

**Acknowledgement of New Prospect Elementary
Parent-Student Handbook Policies and Procedures
2021-2022**

Please read the policies and procedures outlined in the New Prospect Elementary Parent-Student Handbook. You will want to keep this handbook as a reference throughout the year. ***Please sign this page and send to your child's teacher within the first week of school.*** Some of the policies and procedures are outlined below. A more detailed description of each item will be found in the handbook.

- Students may enter at 7:00 a.m. at the front of the school and wait in the gym. Lobby doors are not open prior to 7:00 a.m.
- **Students should be in classrooms by 7:40 a.m.** to unpack book bags, complete morning procedures, and hear announcements. **Students are counted tardy after 7:45 a.m.**
- Students are encouraged to learn the way to their classes as quickly as possible, so they can walk on their own. A parent who needs to walk a student to class should arrive between 7:30 -7:45 a.m. and enter through the front lobby to obtain a visitor's pass.
- Our Check-In System requires a driver's license scan to issue visitors' passes.
- **Early dismissals should be made by 2:00 p.m.**
- Students should have no more than 5 tardies to receive the New Prospect Elementary perfect attendance awards.
- Students must be in the classroom for at least three hours (7:45 – 11:00 a.m.) in order to be counted present for the school day.
- Parents/Guardians should have car tags in order to pick up a child at car dismissal. Without a car tag, the parent will need to sign the child out and present a driver's license.
- Classroom volunteers and chaperones will need to have background checks.
- We encourage non-edible gifts, such as pencils, stickers, etc. to celebrate student birthdays.
- We offer a birthday ice cream package for the entire class for \$20.00.
- **Transportation changes should be in writing.** A note should be sent with the child or the parent should come into the office to make a transportation change. In case of an emergency, a transportation change will be accepted over the phone. **All transportation changes should be made by 2:00 p.m.**

I have read the policies and procedures outlined in the New Prospect Elementary 2021-2022 Parent-Student Handbook.

Teacher's Name _____ Student's Name: _____

Parent's/Guardian's Signature: _____ Date: _____

**New Prospect Elementary School
2021-2022**

**9251 Highway 9
Inman, SC 29349
Telephone: 864-592-1970
Fax: 864-592-2010**

Web Site: www.spart1.org/npe

**Shameka C. Dawkins, Principal
Matthew Sanders, Assistant Principal**



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Welcome to New Prospect Elementary!

Dear Parents and Guardians,

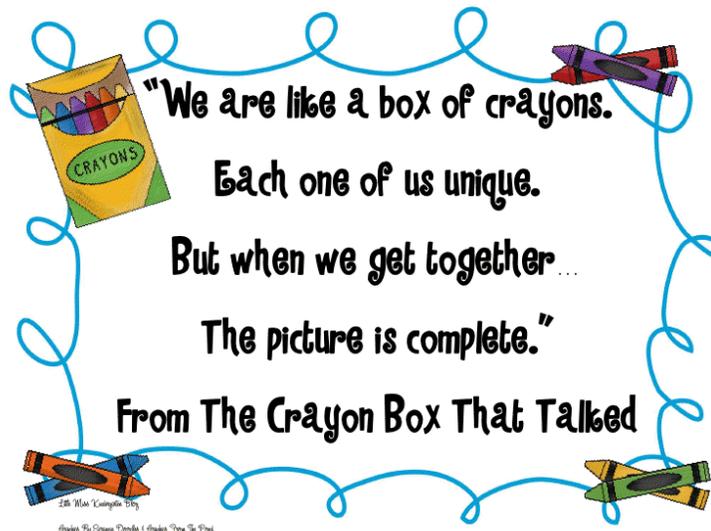
On behalf of all the faculty and staff of New Prospect, I would like to welcome you to our wonderful school. We are delighted that you are part of our school family. We look forward to a great year and working together as a team. We encourage you to attend conferences, keep in contact with your child's teacher as needed, attend events, volunteer, and join our PTO. It is important to us that you feel involved in your child's education.

The hopes and dreams that you have for your children are the same ones that the New Prospect staff and I have for them. We want to get to know each child individually so that his/her experience at New Prospect Elementary School will be the best it can be.

This handbook is designed to provide general information. This handbook is provided to parents and students as a reference for information about programs and policies. If you have any questions, feel free to contact me.

