



Manning Early Childhood Center
“Making Every Child Count”
2759 Raccoon Road
Manning, South Carolina 29102
Telephone: (803) 473-4744 Fax: (803) 473-4777



Dear Parents and Students:

On behalf of the faculty and staff of Manning Early Childhood Center, it is my pleasure to welcome you to the new school year. This handbook contains important information about Manning Early Childhood Center's programs, policies and procedures. You are encouraged to read it carefully and refer to it throughout the school year. After reviewing the handbook, please sign the enclosed letter stating you have read the handbook and return the letter to school. Manning Early Childhood Center is an excellent and award winning school. It is accredited by AdvancED and the National Association for the Education of Young Children.

We invite and encourage families to visit the school and participate in all activities. If you have any questions, please call 473-4744 or visit our website at clarendon2.k12.sc.us. It is an honor and privilege to serve as your child's principal.

Sincerely,

Make Every Child Count

Otis Reed, Jr.
Principal

Student/Parent Handbook Table of Contents

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The mission of Manning Early Childhood Center is educating children.

The vision for Manning Early Childhood Center is a school that teaches all children in a safe and nurturing environment where every child has the opportunity to experience academic and social success.

MECC Awards

Excellent Report Card Rating

Red Carpet School

Exemplary Writing

7 National Board Certified Teachers

Grants: Dollar General,
FMU Center of Excellence,
ASCD, Walmart, Donor's Choose, Target,
Farm to School, Opal Apple, Bright Ideas,
Early Childhood Summit Action Grant

Accredited By AdvancEd and
the National Association for the Education
of Young Children (NAEYC)
SIC Honor Roll School

School Hours

The instructional day is from **7:50 a.m. to 2:35 p.m.** 7:00 a.m. is the earliest a student may be dropped off. There is no one to supervise children prior to 7:00. All students should arrive by 7:40 a.m. in order to eat breakfast. Students are tardy after 7:50 a.m. Dismissal times are as follows:

Pre-K--2:15 p.m. K and 1st --2:35 Nursery Vans--2:30 p.m. Buses--On Arrival

Vital Information

If at any time during the school year the address, phone number, guardian, or other information changes, please contact your child's teacher or the school office with the corrected information. A new Proof of Residence is required when you change an address. If your child has a serious health problem or is allergic to anything (especially foods), please notify the office immediately. Student records (including all identifying information) are kept confidential at all times, but is made available to administrators, teaching staff, the child's parent/legal guardian(s), and regulatory authorities as requested. All Custody, Restraining Orders, Orders of Protection, or any court documented papers pertaining to student visitation or custody should be on file and updated as needed.

Emergency Numbers and Procedures

The school should always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence.

Should there be an emergency involving an accident and we cannot reach you, the child would be taken by ambulance to McLeod Health Clarendon Emergency Room and the doctor on call will be used for emergency treatment. The teacher, school nurse, or administrator will accompany the child until the parent arrives. In the event of a natural disaster or other emergency, you will be contacted via our Alert Now phone system with specific procedures depending on the emergency. Again, **IT IS IMPERATIVE THAT WE HAVE A CURRENT WORKING NUMBER IN WHICH TO REACH YOU IN THE CASE OF AN EMERGENCY!**

Class Interruptions

PLEASE NOTE THAT CLASS INTERRUPTIONS WILL BE LIMITED TO EMERGENCIES. Non-emergency class interruptions such as classroom deliveries, unscheduled visits by parents, paging students from class, telephone messages, and general announcements interfere with teaching and learning. The described interruptions are prohibited by law during instructional time. State regulation 59-1-440 prohibits non-emergency classroom disruptions. Siblings (and other children who are not students at MECC) are not allowed in an instructional classroom with a parent observing.

Observation Room Procedures

Observation rooms are provided for preschool and kindergarten classes. Parents and guardians are welcome to observe. Some observation rooms are also used as private offices and teaching areas. Observation rooms will be kept locked at all times. Persons wishing to go in an observation room must have prior administrative approval. Persons must sign in and get a visitor's pass. We will not allow someone other than parents/guardians to observe without parental permission. We reserve the right to deny permission to use an observation room and we reserve the right to provide an escort to an observation room. Siblings are not allowed when a parent is observing. **The teacher will be notified when someone is allowed in the observation room.**

Building Access, Early Dismissal, and Student Release

If a child must leave school early, parents are requested to send a note to the teacher the day before, if possible, or submit a note no later than 8:15 a.m. the morning of the day the child needs to leave early. The note will be approved by office personnel and the parent may pick up the student in the front office AT THE TIME specified in the note. The parent MUST sign the

student out upon leaving. **Students must attend school for half of the instructional minutes to be considered present. Students who arrive by 7:50 am, but leave prior to 11:40 am, will be considered absent.** Whenever possible, we ask that dental and medical appointments be made for non-school days or after the regular school day ends. Unscheduled early dismissals will not be allowed between 1:45 - 2:35. **Please do not come into the office or call a few minutes prior to dismissal and request that we call your child to come to the office prepared to leave.** Exceptions to the rule require administrative approval. Teachers are not authorized to release students to parents who come to the classroom. Students may only be released from the reception desk, main office or nurse's room. For the protection of all children, visitors must enter from the main school entrance, be buzzed in by our receptionist, and provide a valid ID before entering the school. We request a written note in order to release your child to any adult other than those listed in the computer. **Picture identification is required for any person picking up children.** If there are any restrictions as to who may not pick up your child, the office must be notified in writing and the restriction must be documented in the computer.

Tardiness & Absences

Students arriving at school after 11:30 a.m. will be considered absent unless the reason for the tardy would have been excused. Three (3) unexcused tardies during the school year may be counted as one (1) unlawful absence. Three (3) unexcused tardies will prevent a student from receiving perfect attendance recognition. State law requires students to attend 170 days of school in order to be given credit for the school year. **If your child is absent from school, we ask that you send a note explaining the absence within three days of the absence.** Any absences after 10 excused and / or unexcused absences will require a medical excuse or special consideration by the school principal. **All medical excuses and parent excuses must be turned in within three days following an absence. Altered doctor's excuses will not be accepted without further verification from a doctor. The state now requires any child who has missed three consecutive days or five total days of school to be marked "Truant" in the discipline system.**

Religious Holidays

If you are expecting religious holidays to occur on school days, a calendar of religious holidays must be submitted at the beginning of the school year. A note must be received following any absence of a religious nature.

