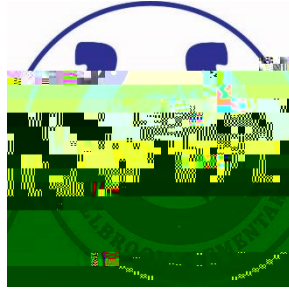


Millbrook Elementary

STUDENT HANDBOOK

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

future attendance. The board of trustees designates the principal of the school to promptly approve or 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.)
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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-

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

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-

attending Aiken County Public Schools who would prefer that any or all of the information designated above **not** be released

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

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.

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 t

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 B

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.

- (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 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 p-21(e-21(pa)4(c)-5(t o)4(f)-

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-

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:

