the front doors.** Students start dismissal at 2:10p.m. Students may not be signed out for early dismissal after 1:45 p.m.

SCHOOL IMPROVEMENT COUNCIL (SIC)

This is an advisory committee to our school's principal. The responsibility of the SIC is

- To assist in the preparation of the five year plan and annual updates required in this section;
- To assist with the development and monitoring of school improvement and innovation;
- To develop an annual school report to the parents and constituents of the school.
- To provide advice on the use of school incentive awards; and
- To provide assistance as the principal may request, as well as carrying out any other duties prescribed by the local school board.

SPECIAL PROGRAMS

Millwood Elementary School has a number of special programs available for students who qualify: 1) Special Education (Resource, and LD Self-Contained), 2) Speech, 3) QUEST, 4) ESOL and 5) Hearing Impaired.

SPELLING BEE

Millwood's Kindergarten - Fifth Grade classes will participate in a spelling bee. We are convinced that a spelling bee provides several unique and challenging opportunities for our students such as improving spelling, increasing their vocabulary and gaining confidence in public speaking. Curiosity about spelling can bring to life a newfound interest in words, in books and in language that reaps many benefits as a child matures and continues to learn. Each child will receive a grade appropriate word list and the rules we will abide by for our spelling bee before the event. The spelling bee will be both fun and challenging for the students at Millwood.

TARDINESS

Tardiness is disruptive to the classroom instruction and has an adverse effect upon the student's educational progress. Students who arrive after 7:30 a.m. must be accompanied into the office by an adult and signed in on the Ident-A-Kid system.

NOTE: Excessive tardiness to class will be reported to the district attendance office.

TECHNOLOGY

Millwood Elementary School is technology rich. All classrooms have an interactive Promethean Board installed on the wall in the classroom. All students are assigned a Chromebook at the beginning of the school year to be used during the school day and at home for school assignments. If a chromebook and/or the charger are damaged while in the care of the student, a fee will be assessed to the student. Please see our website for the full list of chromebook fees. All students must have a signed Acceptable Use Policy (AUP) form on file at the school in order to use their chromebooks. GoGuardian is used 24/7 to monitor chromebook usage and ensure that students are safe when they are online. Reports of misuse are sent directly to teachers and school administrators.

TELEPHONE

Telephones are in all classrooms. Teachers may not accept calls during instructional time but you may leave a message on their voice mail. Students are asked to use the telephones only in cases of emergencies.

TOYS

Students are encouraged to leave toys at home. The school is not responsible for toys, games, spinners, cars, etc. brought to school by children.

NO toy guns or toys that look like guns should ever be brought to school.

The district has a Zero tolerance policy for any weapons or items that could be used as a weapon such as pocket knives, nail clippers, etc.

Pokémon and trading cards should be left at home.

TRAFFIC

- * Parents who transport their children to school should drop them off at the car riders' port. All parents should remain in their cars while dropping off students at the car riders' port. No students may be dropped off in the front of the school unless they are tardy in which case the parent must park and accompany the student into the office to sign the student in for a tardy pass.
- * Preschool, Kindergarten and 1st grade students, along with their older siblings, may be dropped off at the Wedgefield parking lot (Horseshoe) across from the BI-LO.
- * 2nd - 5th grade students should be dropped off on Mustang drive, between Pinewood Road and Crestwood Drive. Siblings in upper and lower grades may be dropped off in one area together. Staff will be on duty to assist students being dropped off.
- * Parent pick up will be the same as drop off with the exception of older siblings of PreK, Kindergarten and First. Those siblings will meet the younger sibling in the Wedgefield parking lot (Horseshoe).
- * Always follow the directions of the crossing guard and the staff on duty.