Sincerely,

Shameka C. Dawkins
Principal



ABOUT THE SCHOOL

Goal, Mission, Vision, & Beliefs

The goal of New Prospect Elementary is to provide all students with a quality, student-centered education.

Mission Statement

The mission of New Prospect Elementary is to educate and empower our students so they are prepared to reach their fullest potential.

Vision Statement

We want a school where...

- Students and staff are safe.
- Students are nurtured and loved.
- Students and staff collaborate and communicate effectively.
- Students are challenged to investigate and problem solve.
- Students and teachers promote creativity and a well-rounded curriculum.
- Students are part of an environment that is inviting, positive, and literacy rich.
- Students and teachers promote high expectations through a quality, student-centered education leading to high academic achievement.

Beliefs of New Prospect

At New Prospect Elementary, we believe:

- High Expectations for ALL students and SELF.
- Individualized Instruction for students.
- All students can learn in a nurturing and compassionate environment.
- School, home, and community share in the responsibility for providing a supportive learning environment.
- With clear, consistent expectations and behavior modeling all students can show PRIDE.
(Be Positive, Be Responsible, have Integrity, Be Disciplined, and Engaged in learning)

School Mascot & Colors

Mascot: Wildcat

Colors: Royal Blue and Orange



Transportation

Parent(s)/Guardian(s) should send a note with their child before he/she leaves home in the morning if there will be a change in how the student will go home. The teacher needs to be notified in writing of any child's transportation change. If it is an emergency, the school will cooperate in getting messages to students, but this should not occur on a regular basis.

Drop-Off Procedures

- **Children should not be dropped off earlier than 7:00 a.m. as supervision begins at that time.**
- Upon entering the front circle, please pull over to the right curb to drop off a student. *No cars should park on the left curb.*
- *Please utilize the adjoining parking lot if you need to park for any reason.*
- Beginning at 7:00 a.m., someone will be at the curb to assist your child out of the car and into the building. NPE staff will be on duty until 7:45 a.m.
- We expect students to be able to find their classrooms on their own after the three days of school. We appreciate parents' encouragement in this area.

Dismissal

Early dismissals should be made prior to 2:00 p.m. in order to alleviate confusion at dismissal time.

Car Tags

- Car tags will be issued with your child's name.
- Display the car tag in the windshield from the time you enter the pickup area until your child is in the car.
- Adults on duty will need to see the car tag in order to call your child for dismissal.

No Car Tag

- You will be given specific directions on how to sign out your child.
- You will need a driver's license or proper identification.
- Your ID will be cross-referenced with the list of persons authorized to pick up your child.
- If you are not on the pickup list, you will be asked to report to the office for assistance.

Car riders

- Park in a double line. Please pull all the way up to the far entrance to pick up students.
- Display the car tag in the windshield from the time you enter the pickup area until your child is in the car.
- Adults will be on duty to help put students into the car.
- Watch for teachers on duty as they help students get into cars.
- The school resource officer will signal to cars when it is clear to go.

School Bus Transportation

We are proud of the bus transportation program in District One Schools. Efforts have been made to ensure that students of the same school and age ride buses together. It is important to remember that riding the bus to school is a privilege. Our goal is to ensure that all school buses provide safe transportation to and from school. Since safety is a priority on a school bus, misbehavior cannot be allowed and will result in disciplinary action. This disciplinary action most often involves removal from the bus for a period of time. When a student is removed from the bus due to bus misbehavior, it is the responsibility of the parent to provide transportation to school. We expect our students to follow bus rules and all school rules that are applicable while riding the bus. Parents and students are asked to discuss the bus rules and expectations listed below

South Carolina Laws and Regulations Governing Routing and Bus Stops:

- Bus stops must be **two-tenths** of a mile or more apart.
- Students living **one and a half miles or more** from the school qualify for transportation service.
- **Parents MUST submit request route changes in writing to the student's principal. *Route changes will not be permitted over the phone.***
- **Buses stop at designated stops ONLY.**

Safety Rules for Bus:

Riders: At the Bus Stop

- Be on time.
- Stay off the road while you are waiting for the bus.
- Do not move toward the bus door until the bus has come to a complete stop.
- Watch the bus driver and wait until the driver has signaled you to approach the bus.