Student Absence Interventions and Referrals

When a student has three consecutive unlawful absences, or a total of five unlawful absences, the school principal shall be responsible for contacting the student's parents or guardian in writing. The principal will request a meeting with the student and parent or guardian to identify the reason for the child's continued absence, and to develop a plan in conjunction with the student and parent or guardian to encourage and improve future attendance. The County Attendance Supervisor will be provided the names of students with unlawful absences, as well as the names of the parents/guardians. The intervention plan for improving student attendance shall include, but not be limited to:

1. Reasons for unlawful absences.
2. Methods to resolve cause of unlawful absences.
3. Actions to be taken in event unlawful absences continue.
4. Signature of parent/guardian or evidence that an attempt was made to involve parent or guardian.

Documentation of involvement of other agencies, organizations and personnel external to the school system that assisted or are a component of the intervention plan must be maintained. If the intervention plan is not successful and further inquiry by school officials fail to cause the student and parent or guardian to comply with the plan, or the student and parent or guardian refuse to participate in intervention planning, the principal shall refer the case to Family Court.

Conferences

Parent-teacher conferences are highly encouraged. Parents of all Child Development and Kindergarten children are required to have at least two conferences per year. In order to ensure that each parent has the opportunity for a thorough discussion of their child's progress, these conferences are scheduled on an individual basis. Conferences must be scheduled in advance at a time that is convenient for teacher and parent. Conferences CANNOT be scheduled for teachers during their instructional time.

Instructional Fees, Textbooks and Supplies

Students are required to pay yearly instructional fees. The instructional fee for a particular year will be made known to parents during registration. A record is kept on each child who fails to pay required fees to the school. Textbooks are issued to students free of charge. Instructional fees provide writing paper, art supplies, handbooks, and other materials. Students are required to bring essential supplies such as pencils, paper, crayons, and other materials required by the teacher. The State of South Carolina owns the textbooks and if a book is lost or damaged, the student is charged for that book. The child may not be given another book until charges are paid for the lost or damaged book. Lost library books are handled in the same manner. Kindergarten children are not issued textbooks. If a child owes money for a lost or damaged book, we reserve the right to put monies sent for pictures or field trips toward the balance due if other efforts to secure the funds have been exhausted. Students will be charged a \$25.00 device protection fee for use of the classroom one to one technology.

Healthy Snacks

Preschool and kindergarten classes have snack times during the school day. We respectfully request assistance from families in providing these snacks for the children. Our district Wellness Policy ADF requires that all snacks contain no more than 30% fat by weight in a one-ounce serving. Beverages other than water should contain a minimum 10% fruit or vegetable juice in content, with no more than 35% sugar by weight. Refrain from sending cookies, chips, sodas, candy, etc. Healthier alternatives include graham crackers, peanut butter, raisins, nuts, fruits, veggies or unsweetened cereals.

Enrollment of New Students

Students must reside in Clarendon School District Two with their custodial parent or legal guardian in order to be eligible for enrollment. To ensure that students are eligible, the district requires the parent/guardian to furnish proof of residency in Clarendon School District Two. Documents which may be used to demonstrate legal residency are:

- A copy of the parent's/guardian's current monthly utility bill (water, electricity, gas) showing the correct billing name and service address.
- A copy of the parent's/guardian's current cable television or satellite service bill as long as it shows the correct billing name and service address.

Landline telephone bills, cellular telephone bills and pager bills will NOT be accepted as proof of residence because those bills do not show a service address and these bills may be billed to an alternate address. In the event that the parents/guardians cannot produce any of the aforementioned documents and state that they live with someone else, an Affidavit of Residence MUST be filled out by both parties and properly notarized. It should be noted that there are criminal penalties for providing false information on this document.

Students must be 4, 5, or 6 years old by September 1 of the current school year in order to enroll in pre-kindergarten, kindergarten or first grade respectfully. Age requirement is a state law. Required documents include a certified state-issued birth certificate, a valid South

Carolina Certificate of Immunization, a copy of the child's Social Security Card, Medicaid card and a proof of residence.

For a student who is transferring from another school or school district, a transfer/withdrawal form and a copy of the student's last report card is required. Official transcripts will be requested by mail and sent directly to the school. A hand-carried copy may be accepted temporarily, but will not be considered an official transcript.

We must establish the legal custodian at the time of enrollment. Parents should be prepared to produce custody papers to the school when necessary. In the case of guardianship, a copy of the document establishing the guardianship must be approved by the district office. Enrollment will not be permitted until the appropriate LEGAL guardianship has been established and the document is on file. No handwritten "consent" from a parent will be accepted- notarized or not. NOTE: Guardianship for enrollment purposes must be granted by Order of the Court. In cases where a student's parents are divorced and/or separated, the Court Order granting custody MUST be presented to school personnel and any issues addressed (i.e.; who may pick up the child or who may not, etc.) prior to enrollment.

A correct "911" address must be given at the time of enrollment. You may use a Post Office box for mailing purposes only. A home address is required as well as a correct home telephone number and daytime phone numbers for emergency purposes and directions to the home.

Visitors

Visitors are welcomed and encouraged to visit Manning Early Childhood Center. For the safety and security of guests and students, visitors are required to present themselves at the reception desk or front office upon arrival. Visitors must sign in and receive a pass to go beyond the reception area or visit a classroom. Visitors are required to comply with the regulation (Section 59-1-440) regarding classroom interruptions. Please use the doors at the front of the building when entering or leaving. Upon departure, visitors are asked to return to the reception desk or main office to sign out.

School Breakfast and Lunch

The cafeteria staff provides students with hot, nutritious meals every day. Breakfast and lunch are provided free to all students (as of July 2014). Salads are a choice on the menu daily. If you choose to send your child's lunch, please limit the sweets. Please do not send carbonated drinks. Fruit juice is permissible and milk is available in the cafeteria for 25 cents. Bottled fruit drinks are available for purchase. All lunches from home must be labeled with the child's name and packaged to be kept at the appropriate temperature. Faculty and staff are not allowed to microwave children's food or beverages for safety purposes. When sending lunches from home, please make sure they do not require heating.

Food Allergies/ Food Substitutions/Special Feeding Needs

A child who has a food allergy that restricts his/her diet shall be provided with food substitutions only when supported by a statement signed by a licensed physician. The medical statement shall identify:

1. an identification of the medical or other special dietary need that restricts the participant's diet; and
2. the food or foods to be omitted from the participant's diet and the food or choice of foods that may be substituted.

The parents/guardians of students with special feeding needs will be provided information of the type and quality of food the child consumes during the school day.