VISITOR POLICY

We hope you will feel welcome when you visit Millwood Elementary School. Our school policy for visiting during the school day is based upon our desire to provide a secure environment for the students and staff, as well as an environment conducive for learning. **The following practices will be implemented when it is safe for visitors to re-enter the building:**

1. Visitor's **must** sign in using IDENT-A-KID.
2. Permission to go to any area other than the main office must be secured from the administration or the office staff. Visitors will be asked to wait in the office or will be directed to the classroom depending on the situation.
3. All visitors are to wear a "Visitor's Sticker" while in the school. Stickers are to be returned to the office when leaving the school.
4. Visitors have permission to visit only those areas approved by the office staff. Violation of this could result in a request to leave the campus immediately.
5. Visitors may not interrupt, disturb or otherwise interfere with the school's instructional program.
6. Visitors may not photograph or audio-videotape students or staff without the prior permission of the principal.
7. **Siblings (younger or older) may not attend field day, field trips, classroom parties or any other function or activity not held in the cafeteria.**
8. Visitor's may not walk students back to class after lunch, book fair, etc.

VOLUNTEER PROGRAM

Working as a school volunteer can be exciting and fun. Your volunteer efforts help meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at Millwood:

Homeroom Mothers
Fifth Grade Dance
Popcorn Fridays
Field Trips

Fall Festival
Test Monitoring
Fall/Spring/Class Pictures
AR Parties

Pumpkin Night
Good Behavior Reward
Mother/Son Dance

Variety Show
Read Across America
Father/Daughter Dance

Volunteers must have a SLED background check in order to volunteer. This is a one-time requirement in order to volunteer at Millwood. Get involved as a volunteer! There is a special place that only you can fill. Call the school for more information or contact the Millwood PTA at millwoodpta@yahoo.com.

WEATHER

During periods of unsafe weather conditions when it may be questionable to hold school, the school district has several options including closing school, opening schools one hour late, or opening schools two hours late. If schools open on a delay breakfast will not be served.

Decisions for any of these options will be announced to the public no later than 5:00 a.m. on the day in question on the following local radio and television stations: WIBZ 95.5 FM, WKHT 93.7 FM, WICI 94.7 FM, WNOK 104.7 FM, WDXY 1240 AM, WTCB 106.7 FM, WCOS 97.5 FM, WLJI 98.3 FM, WWDM 101.3 FM, WHXT 103.9 FM and WMHK 89.7 FM. The television stations used are WIS TV 10, WOLO TV 25, WBTW 13, WACH 6, and WLTX TV 19. You will also receive a call from our Edulink system.

Announcements are only made through the media if there is a delay or closing.

Safe Return to In-Person Instruction and Continuity of Services Plan

Maintaining Health and Safety Overview

A district's plan must include how it will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies or practices and a description of any such policies or practices, on each of the CDC's safety recommendations including: universal and correct wearing of masks; modifying facilities to allow for physical distancing (e.g., use of cohorts/podding); hand washing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the state, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to educators, other staff, and students, if eligible; appropriate accommodations for children with disabilities with respect to health and safety policies or practices; and coordination with state and local health officials.

Description of maintaining health and safety

Sumter School District (SSD) will begin the 2021-22 school year with face-to-face instruction five days a week. Our academic, social, emotional, and mental health needs of our students remain at the forefront of our response to reopening schools safely. Guidelines from the Centers for Disease Control and Prevention (CDC), the Department of Health and Environmental Control (DHEC), and other agencies in addition to input from our stakeholders are very important in planning for the reopening of our schools.

In response to the Covid-19 pandemic, Sumter School District utilized ESSER funds to purchase Personalized Protective Equipment (PPE), including facemasks, shields, gowns, plexiglass dividers for office areas and classroom use, and hand sanitizer and wipes. Bottle refill stations, sanitization stations, and signage regarding safety are strategically placed throughout our buildings. We have also hired additional nurses, social workers, and building services staff to help meet the needs of our schools. In addition, our schools have modified their arrival, dismissal, lunch, and transition between class procedures to discourage students from congregating in groups to the greatest extent possible. SSD will continue to limit non-essential visitors and activities and encourage schools to incorporate virtual events when possible.

Our Safe Return to In-Person Instruction and Continuity of Services Plan further describes how SSD will maintain the health and safety of students and staff as we return to five days of face-to-face instruction.

Policies or Practices Regarding CDC Recommendations

Universal and correct wearing of masks

Description of Policies or Practices, if applicable

(Updated July 19, 2021)

For the 2021-2022 school year, face coverings are optional for students and employees. Visitors are not required to wear masks. Please note, CDC currently recommends that all employees, students, and visitors who have not been vaccinated wear a mask. We will continue to monitor the COVID-19 data in our community and adjust our protocols as needed.

The use of face coverings by students and staff on school buses and within school facilities remains a recommendation of state and federal public health officials. Although face coverings on school buses are no longer mandatory, Proviso 1.108 does not prevent districts from encouraging the wearing of face coverings in these settings.

All face masks must adhere to the Sumter School District Dress Code. No inappropriate symbols, pictures, language, or messages can be displayed.

Recommendations for wearing face masks correctly:

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Masks should be washed regularly, inspected for damage, and discarded and replaced when damaged.
- Masks should be stored in a clean, dry location, and they should never be shared.
- Do not put the face covering around your neck or up on your forehead.
- Do not touch the face covering, and if you do, wash your hands or use hand sanitizer to disinfect.

Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding) Description of Policies or Practices, if applicable

Schools in SSD will allow for physical distancing within the classrooms, hallways, and other areas of the school to the maximum extent possible. Many classroom settings were adjusted to allow for physical distancing as well as the removal of any unnecessary furniture. In areas where deemed necessary, plexi-glass shields may be put into place as an additional safety precaution. Transportation will comply with DHEC and CDC guidelines regarding capacity that are in effect during the 2021-22 school year.

Handwashing and respiratory etiquette

Description of Policies or Practices, if applicable

Schools should take the following steps to help keep students and staff from getting sick. These steps should be followed at all times, and not only during a pandemic.

- Encourage respiratory etiquette by providing staff and students with education and reminders about covering coughs and sneezes and easy access to tissues and running water and soap or alcohol-based hand cleaners.
- Remind staff and students to practice good hand hygiene and provide the time and supplies for students and staff to wash their hands when needed.
- Clean surfaces and items that are more likely to have frequent hand contact with cleaning agents that are usually used in these areas.
- Have Personal Protective Equipment (PPE) such as masks available and ensure they are worn by school nurses and other staff caring for sick individuals at school.
- Post signage reminding students and staff about physical distancing in prominent locations throughout each school campus.
- Teach and reinforce proper handwashing techniques, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

- Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.
- Minimize staff's and students' contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).

Cleaning and maintaining healthy facilities, including improving ventilation

Description of Policies or Practices, if applicable

Sanitization

- At least daily, and more frequently if feasible, clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.
- Only use cleaning products and electrostatic sprayers approved by the district.
- Ensure proper ventilation during cleaning and disinfecting.
- Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out space before students arrive; plan to do a thorough cleaning when students are not present. If using air conditioning, use the setting that brings in fresh air.
- After an illness, limit access to areas used by the sick person (e.g. a student's desk or a staff member's office) until cleaned and disinfected.
- Limit the use of items that are difficult to clean and sanitize.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.

School Bus Sanitization between Routes

- Drivers will disinfect the bus after each route including high touch surface areas.
- Buses will be thoroughly cleaned and disinfected daily and after transporting an individual who exhibits COVID-19 symptoms.

Ventilation

SSD upgraded the filters for the HVAC units from MERV 8 to MERV10. The filters are changed once a month.

Contact tracing in combination with isolation and quarantine

Description of Policies or Practices, if applicable

Isolation, contact tracing, and quarantine of close contact recommendations will continue to be based on current CDC and DHEC recommendations. District protocols should be based upon those guidelines to ensure the safest options to prevent the spread of COVID-19 among our staff and student populations. Those exhibiting signs or symptoms of COVID-19 will be excluded from the school setting for a 10 day isolation unless they present a negative COVID-19 test or alternative doctor's excuse. They should also be fever free for 24 hours without the use of fever reducing medications and have significant symptom improvement prior to returning. Close contacts to a positive COVID-19 case who have not been fully vaccinated will be quarantined 14 days after the last day of potential exposure.

Diagnostic and screening testing

Description of Policies or Practices, if applicable

SSD is not currently participating in school-based testing for COVID-19. There are no current plans to implement testing on site or through an outside vendor at this time. The lead nurse has been in contact with the school testing coordinator at DHEC in regards to staying abreast of testing options for the 2021-2022 school year should the need arise.

Efforts to provide vaccinations to educators, other staff, and students, if eligible Description of Policies or Practices, if applicable

SSD partnered with Prisma Health to provide COVID-19 vaccination clinics in March and April 2021 for staff at the Sumter County Civic Center. The SSD Lead Nurse has inquired to Prisma Health and Walgreens to explore the possibilities of offering a COVID-19 Vaccine clinic for students in September 2021 if needed based on the current vaccination rate data at that time. (Currently, the vaccine for those who are 12 years of age and up in our community is widely available, but should that become limited, the need for a school-based effort may arise and will be coordinated by the district's lead nurse). Efforts will be made to educate, promote, and encourage our students and staff to get vaccinated by offering information about the vaccines available on our school district website, to include places that parents can access for their child(ren) (ages 12 and up) if desired.

Appropriate accommodations for children with disabilities with respect to health and safety policies and practices

Description of Policies or Practices, if applicable

What additional support will my child receive?

- Students identified as special needs with an IEP or a 504 plan may participate in additional class sessions designed to provide supplemental instruction to meet goals.
- Students identified as English Language Learners will participate in additional class sessions that are designed to support and promote language proficiency.
- Students identified as Gifted and Talented will participate in class sessions designed to provide enrichment and promote academic growth.

My child has an Individualized Education Program (IEP). How will the goals be addressed?

- The Office of Student Support Services is committed to providing students with disabilities a free and appropriate public education and access to high quality general education and special education programs and services.
- The LEA ensures to the greatest extent possible that students with disabilities will receive special education and related services outlined in each Individualized Education Program (IEP).

- Parents will be contacted by the lead teacher/case manager to discuss the current IEP and the service delivery model. The IEP team and parents will collaborate to implement the plan.
- Each team will monitor students' progress while delivering appropriate services. Students with disabilities will be given the same opportunities as their non-disabled peers.
- Teachers will have professional development that addresses virtual learning and social emotional learning.
- The LEAs will assure that standards-based, high quality instruction will be provided across all instructional delivery models.

My child has a 504 plan. How will his/her accommodations be addressed?

- The district will continue to ensure that students with disabilities have equal access to educational opportunities as general education students, including the provision of FAPE and accommodations under Section 504.
- The district will continue to implement and provide accommodations as listed in individual 504 accommodation plans under Section 504.
- 504 plan meetings will be held to assess and determine each student's individual needs in order to access the educational services provided in the current service delivery model.
- The students' progress will be monitored on an ongoing basis.

Coordination with state and local health officials Description of Policies or Practices, if applicable

SSD's school nurses will continue to communicate as needed with DHEC and our assigned DHEC contact tracers. Positive COVID-19 cases in staff or students will continue to be reported within 24 hours to the DHEC school contact. The district's lead nurse will continue to communicate with the state school nurse consultant when questions or changes in DHEC recommendations arise. She will also stay abreast of Health Alert Updates issued by CDC or DHEC and respond appropriately.

Continuity of Services Overview

Districts must describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

District response on continuity of services

Academic Needs

SSD will begin the 2021-22 school year with a five-day per week, face-to-face instruction for students in pre-kindergarten through twelfth grade. The district will also provide the option for a virtual program for students in grades six through twelve who are medically fragile.