RIDERS: On the Bus

- Follow your bus driver's directions, and never distract the driver.
- Keep your hands, feet, arms, legs, and all objects to yourself and inside the bus.
- Keep aisles clear at all times.
- Stay in your assigned seat while you are on the bus.
- Eating or drinking on the bus is prohibited.
- Keep the bus clean and undamaged.
- Tampering with emergency exits or any other bus equipment is prohibited.
- Waving or make rude gestures to pedestrians or occupants of other vehicles is not unacceptable bus behavior.
- Exit only at your own bus stop.

Riders: *After Leaving the Bus*

- Stay at least 12 feet from the bus at all times.
- When you are crossing in front of the bus, always wait 12 feet from the bus at the side of the road. *Wait for the bus driver's signal.*

Visitors

- Visitor passes can be obtained in the front office.
- Any person without a visitor's pass may be questioned by school personnel.
- Classroom interruptions will not be allowed during the instructional day.

Parking

- Please park in the parking lot, not in the circle. The circle must be kept clear for emergency vehicles.

ATTENDANCE

School Day Schedule

7:00 a.m. – Students should not arrive at school prior to 7:00 a.m. at which time supervision begins. Breakfast is free for all students. Breakfast is served in the classroom.

7:00 – 7:20 a.m. – All students report directly to the gym.

7:20-7:40 a.m. Grade level early rooms

7:45 a.m. – Students should be in classrooms. Students arriving after 7:45 are considered tardy. Students arriving after this time will need to be signed in by a parent.

7:45 a.m. – Instruction begins

10:30 a.m. – AM Half-day 4K preschool dismissed

11:30 a.m. - PM Half-day 4K preschool arrives

2:25 p.m. – Bus riders and YMCA students dismissed

2:30 p.m. – Car riders dismissed

2:55 p.m. – Parents are asked to come in and sign out car riders that have not been picked up.

Tardiness

Tardies and absences are indicated on the child's permanent record each year. ***A child may have no more than 5 tardies in order to receive the New Prospect Elementary School perfect attendance award.***

Parents will be notified of tardies according to the following schedule:

- 5th tardy – letter from the school
- 7th tardy – phone call or written notice from school
- 10th tardy – conference with school official

Early Dismissals (2:00 p.m.)

Please only obtain early dismissals when absolutely necessary. This allows our regular dismissal to be orderly and safe for our students. All early dismissals should be obtained through the school office.

Attendance Requirements

Regular attendance is critical to school success. In the event that it becomes necessary for a child to be absent, please send a written note stating the reason for the absence upon the child's return to school. Any student who fails to bring a valid excuse automatically receives an unexcused absence. Lawful (excused) absences include personal illness of the child, death in the immediate family, or the observance of a religious holiday. If a physician is consulted, please send a medical excuse for the absence. Medical excuses are required after 10 absences in order for the absence to be counted as lawful.

We are required to notify parents/guardians when a child has 3 consecutive, *unlawful* absences or 5 non-consecutive, *unlawful* absences. We will typically meet this requirement through a letter that includes a plan to improve attendance. If you should receive this letter our guidance counselor, please complete it and return it to school promptly.

After 10 absences, only medical excuses are accepted as lawful.

In order for a child to be counted present for the school day, he or she must be in the classroom for a minimum of 3 hours (7:45 a.m. – 11:00 a.m.). If a child has a morning appointment, he or she should arrive at school by 11:00 a.m. to be counted present. *A child must have 0 absences and no more than 5 tardies in order to receive the New Prospect Elementary School perfect attendance award.*

Withdrawal Information

- A parent or guardian may withdraw a child from school by completing a withdrawal form.
- All fees should be paid before withdrawing a child.
- Textbooks and library books should be returned.
- New Prospect will forward student records upon request from the receiving school.

SCHOOL EXPECTATIONS

Counseling Services

NPE offers counseling services through our school guidance counselor, Mrs. Blanton. Her guidance program is designed to meet the needs of our students through guidance classes and small group sessions. The guidance classes/sessions address topics such as citizenship, manners, friendship, conflict resolution, handling upsets, and self-esteem. Small group or individual sessions may include topics such as divorce, death, new schools, or changes in the family.

Student Behavior

We believe an orderly learning environment and academic achievement are related. We establish and communicate explicit procedures and routines, so that our students understand what is expected. We try to help children understand that most rules are created to keep them safe. Student behavior is regulated by school and district policy, not only during school hours, but also during school-sponsored activities such as field trips. Parents will be contacted by phone and/or in writing if there is a discipline concern or issue. District 1 Student Code of Conduct Matrix is used for conduct infractions.