Directory Information

1. The School District reserves the right to release "Directory Information" to the general public without obtaining prior permission from students or parents. However, a student or his/her parents may notify the principal of the desire not to have "Directory Information" released. If you do not wish to have this directory information released on your child, **you should notify the principal in writing within 15 days of registering your child for school. Such requests must be submitted annually.**
2. Schools may receive a request for information on students or the school may list a student's name in a news release.
3. "Directory Information" includes the student's name, names of parents/guardians, grade level, photograph, school to which assigned and years of attendance at that particular school, awards received, participation in activities and sports, weight and height of athletic team members, anticipated graduation date and diploma conferred. Information on a student may be released through news releases, photographs (including those in newspapers or websites), slides, and/or videotapes.
4. "Directory Information" may also be released under certain circumstances with or without parent permission. At the official request of law enforcement officers, a student's address, telephone number and date of birth may be released. A special resolution adopted by the U.S. Congress provides that schools will make available student names and addresses to authorized representatives of the U. S. Armed Forces. Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

Social Media

Clarendon School District Two and Manning Early Childhood Center has a public Facebook page. We invite all parents to enjoy the postings of events and awards. If you take pictures of school events, please do not post pictures of other people's children on your personal Facebook page.

Library Operation

All students at Manning Early Childhood will have access to the library. Please stress proper care of books with your children. Each child is responsible for the library book checked out and is expected to return it on time in the proper condition. Students returning library books damaged or not returning books will be charged accordingly.

Telephone Usage

Students are permitted to use the telephone at school in case of an emergency.

Child Development Pre-K Classes

1. MECC is pleased to offer 100 full day slots funded by the District and CDEPP, a "Child Development Education Program." All children registering to attend our K4 program are given a readiness assessment (DIAL-4 & PALS). The results of the screening are tabulated and ranked. Acceptance is based on the results of the DIAL-4 screening and other eligibility criteria. Children must be four years old on or before September 1st in order to be eligible to attend our Child Development Classes. Students are taught using the SC State Department of Education's approved curriculum.
2. Students must be potty trained.
3. Students must attend 170 days or they may be dropped from the program.
4. Parents must attend an orientation meeting at the beginning of the year or his/her child may be dropped from the program.
5. Teachers may conduct a home visit prior to school.

Special Occasions

We will not be accepting deliveries of flowers, balloons or other gifts at school on Valentine's Day. Children and adults love to celebrate holidays, birthdays and other special occasions with cakes, candies and treats. Parents and friends of the school have wonderful intentions and are gracious in providing treats for children. We truly appreciate your enthusiasm and generosity; however, we must monitor closely the foods we offer to children. To ensure the health and safety of children, we request that any and all items that come to school for student consumption be sealed in the store bought package.

Experience Trips / Field Trips

1. Classes are encouraged to take meaningful, well-planned experience/field trips during the school year. Plans will be made as far ahead as possible.
2. The parent must give written permission for the child to go on experience/field trips.
3. Transportation is arranged with either activity buses or charter buses. The teacher must fill out a bus request form and turn it into the office. Space on buses is limited for some trips. Occasionally it may be necessary for chaperones to drive their own vehicles. **All students are required to ride the bus to and from the destination. Students are not to ride in cars.**
4. Parents are encouraged to accompany classes on experience/field trips whenever feasible. A ratio of one adult to six children is suggested for trips to Riverbanks Zoo. A minimum of one adult for eight to ten children is needed for any trip.
5. Walking trips to various sites in Manning provide excellent opportunities for children to learn about their community. At least two adults per class are needed when leaving the school grounds.
6. **Parents or other adults serving as chaperones are not permitted to take siblings or small children on the trips. Chaperones must be over 18 years of age and pass a SLED check.**
7. We reserve the right to deny experience/field trips to any child experiencing a pattern of behavior problems. We will not allow the behavior of a child to interfere with the safety and learning experience of others on a trip.
8. If there are outstanding fees owed for textbooks, library books, cafeteria fees, etc, monies sent for field trips may be applied towards the outstanding debt before being applied toward the cost of the trip.

School Nurse

Health services are available by the school nurse. In addition to giving first aid, she performs screening tests, such as vision and hearing, administers medication, and follows up on immunizations and numerous other duties.

Medication Administration

In order for any long term prescription medication to be administered at school, written permission from a doctor stating the name of the drug and the required dosage is necessary. NO MEDICATION will be administered without a signed permission slip. Prescription medicine should come to school in its properly labeled container.

For safety purposes, all medicine should be under the supervision of an adult at all times. Therefore, we request that all medicines be transported to and from school by an adult. Medicine is NOT to be transported on the bus. Medications that are to be administered three times a day do not need to be brought to school (ex. Oral antibiotics). If the prescription indicates three doses, please give one dose prior to school, the next dose after school, and the last dose at bedtime. Any over the counter medicine that needs to be administered at school must be brought to school by the parent and a permission slip signed. All medicine will be kept in the nurse's

office in a locked cabinet that is not accessible to students. Again, **NO MEDICINE WILL BE ADMINISTERED WITHOUT A SIGNED PERMISSION SLIP.**

Health Room Procedures

If a child becomes sick or injured, he/she will be sent to the health office. If after observation, the illness or injury appears to warrant contact of a parent, reasonable effort will be made to contact parents. Parents may be requested to pick up a student at that time. If sickness or minor injury occurs near dismissal time, the nurse will make a professional decision as to whether or not the child will ride home on the bus. Emergency health information sheets are to be filled out each school year. It is imperative that this information be kept accurate and up-to-date. If any changes are made in employment, telephone number, or alternate contacts, please notify the front office or the nurse at 473-4744.

If in the event of a serious illness or injury and parents or alternate contacts cannot be reached and the illness or injury requires a doctor's attention, the child will be transported for treatment. This action in no way implies that the personnel or school assumes financial responsibility for the illness/injury. Some children have special health problems. The nurse, principal and teacher should be advised of those students who require immediate or special attention for conditions such as hemophilia, diabetes, epilepsy, heart condition, asthma, or other physical conditions.

Lotions and Insect Repellants

Insect repellants and lotions are RARELY used at school. When public health authorities recommend use of insect repellants due to high risk of insect-borne disease, only repellants containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellant no more than once per day and only with written parental permission. All lotions used for sunscreen or any other topical lotions will only be applied with written permission from parents. The classroom teacher may apply sunscreen with written permission from the parent on days when students may be exposed to the sun for longer than normal (Field Day, Field Trips, etc.). For students that require sunscreen or other topical lotion to be applied on a daily basis, his/her medical doctor must complete a medication administration form. Once the form has been completed, our school nurse would apply the sunscreen as specified by the doctor.

Allergies

If your child has allergies, please notify the nurse and your child's teacher. If your child has a food allergy, please refer to the information given above in the school lunch section. Due to the fact that we have staff members and children who are severely allergic to scented products, we respectfully request that your children **do not wear perfume**, cologne, scented body spray, lotion or powders. Scented body products have been known to trigger asthma attacks, migraines and other allergic reactions in staff members and students.



Health History

It is most important that your child have an up to date health history in his or her permanent file. If you did not receive one at registration, please contact the school and one will be sent to you. Please fill these out completely and return them to school as soon as possible.

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people - such as teachers on duty during recess, bus drivers and cafeteria employees - to make sure that students needs are met throughout the day. When a physician has ordered special medical management, the nurse or another staff member trained in the procedure will be on-site to assist in the child's care.

Exclusion List

Children without an up to date immunization record will be excluded from school until an up to date immunization certificate is provided to the school nurse. This is SC state law. If your child's immunization record is not up to date, you will be contacted by the school nurse to provide an up to date immunization certificate.

Questions to Consider When Your Child is Sick

1. Does your child's illness keep your child from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of school or childcare.

School and Childcare Exclusion List: A Quick Reference for Parents of Children

Chicken Pox / Varicella: Children with chicken pox **may return with a parent note once all of the sores and blisters are dried or scabbed over.** If there are no scabs, the child may return to school or childcare when **no new sores appear for 24hours.**

Diarrhea: For most kinds of diarrhea (defined as 3 or more loose stools in 24 hours): Students in 1st through 5th grades should stay home until diarrhea stops for 24 hours, or until a healthcare provider clears the child to return to school. **Your child can return with a parent note.** Older children in 6th through 12th grades with diarrhea do not have to stay home, unless they are spreading illness in the school setting, they have diarrhea with blood or mucus, or they have diarrhea from one of the contagious conditions listed below.

Children of any age **must have a medical note to return to school or childcare after having diarrhea that contains blood or mucus.**

Children with non-infectious illnesses such as Irritable Bowel Syndrome (IBS) or Crohn's Disease often have uncontrolled diarrhea containing either blood or mucus. These children do not have to have a medical note to return to school or childcare once symptoms have resolved. Children who can use the restroom or whose diarrhea is contained in diaper-type underwear do not have to be excluded if the diarrhea is known to be from a non-contagious condition, or if it continues after the child completes antibiotics for a diarrhea-causing illness. **A medically fragile child or child who needs help with using the bathroom may need to be out of school or childcare if the diarrhea makes it hard for his or her caretakers to keep the classroom clean.**

E. coli 0157:H7 and other Shiga Toxin Producing E. coli (STEC): For all ages do not allow recreational water activities (pools, splash pads, water tables, etc.) until 2 weeks after diarrheal symptoms stop. **Children in childcare and students in kindergarten** must have 2 back to back tests taken at least 24 hours apart test negative for E. coli O157:H7. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion. **A healthcare provider must clear the child to return to school or childcare. Students in grades 1-12: Exclude until diarrhea has stopped for at least 24 hours. A parent note is required to return to school or childcare.**

Salmonella Typhi (Typhoid fever): Children of any age must be out of school or childcare until the diarrhea stops and 3 lab tests taken at least 24 hours apart test negative for Salmonella Typhi. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion. **A healthcare provider must clear the child to return to school or childcare.**

Shigella: Children in childcare and students in kindergarten must be removed for 24 hours or more after diarrhea has stopped and at least one stool culture is negative. If antibiotics were prescribed the tests must be collected at least 48 hours after antibiotic completion. **A healthcare provider must clear the child to return to school or childcare. Students in grades 1-12:** Remove until **diarrhea has stopped for 24 hours or more:** provided that the student has good handwashing and is able to self-toilet. **A parent note is required to return to school or childcare.** A student with questionable or poor hand hygiene may be required to have at least one Shigella negative stool culture and to be diarrhea-free for at least 24 hours prior to returning. If antibiotics were prescribed, stool cultures must be collected 48 or more hours after the antibiotics are completed.

Campylobacter, Enteropathogenic E.coli (EPEC), Enterotoxigenic E. coli (ETEC), Giardia, Norovirus, Rotavirus, and most types of Salmonella: Your child may return with a parent note after diarrhea stops for 24 hours.

Fever only: Keep your child home for a fever of 101 degrees or higher by mouth or 100 degrees or higher if taken under the arm. **Your child can return to school or childcare with a parent note when the fever free for at least 24 hours without any fever medicines.**

Flu, Influenza or Influenza-Like Illness (ILI) (ILI is defined as an oral temperature of greater than 100° F with a cough and/or sore throat for which there is no other known cause): **A child with the flu will be excluded for a fever of 100 degrees with cough and/or sore throat until he or she is fever free for at least 24 hours without any fever medicines.**

Hand, Foot, and Mouth Disease: Children with hand, foot, and mouth disease should be out of school or childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities.

Head Lice: Children with crawling lice or with nits (eggs) 1/4 inch or closer to the scalp may be sent home at the end of the day, if head-to-head contact with other children can be avoided. Otherwise, they may be sent home immediately. **Your child may return with a parent note after their first treatment with a facility-approved lice removal product, if there are no active lice crawling on your child's head. The school or childcare should check your child's scalp for any newly hatched lice 7-10 days after treatment. If any are present, your child will have to be removed and retreated for lice in order to come back to school or childcare.**

Haemophilus influenzae Type B (Hib): Children with a Hib infection are excluded until cleared by a healthcare provider to return to school or childcare.

Hepatitis A: Children are excluded until 1 week after the start of illness or jaundice. **The child may return with a medical note 1 week after the start of the jaundice.**

Impetigo: Your child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A parent note is needed to return to school or childcare.

Measles (Rubella): Children with measles can return with a medical note 4 days after the rash begins, if they have no fever and feel well enough to participate in regular school or childcare activities.

Meningitis A: child with signs of meningitis (high fever, rash, stiff neck) **must remain out of school or childcare until a health care provider provides a medical note stating that the child may return.**

Mumps: Children with mumps can return with a medical note 5 days after the beginning of swelling.

Pink-eye / Conjunctivitis: Children with pinkeye do not have to stay home unless there is a recommendation from the health department or the child's healthcare provider. A child with pinkeye should see a healthcare provider if he or she has fever or severe eye pain.

Rash with fever, behavioral changes or other symptoms: Children who have a quickly spreading rash or a rash with fever or behavior change **are to be removed from school or childcare immediately. A medical note is required to return.**

Ringworm: Children with ringworm of the scalp must remain out of school or childcare from the end of the day until they have begun treatment with a prescription oral antifungal medication. Your child may return with a parent note. Children with ringworm of the body must remain out of school or childcare from the end of the day until they have begun treatment with a topical antifungal medication. Your child may return with a parent note.

Rubella / German Measles: Keep your child home until 7 days after rash starts. **The child may return with a medical note.**

Scabies: Keep children with scabies out of school or childcare until treatment/medication has been completed (usually overnight). **A medical note is required to return.**

Shingles: Keep children home who have shingles sores or blisters that cannot be covered. **Your child may return with a parent note once the sores are dried or scabbed.**

Skin Infections from Staph or Strep (includes MRSA) or Herpes Gladiatorum: Children may attend school or childcare if the sores are covered with clothes or dressings, and if the drainage does not come through clothes or dressing.