SSD has developed a [Sumter School District Academic Recovery Plan](#) to address students' academic and SEL needs. The SSD Academic Plan contains measurable goals for student growth and achievement in ELA, mathematics, social emotional learning, science, and college and career readiness. Each goal addresses how our district will accelerate learning using measurable targets to maximize growth, diminish achievement gaps, and provide accelerated learning. Accelerated learning will focus on moving students from below grade level expectations

to meeting and/or exceeding grade level expectations. In addition to the goals, the SSD Academic Recovery Plan contains strategies for meeting the goals, how each strategy addresses each tier of learning lag from mild to significant, a timeline, and funding source.

As a critical component of our academic needs, progress monitoring will be continuous, ongoing, and utilize a variety of resources. Semester data meetings with principals and leadership teams and formative and summative assessments including MAP, SCREADY, Exact Path and classroom observations will all be used to evaluate progress toward these goals. As the data warrants, SSD plans to adjust the plan to provide appropriate support.

Spring, summer, and fall 2021 data will be used as baseline measures to determine academic gaps in reading and mathematics. This information will be used to identify learning loss and skill identification to employ additional interventions in reading and mathematics including, but not limited to, tutorials before and after school, as well as reading and mathematics interventions during the school day. Literacy and mathematics academic growth and progress for students in kindergarten through eighth grade will be assessed via NWEA MAP assessments in fall, winter, and spring.

In grades 9-12, schools will utilize state-provided strand data, as well as the state data review, to provide professional development for teachers who teach courses for which the state requires an End-of-Course assessment (EOC). SSD common-assessment data will be utilized to monitor growth and progress in EOC courses throughout the year. Schools will provide ongoing support for academically at-risk students who have demonstrated learning loss, as a result of the pandemic, through small-group instruction, interventions, credit recovery, and tutoring. All high schools will continue to strive to increase the number of students who are deemed college or career ready and to increase the number of students who are on-time graduates. In addition, schools will continue to develop and implement strategies to improve all state report card measures.

A continuum of interventions will be provided that supports Multi-Tiered System of Supports (MTSS). Instructional staff will participate in professional learning opportunities to ensure compliance with Act 213, which requires schools to report data on the implementation of MTSS and universal screening procedures for students in kindergarten through second grade.

Special Services

Sumter School District is committed to the Child Find process and efforts under Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA). Progress-monitoring will be used to monitor students' IEP goals to identify learning loss/gains.

SEL

MTSS teams are an integral part of the school community and are involved in meetings regarding students' academic, emotional, mental health, and social needs. Our district collaborates with Santee Wateree Mental Health to provide services and support.

Multilingual Learners

SSD will prioritize the scheduling of ESOL services for English Learners (EL) in order to maximize service minutes. Schools will continue to schedule EL students with teachers trained in sheltered-instruction content strategies. Teachers will follow the students' individualized

learning plans to ensure accommodations are provided for EL students as identified. Essential information, at a minimum, will be provided as needed in the languages of students.

Gifted and Talented Students

Schools will schedule gifted and talented students with thoughtful consideration to ensure that continuity of services is maintained. Schools will determine the master schedule and groupings, keeping in mind the needs of gifted and talented students. Existing screening tools used for the identification of gifted and talented students will be utilized.

Professional Development

Opportunities will be provided to facilitate collaboration and professional development that safely supports the professional growth and development of all staff. Educators will receive ongoing professional learning related to the pedagogy and strategies to promote student learning, social-emotional wellness, and success. Professional development support for the implementation of instructional standards and priorities and updated curriculum maps will be customized for educators based on their grade-level assignments and/or specific content areas. Professional learning communities within and across schools will be utilized in an ongoing manner for the exchange of resources and best practices, as well as discussion of challenges and needs.

Food Services (Updated July 9, 2021)

The Sumter School District Food Service Department established procedures to provide meals to students who are unable to attend school in person due to COVID-19.