Classroom expectations/procedures are discussed with students. Consequences and rewards are discussed with students at the beginning of each school year. Students who have incidents of repeated misbehavior may be referred to the office. Please go over these procedures, routines, and rules with your child. Continue to review them throughout the year.

Toys/Weapons

Toys should be kept at home. Weapons include guns, all types of knives or sharp items, and other materials that could be harmful to others. **Toy guns and toy knives are not allowed.** If these items are allowed in the home, parents should check children's bookbags and pockets to ensure that they are not brought onto school property. Any violation related to weapons may result in suspension or expulsion.

Dress Code

Appropriate dress and safe shoes are important in maintaining a safe, orderly learning environment. Clothing should cover mid-section, backs, and bottoms. Remember that students participate in a variety of activities during the school day. These areas should be covered whether children are seated on the floor or involved in active play, such as recess. The principal is expected to use discretion in deciding if an article of clothing is deemed unacceptable for school.

Dress code guidelines are as follows:

- Shorts/skorts should be mid-thigh length.
- Skirts and dresses should be no shorter than three inches above the knee cap (even if leggings are worn underneath).
- Tanks tops straps should be at least three inches wide. Some unacceptable shirts are the following: tube tops, spaghetti strapped shirts, netted tops with an undershirt, and open back or sheer dresses/shirts.
- Pants/jeans with holes at or above the knee must be worn with leggings.
- Tights or leggings should not be worn as pants. They should be layered with tops that extend mid-thigh.
- Articles of clothing which contain offensive words, or refer to alcohol, tobacco, illegal drugs, or sexual activity or innuendo, and skin-tight clothing
- Saggy/baggy jeans that expose undergarments will not be permitted.

Children should dress appropriately for the weather, as they will be outside daily during recess except on rainy days or in the most extreme cold. They should wear well-fitting clothes that do not present a safety hazard on the play equipment.

Shoes are important to the safety of children. We have found tennis shoes to be the safest footwear while at school. Sandals, flip-flops, cowboy boots, high heels, and dress shoes are

discouraged because they can contribute to falls on the steps and sloped hallways in the building and at recess. **Students should wear tennis shoes on PE days in order to be active participants.**

Appearance

No unnatural hair colors such as pinks, greens, purples, oranges, etc.

Bookbags

Rolling bookbags create a tripping hazard in our hallways and loading areas; therefore, students should not bring to school.

CONFERENCES & REPORT CARDS

Parent-Teacher Conferences

Ongoing communication through conferences with your child's teacher is very important for your child's success in school. We expect all of our teachers to meet with the parents of every student at least one time during the school year, but we strongly encourage multiple parent-teacher conferences and ongoing communication during the year. You may request a conference at any time by calling or writing the teacher. While a phone call may be necessary at times, it is not as effective as a face-to-face conference where you can examine your child's work.

Parent Portal

Parent Portal is now available for you to check your child's academic grades. If you have internet access, you may access the link from the home page of the school's website www.spart1.org/npe and follow the steps below:

1. Read the Terms of Use and complete the Request for Access Form.
2. Bring the form by our school office or send it with your student, and we will give you the ID and password for your child/children.
3. Return to the Parent Portal Link on our web-site and follow the instructions to "Create an Account" to access your child's information.

If you have questions, please feel free to call the school and we will be glad to assist you with this process.

Report Cards

Report Cards are prepared every nine weeks and are sent home four times a year. Parents are to notify the student's teacher or school office if a report card is not received after the end of each nine weeks. Report cards reflect progress on the South Carolina College and Career Curriculum Standards.

Homework Policy

A moderate amount of homework properly assigned can provide valuable reinforcement and practice of skills and concepts learned in the classroom. The homework assignment should be one that the child understands and can do outside the class without the teacher's help. New

work should not be assigned as homework. If an extenuating circumstance causes the student's homework not to be completed, the parent should send a note on the day the assignment is due stating the reason the work was not completed. Classroom teachers will communicate their homework expectations.

HEALTH & SAFETY

Medication Procedures

Oral medication will be given or topical medication will be applied only when prescribed by a licensed physician. **A parent or guardian must bring the medicine to school in the original container and must complete a written permission form for the medicine to be given.**

These forms are available in the school office. If you anticipate your child needing to take medicine at school, you may ask the pharmacist for two prescription bottles, one for home and one for school. Over the counter medications will not be given at school unless prescribed by a physician.