"Strep Throat" / Streptococcal Pharyngitis: Your child with "Strep throat" can return to school or childcare with a medical note 24 hours after starting antibiotics, if there is no fever.

Tuberculosis (TB): Keep children with active TB home until the health care provider treating the TB writes a medical note that says that the child is no longer contagious.

Vomiting: Keep young children home when vomiting has occurred 2 or more times in a 24 hour period, or for vomiting and fever (101 or higher). All children should stay home for any green or bloody vomit. If the child is vomiting and also has not urinated for 8 hours the child should stay home. Your child may return with a parent note.

Whooping Cough / Pertussis: Children with whooping cough can return to school or childcare with a medical note after completing 5 days of antibiotics.

If there is an outbreak of disease in your child's school or childcare, DHEC may change the exclusions found in this document in order to stop the spread of disease.

DHEC has also posted the School and Childcare Exclusion List on the web at the following address: <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. **To learn more about IHPs, talk with your child's school nurse or the Nursing Coordinator (435-2268) or the District Liaison, Ms. Mary Graham, Director of Food Service (435-4082).**

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

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability such as a teacher, a guidance counselor, a school nurse and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. **To learn more about Section 504, contact the Director of Special Services (435-8326).**

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit his/her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed.

Medical Homebound Instruction

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

the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

Student Progress

Teachers will request at least two conferences during the school year. K4 will issue report cards three times a year. K5 and 1st Grade will issue a report cards quarterly. 1st Grade will send home interim reports every 4 ½ weeks. All teachers send informal progress reports regularly. Parents and guardians are encouraged to request a conference at any time. Please check our calendar for dates. Review reports carefully, sign, and return them to the teacher.

Student Grades

MECC has adopted a Standards based report cards for Pre-K through 1st

Grade. Students are given assessments to track their developmental progress. Samples of student work and compositions are kept in portfolios and shared during conferences.

Kindergarten & First Grade students are assessed in the following areas:

- **Reading/Language Arts** - Phonics, comprehension, vocabulary, development, oral reading, writing, speaking, listening, research skills, and knowledge of using "chunks" or word families as outlined in the SC College and Career Ready Standards.
- **Math** - Number & numeration systems, numerical and algebraic concepts, operations, patterns, relationships, geometry and spatial sense, measurement, probability and statistics as outlined in the SC College and Career Ready Standards.
- **Social Studies** - Skills from the SC Social Studies Academic Standards
- **Science**- Skills from the SC Academic Standards and Performance Indicators for Science
- **Comprehensive Health**- Skills from the SC Academic Standards for Health and Safety Education
- **Computer Science & Digital Literacy**- Skills from the SC Academic Standards for Computer Science and Digital Literacy
- **Handwriting**- The ability to properly form letters and numbers.

Clarendon School District Two adopted the SC universal grading scale in 2016.

Grading Scales

Grades 2nd to 12th

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 79

F = Below 60

Grades PreK to 1st

M = **Met/On Grade Level** (Equivalent to A/B)

P = **Progressing** (Equivalent to C/D)

N = **Not Met/Not On Grade Level** (Equivalent to F)

Montessori

MECC offers a Montessori program (as a school choice) for ages 3 through 5. There are specific guidelines for admittance into this program and limited spaces.

Manning Early Childhood Center Assessments

Pre-K

Dial-4 is administered in the spring prior to admission into our program. The Phonological Awareness Literacy Screening (PALS) is administered three times a year. Report cards are provided to parents three times a year. Portfolios, teacher checklists, cold readings, and observations are conducted throughout the year.

Kindergarten

The Kindergarten Readiness Assessment is administered once during the first 45 days of instruction. The Benchmark Assessment System is administered four times a year. The Measures of Academic Progress (MAP) computerized test is administered twice a year. Report cards are provided to parents quarterly. Portfolios, teacher checklists, cold readings, and observations are conducted throughout the year.

First Grade

The Benchmark Assessment System is administered four times a year. The Measures of Academic Progress (MAP) computerized test is administered twice a year. Report cards are provided to parents quarterly. Portfolios, teacher checklists, cold readings, and observations are conducted throughout the year.



PROMOTION/RETENTION POLICY **Kindergarten and First Grade**

The following are excerpts of the Policy IKE regarding promotion and retention that are applicable to Manning Early Childhood Center. The administrative and teaching staff will strive to provide instruction that increases the opportunity for each student's promotion annually. Disabled students as defined by law and regulation will be subject to the provisions of these promotion criteria unless the student's individualized education plan (IEP) defines alternative goals and promotion standards. The placement/IEP team will decide whether regular or alternative promotion standards will be set for the student. The following criteria shall govern student promotion from one grade to another.

Kindergarten

Kindergarten students are expected to learn the pre-literacy and number skills contained in the state and district kindergarten curriculum standards in English/language arts and mathematics. When formal and informal assessments indicate that a kindergarten student is not developmentally ready for first grade, retention will be considered by the teacher, principal and parent/legal guardian. Final determination or promotion or retention rests with the principal.

First Grade

Any student who passes (achieves mastery of 70% of the academic standards) all core courses (reading and mathematics) will be promoted to the next grade level. If a student does not pass one or more of the core courses, the principal will convene a committee to determine whether or not the student should be promoted. The committee will review the entire school record including past performance, test scores, IEP and academic assistance plan (if applicable). The committee will consist of the child's teacher, guidance counselor, and a school administrator.

In addition to the stated criteria, students must adhere to the district's attendance policy. Parents/Legal guardians should be informed of the possibility of retention by May and a parent conference scheduled. When parents wish to retain their child even though he/she is likely to meet satisfactorily the district's promotion requirements, their request must be made in writing to the school's principal prior to May. The principal, after consultation with the child's teacher, guidance counselor and parents/legal guardians, will approve or disapprove the request by May 15. **Final determination for promotion or retention rests with the principal.**

Parent Portal

Parent Portal is a system that allows Parent(s) and/or Guardian(s) to keep track of their child's grades and attendance. Parent Portal can be used from anywhere as long as the computer has internet access. The link to the Parent Portal is on the website under the Parent Portal tab, along with a complete user guide for set up and use. In order to get a Child's Access Code, parents should go to their child's current school and present a photo I.D.

Homework

Homework is a teacher-planned learning activity, which takes place outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework assignments are given to the students with a purpose and are considered an important part of the instructional program. It is given in order to strengthen skills learned in the classroom and to supplement learning activities. Teachers shall ensure that homework is appropriate and meaningful and that homework assignments are checked. The student shall ensure that homework is completed at home and handed in when due. The parent shall ensure that the student accepts the responsibility for homework assignments and brings the necessary materials home and that someone is available to help the student with homework.