Students will receive and consume meals in the cafeteria. At the principal's discretion, a class may receive meals in the cafeteria and consume them in the classroom.

Periodic Review Overview

Districts are required to review and, as appropriate, revise their Safe Return to In-Person Instruction and Continuity of Services Plan at least every six months through September 30, 2023, including seeking public input and taking such input into account in determining whether to revise the plan and, if revisions are determined necessary, on the revisions it makes to its plan. If a district developed a plan prior to enactment of the ARP Act that was made publicly available and was developed with public comment, but does not address each of the required aspects of safety established in the ARP Act, the district must, as part of the required periodic review, revise its plan consistent with the ARP Act requirements no later than six months after it last reviewed its plan.

District response on ensuring periodic updates to its plan

During the period of the ARP ESSER award (until September 2023), SSD will periodically review and, as needed, revise its plan for the safe return to in-person instruction and continuity of services. The plan will be reviewed at least every six months, and the school district will seek and take into account public input during the review process. Plan revisions will address updated CDC guidance on safely reopening schools, if any are issued.

Public Input Overview

The ARP Act requires that school districts make their Safe Return to In-Person Instruction and Continuity of Services Plan available to the public online and that the plans be in an understandable and uniform format; to the extent practicable, are written in a language that parents can understand or, if not practicable, orally translated; and upon request by a parent who is an individual with a disability, provided in an alternative format accessible to that parent. Before making its plan publicly available, school districts must seek public comment on the plan and develop the plan after taking into account public comment.

District response on public input in development of its plan

During the development of the Safe Return to In-Person Instruction and Continuity of Services Plan, SSD sought input from faculty, staff, parents, students and community members through an online survey. In addition, input from our Executive Team and our Reopening of School Taskforce, which consists of representation from various stakeholder groups, was also taken into consideration in the development of the reopening plan. As we review our plan periodically, SSD will take into account feedback from our advisory councils in addition to survey data.

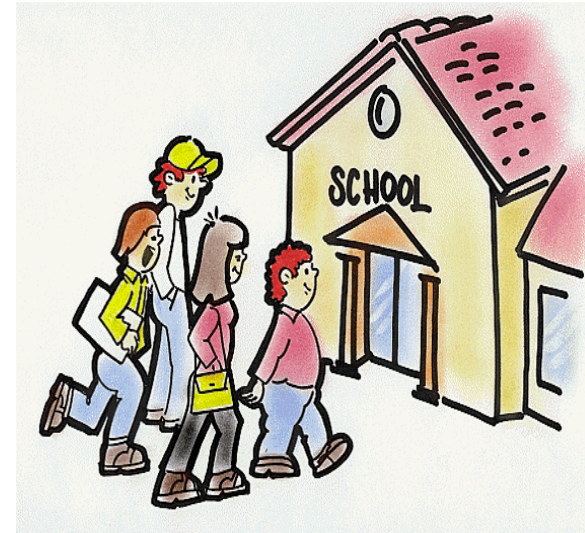
The plan is posted at www.sumterschools.net.

The plan is available in multiple languages. Through the use of our web provider powered by Google, our plan is available in 109 languages.

Upon request, a parent who is an individual with a disability as defined by the ADA may be provided with the plan in an alternative format accessible by contacting Executive Director of Student Support Services Veronne Davis at 803-774-5500.

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Ms. Jessica Wright, Principal
Ms. Ashleigh Morton, Assistant Principal
Mr. Kristopher Thomas, Assistant Principal



Millwood Elementary School is a Title 1 School accredited by the Southern Association of Colleges and Schools.

Sumter School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in admission to, treatment in, or employment in its programs and activities. For inquiries regarding the policy, contact the Assistant Superintendent of Personnel or the Director of Specialized Programs, Sumter School District, 1345 Wilson Hall Road, Sumter, SC 29150 or call 803-469-6900.