Discipline

Students are expected to conduct themselves in an orderly manner at school. Rules and regulations are made with their safety in mind. The right to a school environment that is safe, orderly, and conducive to learning is a right of each child at this school. Abusive language, vandalism, disobedience to faculty or administrators, pushing, rock throwing, tripping, fighting, or inflicting any physical harm on another person is not tolerated and will be dealt with promptly and strictly. Disruptive behavior and chronic misconduct will result in parents being notified and the proper action taken. Destruction of school property is a serious offense. Any student causing such destruction or damage will be disciplined. Parents are liable for damages caused by their children and will be charged for repair or replacement costs for damaged property. The full District Discipline Policy JICDA-R is located on the District website or for review in the Principal's office.

Our program does not allow corporal punishment by any staff or parent. Corporal punishment is defined as any treatment that humiliates or treats the child disrespectfully. This includes, but is not limited to spanking, belittling, shaming, shaking, depriving food, improperly restricting the movement of a child, water, naps, outside time, bathroom facilities, or unsupervised isolation.

It is our belief at Manning Early Childhood Center that every child deserves the opportunity to successfully function in an atmosphere conducive to learning. No child will be allowed to display behavior that would prohibit any other child from feeling safe, important, or comfortable at school.

Truant

Students missing 3 consecutive unlawful days or 5 total unlawful days are marked "truant" in the discipline records. This is a state mandate in which we must comply. Please make certain your child attends school regularly.

Our School Rules:

- Take care of myself.
- Take care of my friends.
- Take care of my school.

Consequences:

1. Warning.
2. Contact parents and guidance counselor.
3. Suspension.

Other disciplinary action may be utilized as provided by the district behavior code and/or considered appropriate by the school administration. Disciplinary action is determined based on the actions of the student on a case by case basis.

Playground Safety

Please talk to your child about playground safety. Only go down the slide and sit down. Do not run on the cement. Do not push others or throw rocks, sand, or sticks. Do not climb on the fence or go out of the fence.

Clarendon School District Two Suspension Procedures (District Policy JKD)

1. Suspension in or out of school will be assigned by the school principal or designee.
2. Within 3 calendar days of any suspension, the administrator will invite the student's parents/guardians for a conference to discuss the suspension.
3. After the second suspension, the parent/guardian of the student may be required to attend an administrative conference at the school before the student may return to class.
4. The principal or designee will assign suspensions from riding the school bus or other school vehicles.
5. Expulsion recommendations (regarding weapons or other non-appropriate items or actions) will be made according to District Discipline Policy JICDA-R.

Discipline of Students with Disabilities

1. Violations of the discipline code by students with disabilities may be dealt with according to the consequences specified in the code when the behavioral violation is not related to the student's disability as determined by the Individualized Education Plan (IEP) Team. Any suspension or consideration of suspension which exceeds ten days is considered a change of placement and may occur only when the appropriate procedures are followed according to the Special Education Discipline Procedures.
2. For students whose behavioral violations are determined by the IEP Committee to be directly related to the student's disability, any suspension or combination of suspensions which exceeds ten days is considered a change of placement and may occur only when the appropriate procedures are followed according to the Special Education Discipline Procedures. In such cases, the IEP Committee will determine appropriate behavioral intervention and/or consider the appropriateness of the student's educational placement and need for a change in placement.
3. Administrators dealing with suspension offenses by students with disabilities will consult with the Director of Special Services regarding the suspension of students with disabilities.

Student Dress Code

Policy JICA Purpose: To establish the basic structure for determining appropriate and acceptable dress standards for students. The following dress code will be in effect for the school year:

Principles of good grooming and proper dress are necessary to set an atmosphere conducive to learning. The basic responsibility for appropriate dress rests with parents. The State Board of Health requires that every student wear shoes to school. Children should wear clothing that is dry and layered for warmth in cold weather.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students shall not wear attire which interferes with the operation of the school, which disrupts the educational

environment, or which negatively affects the general health, safety and welfare of the district's students or employees. Inappropriate and impermissible attire includes, but is not limited to, the following:

- No revealing and/or suggestive clothing, (tube tops, halter/spaghetti strap tops, see-through garments, garments which bare the midriff, or biker shorts) will be permitted.
- Proper footwear must be worn at all times.
- Clothing and accessories (i.e., bookbags, jewelry, hats, etc.) which promotes and/or endorses the use of alcohol, tobacco or illegal drugs are not permitted.
- No vulgar, obscene, profane or otherwise disruptive symbols, language or wording will be permitted on clothing and accessories.
- Gang attire, including colors directly affiliated with a gang and gang symbols are not permitted to be worn or to be displayed.
- Hats, head stockings and kerchiefs may only be worn for religious or medical reasons that have been approved by the principal.
- Pants **MUST** be worn at the waistline. Undergarments must be completely covered.
- Students may not wear accessories or clothing which poses a potential safety hazard. This includes heavy chains not made as jewelry, fishhooks, studded bracelets and/or collars, nose/lip-to-ear chains, large rings, and the like. Unusual body piercing that is disruptive to the order of the school or which is a distraction to the learning environment is not permitted. (Children at this young age are very active and loop earrings are unsafe and are strongly discouraged.)

Individual schools may implement more specific and restrictive dress codes, subject to the recommendation of the School Administration and the School Improvement Council, and then approved by the Superintendent. The Administration shall have the final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory. If in doubt about any attire, do not let your child(ren) wear it. If any attire is considered inappropriate by the school administration, the parent will be called to bring a change of clothes or to come pick up the child.

Transportation

SAFETY IS OUR FIRST CONCERN FOR TRANSPORTATION! Transportation was scheduled for your child as you specified at registration. School policy requires that a child must return home the same way each day. **Written notification will be required for the student to change transportation** from the usual way he/she goes home. For the safety of our children, we cannot accept transportation changes on the phone. In the event of an emergency and only after legitimate caller verification can be made will a change be made over the phone. **PHONE CALLS REQUESTING A CHANGE MUST BE APPROVED BY AN ADMINISTRATOR.** Please avoid coming into the office (or calling) a few minutes before dismissal requesting your child or a change in your child's transportation. (See Unscheduled Early Dismissal)

Cars are to use the right lane coming into the school driveway. Traffic must flow smoothly through the driveway. **IF YOU MUST PARK AND WAIT, PLEASE PARK IN A VISITOR SPACE. We ask that if you must park and wait to please turn off your vehicles, expect in extreme heat and cold. This helps ensure the air quality around our facility.** Children should arrive at school by or before 7:40 a.m. if they plan to eat breakfast. Students are to arrive at school no earlier than 7:00 a.m. and must be picked up by 2:35 p.m. All children who ride in cars will enter and exit from the front door. Bus students will enter and exit the building at the bus port entrance. This area is reserved for school bus traffic only. Cars will not be permitted to enter for the purpose of delivering or picking up students.

Car Transportation

To ensure the safety of our children and to facilitate a smooth flow of traffic, we ask that you adhere to our traffic procedures. Procedures for dropping off and picking up are as follows:

Dropping off: Cars are required to keep to the right upon entering the campus. Please stay in the right lane and have your child exit the car on the sidewalk side. Pull up as far as possible and do not stop directly in front of the building when space is available. If it is necessary for you to come inside, use the **second** parking lot on the left side of the campus. This parking lot is safer as it has a sidewalk all the way to the building.

Breakfast: Instructional time begins promptly at 7:50. In order for your child to have time to eat breakfast and get to class on time, you must have your child here no later than 7:40. Children that arrive after 7:40 should eat breakfast at home before coming to school.

Picking up: Keep to the right and drive alongside the sidewalk. For safety reasons, we require only one lane of traffic to pick up or drop off children. Please pull your car up as far as possible, so that we may load several children at once. Do not get out of your car to come get your child, so the traffic will flow smoother, safer, and faster. If you need to park and come inside, use the parking lot. **Do not park on the grass.** Please park in a designated space. K4 and K5 will pick up in the front of the building. 1st grade will pick up at the end of the front hall and traffic will loop through the parking lot to exit the campus.

Nursery Vans: Nursery vans will use the bus driveway and will pick up children at the back of the cafeteria.

Bus Transportation

Children are assigned to a bus according to the location of their home. South Carolina State Law prohibits the local school system from allowing children to ride buses they are not assigned to ride. Please do not send notes to school asking for your child to ride a different bus. We will not be able to comply with your request. We regret any inconvenience this may cause. South Carolina State Law provides bus transportation for students living 1.5 miles or more from their school. Regulations issued by the State Department of Education determine particular stops and routes of transportation. Stops may not be made less than .2 of a mile apart. Particular hazards or dangerous circumstances are considered in determining specific stops. Any questions may be directed to the bus supervisor, Mrs. Sharon Miller, Manning High School, 435-8373.

Parent Responsibility for Bus Stop Sites

According to State Proviso 1.37, *“The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child’s designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child’s designated school bus stop when transporting the children from school. The state’s responsibility includes the arrival or departure of the school bus, which is defined as the time the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and the school bus deactivates all pedestrian safety devices.”*

Any bus related questions may be directed to the bus supervisor at Manning High School 435-8373.

Pupil Bus Conduct Rules

1. The bus driver has complete authority on the bus. The driver may assign seats to the passengers and will report infractions on bus conduct rules to school officials.
2. Eating of food is not allowed on the bus. Packed lunch boxes and packages are allowed on the bus.
3. Large packages and live animals of any nature are not allowed on the bus. Only small items that may be held by the passenger are allowed.
4. "Horseplay" is strictly forbidden on the bus. Riders guilty of misconduct will be referred to the school office for appropriate action to be taken.
5. Once seated, students will remain in their seats until it is time to exit the bus. Students should enter and exit in an orderly fashion.
6. Students are not allowed to put their heads or arms out of bus windows or throw items out of the bus window.
7. Students should not approach the bus before it comes to a complete stop and the driver indicates that it is safe to board.
8. Students are advised to use extreme care and caution when waiting to board, entering, riding, and exiting the school bus.
9. Bus students will not be allowed to remain after school for their parents to pick them up unless the school received written permission from home.
10. RIDING THE SCHOOL BUS IS A PRIVILEGE. It can be taken away. If a pupil persists in violating any regulations and endangers the safe operation of the school bus, the pupil may have riding privileges suspended by school officials. Notice will be given to parents.
11. Students are to ride their assigned bus and get off at their assigned stops. Students will need written permission, approved by the school office to ride a bus he/she was not originally assigned to.

WHO IS RESPONSIBLE FOR DISCIPLINE?

The principal of the attending school is responsible for school bus discipline. However, students must obey the driver at all times while under his/her supervision. The driver may not remove a student from the bus for disciplinary reasons without the

approval of the principal, unless a student’s behavior is a threat to the safety of other students on the bus. Then the driver is instructed to stop his/her bus and call his /her supervisor. The driver must report all violations of safety regulations as well as any behavior problems to the school principal. The principal has the authority to deny any student the privilege of riding a school bus for cause. When a principal is notified about a problem, he can:

First Offense--One to five day suspension from riding the bus and one day suspension from school. Parent conference required for reinstatement.

Second Offense--Five to ten day suspension from riding school bus and a three day suspension from school. Parent conference required for reinstatement.

Third Offense--Suspension from school pending administrative hearing and could be suspended from riding the bus for the remainder of the year.

The principal will notify parents in writing, on the school bus discipline notice, of all complaints received and action taken.

WHAT IF MY CHILD MISSES THE BUS?

If a child misses the bus because of a reason beyond the control of the Transportation Department, it becomes the responsibility of the parent to see that the child gets to school.

Severe Weather Information

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio and television stations will announce the school district's decision no later than 6:30 a.m. The school will attempt to call all homes with the Alert Now System. It will appear as 911 on caller ID. Listen to the following stations:

WHLZ – Florence WIS-TV 10 – Columbia WOLO - TV 25 – Columbia
WLTX – TV 19 – Columbia WWDM – Columbia WBTW -TV 13 - Florence
WDXY/WIBZ 94.7– Sumter WPDE-TV 15 – Florence WMHK -89.7-Columbia

The district website may also be used to gain information about school closings, delays or early dismissals. Log on to www.clarendon2.k12.sc.us for more information.

If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio station will be notified. **IF THE PROCEDURES WILL BE DIFFERENT THAN NORMAL, PARENTS NEED TO DISCUSS IN ADVANCE WITH THEIR CHILDREN WHO WILL PICK THEM UP OR WHAT TO DO IN CASE SCHOOL IS DISMISSED EARLY.**

Some dirt roads in Clarendon County which our school buses travel become impassable and unsafe during heavy rains, prolonged rain, and snowy or icy conditions. There will be times when your child’s school bus must travel an alternate route to circumvent unsafe roads. If you live in one of the areas in question, your child’s bus driver will notify you of the alternate route for your child’s bus. Please become familiar with the alternate bus stop and make arrangements to meet your child if the dirt roads become impassable or unsafe.

School Volunteers

Volunteers are valued and encouraged to become a part of our school family.

According to school board policy IJOC, all volunteers must submit to a SLED check prior to becoming an active volunteer in any of the district's on-going programs. Persons volunteering for single day events such as field trips, class parties, field day, etc. are not required to submit to the SLED check.

Bullying Policy

Clarendon School District Two will not condone or tolerate harassment, intimidation, or bullying in any way. District Policy JICFAA-R addresses Harassment, Intimidation, or Bullying of students. The policy defines bullying and provides the procedures for reporting bullying, harassment, or intimidation. The system is developed as part of the school procedures and will allow for anonymous reports.

Sexual Discrimination and Harassment

Clarendon School District Two will not condone or tolerate sexual harassment in the school environment. Sexual harassment is considered to be a major offense which may result in disciplinary action or dismissal of the offending party.

Any employee or student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint. He or she may report it to the principal, superintendent or his/her designee. The school and district will promptly and thoroughly investigate all complaints of sexual harassment. All complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information about it. Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination/expulsion and all other appropriate steps will be taken to correct or rectify the situation. Clarendon School District Two does not discriminate on the basis of race, color, national origin, creed, religion, sex, age or disability in admission to, access to, treatment in, or employment in its programs and activities.

Mandated Reporters

According to the South Carolina Child Protection Act of 1977, any school official is required to report any suspected case of physical, sexual, mental, or emotional abuse or neglect of a child by making a report to the Clarendon County Department of Social Services (DSS) or a law enforcement agency. In addition to reporting to DSS or law enforcement, the principal must be made aware of the suspected child abuse. If the suspected child abuse has been caused by a school official, a report must also be made to DSS and law enforcement. Until the school official has been cleared, no contact will occur between the school official and child. The child may be placed in another classroom and/or the school official may be placed on leave.

School officials reporting suspected cases of child abuse are protected by the law and will not be penalized by the school or school district in any way. The principal and all school officials will cooperate with any investigation made into the welfare of a child.

Pre-K Student Tracking

Pre-K Student Tracking is a required form as part of the DSS license for the CDEP classrooms (114-504a). Students shall be directly supervised by qualified staff. Movement throughout the building will be recorded on the MECC Student Tracing form daily.

CLARENDON SCHOOL DISTRICT TWO INTERNET POLICY

1. Students must ask permission of the teacher before using the Internet.
2. Students must not insert any disk into the computer without permission from the teacher.
3. A student may not type his or her full name, home address, or telephone number at any time while on the Internet.
4. Students may only use the Internet for educational purposes. Students must provide a copy of their assignment or research topic to the librarian before using the Internet on the computers in the library.
5. Any student who encounters any inappropriate material, such as bad language or pictures, must immediately tell a teacher.
6. Use of the Internet is a privilege, not a right. Students who fail to follow these guidelines will lose their computer privileges for one month. Failure to follow the guidelines a second time will result in a loss of privileges for the rest of the school year.

Equipment Use Policy

All students are expected to utilize the equipment, materials, and supplies at Manning Early Childhood Center appropriately. Appropriate action will be taken in regards to students that do not utilize materials, supplies, and equipment properly. Consequences include, but are not limited to, privilege to use material/supplies/equipment revoked, parent contact, suspension, and/or expulsion. Consequences are determined given the actions of the student.

Parent Notification of Rights /Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one of more of the following protected areas (Protected information surveys) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED); Political affiliations or beliefs of the student or student's parents; Mental or psychological problems of the student or student's family; Sex behavior or attitudes, Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships such as with lawyers, doctors or ministers, Religious practices affiliations or beliefs of the student or parent or: Income other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: Any other protected information survey, regardless of funding; Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law and activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use: Protected information surveys

of students; Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and Instructional material used as part of the educational curriculum. These laws transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Clarendon School District Two will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection disclosure, or use of personal information for marketing, sales, or other distribution purposes. CSDT will directly notify parents of these policies at least annually at the start of each school year and after substantive changes. CSDT will also directly notify, such as through US mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity of the parent to opt his or her child out of participation of the specific activity or survey. CSDT will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list covered under this requirement: Collection, disclosure or use of personal information for marketing, sales or other distribution; Administration of any protected information survey funded in whole or in part by ED; Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Personal Electronic Communication Device Policy

Students in grades K-6 may not have a personal electronic communication device (for example, cell phone) in their possession. The principal may make exceptions for individual students in extenuating circumstances (for example, documented medical reasons). If a violation should occur in any grade K-12, the following will apply:

First Offense: The personal electronic communication device will be confiscated by the principal and returned to the parent with notification that students are not allowed to have them at school. The principal will notify the parent that another offense will result in confiscation until the end of the year.

Second Offense: The principal will confiscate the personal electronic communication device until the end of the school year. The principal, school or district will not be held responsible for any personal electronic communication device lost or damaged after being confiscated.

If a personal electronic communication device is confiscated as the result of a policy violation, the administration may review pictures, videos, voice and text messages, address books, incoming and outgoing calls and other material stored on the phone if the administration has reasonable suspicion that the student may have violated another board policy or the law and that a search of the information stored in the personal electronic communication device will turn up evidence of that violation.

School Counseling/Guidance Program

Our school counseling program offers a variety of services provided by our full-time guidance/school counselor, Mrs. Briana Whitaker. These services include individual counseling, small group counseling, classroom guidance, parent consultation, character education, student advocacy, career exploration, and community resource referrals.

Our counseling program is specifically aimed at helping our students set goals, work well with others, increase self-confidence and self-esteem, learn how to make smart choices, manage feelings, dealing with peer pressure and bullying, ways to stay safe, and being a good friend.

We also offer support to parents by assisting them with ways they can help their child succeed, improving parent-child communication, understanding the developmental changes of childhood, information to help understand your child's needs, and strategies to help modify your child's behaviors. Our guidance/school counselor can also provide you with referrals for community resources as needed. Our program prides itself on confidentiality. It will be maintained according to the American School Counselors Association standards and the Counselor's Code of Ethics. Local, state, and federal laws regarding confidentiality are strictly followed. Students may be referred to our guidance/school counselor by teachers, parents, the principal, or themselves. Parents may also referral their child to counseling by completing the referral form at <http://tinyurl.com/MECC-Parent-Referral-Form>. Parents may also contact Mrs. Whitaker at (803) 473-4744 during school hours.

Interactions between Staff and Parents

We know that we will have a great year at Manning Early Childhood Center. There may be times when parents and staff members have concerns or requests regarding a student. We ask that parents and staff members follow the following procedures when interacting with each other:

- 1) When a concern or request arises, please speak directly to the staff member/parent regarding the concern/request. Determine a plan of action to help mediate the concern or honor the request in the future.
- 2) If you do not feel the concern or request has been met, please make an appointment to speak with the parent or staff member with an administrator. The administrator will act as a mediator to ensure everyone's viewpoints, concerns, and needs are heard. At this time, the administrator will assist the parent and staff member in completing a school based contract to address any concerns/requests.
- 3) If the concerns/requests are still not met after meeting with the administrator, the administrator reserves the right to change the placement of a student if the concern/request pertains to a specific student. The administrator will also ask that any interactions between the staff member and parent be done in the presence of an administrator. The administrator will also refer the staff member and parent to our guidance counselor for counseling or community referral depending on the concern/request.