If a student has a health condition that requires specific treatment--for example, asthma, severe allergies to insect stings, diabetes, or seizure activity--emergency medications will be administered as written by a physician. Please bring Epi-Pen injection kits, inhalers, or necessary emergency medications to the school to be used as necessary.

NPE follows the guidelines of the "June 2021, Childcare Exclusion List" from the SCHEC/ Bureau of Disease Control. Refer to www.scdhec.gov/health/disease/exclusion.htm

**Students who are sent home with a fever of 100.4 degrees or higher should remain at home the following day. After one full day at home, students may return if they are "fever free" without the use of medication for a period of 24 hours.*

Health Screenings

Health screenings are provided to students at NPE. These screenings provide an opportunity to identify students who may have health conditions that could interfere with their ability to learn.

The following screenings are conducted at NPE:

- Vision
- Hearing
- Dental

Immunizations

An up-to-date South Carolina Immunization/religious exemption certificate must be on file for each student.

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, contact our school nurse.

Accidents and Emergencies

Every effort is made to prevent accidents. However, in case of an accident, first aid will be provided by authorized school personnel. If it is considered serious or the child is uncomfortable, a parent is called. In all cases of accidents or illnesses, every effort is made to contact the parents. However, if we are unsuccessful in reaching parents, the school will follow parents' directions provided on the information card to contact a designated individual to pick up the child. EMS will be called if deemed necessary.

Emergency Contacts and Phone Numbers

Since emergencies require quick decisions, please help us by keeping your contact information up-to-date. It is important that we have parents' current address and phone numbers. It is also important that this information is updated on persons designated as emergency contacts. Please notify your child's teacher and the office staff to update addresses and phone numbers as soon as changes occur.

Outside Play and Weather

Daily outdoor play is part of a healthy program for children. We believe that children benefit from playing outside in all except the most extreme weather. NPE adheres to the "Child Care Weather Watch" based on information from the National Weather Service in making decisions about outside play (Source: Iowa Dept. Public Health, Healthy Child Care Iowa). The "Child Care Weather Watch" factors in wind-chill during colder months and heat index during warmer months. Generally, temperatures above 40 degrees (with a wind chill of 15 or less) and below 98 degrees are considered suitable for routine outdoor play in our area. Air Quality Index levels of green, yellow and orange are considered safe for the general population.

In addition, we ask that parents adhere to these guidelines when dressing children for school in various types of weather. In cold weather, children's clothing should be layered. Children should wear a coat to play outside in cold weather. In warm weather, children's clothing should be light-colored, lightweight, and limited to one layer of absorbent material. Children may use wide-brimmed hats and sunglasses at recess as protection from the sun.

Drill and Emergency Procedures

Emergency Drills

The purpose of fire drills, tornado drills, and earthquake drills is to provide practice for children in case of emergencies. During a fire drill, students are instructed on the proper procedures for evacuating the building in the most efficient manner. State regulations require one fire drill per month. Evacuation routes are posted in each classroom. Students should remain extremely quiet during drills in order to hear any directions given by the teacher. Students should never take the time to retrieve personal items before exiting the building. In addition to monthly fire drills, tornado drills and earthquake drills are conducted at least once per year.

School Safety Plan

New Prospect Elementary School has a Safety Plan that was developed by parents and staff. This plan includes safety measures that will be taken should a dangerous event arise on our campus

Weather Policy

(Refer to District Policy for additional information.)

We ask for your cooperation concerning inclement weather conditions. During the winter, we may experience some icing or snow which may cause hazardous driving conditions. It is our intention to operate schools only when roads are safe for driving. Radio and television stations are notified immediately when a decision is made to delay or cancel school. Social media sites and School Messenger will also be used to communicate weather information. On mornings when there is a chance of inclement weather, please listen to the local morning news to keep abreast of school closings or delays. During the spring, afternoon thunderstorms often arise at dismissal time. Should this occur, students will be held inside until the storm passes. Parents may enter the building and either wait out the storm or they may sign out their child.

In Case Of Inclement Weather, Remember These Things:

1. Listen to your radio, social media sites, and the television for an announcement.
2. If you do not have a radio or television, call a friend about the announcement or have a friend call you.

NUTRITION

Meal Pricing

Breakfast FREE at all schools

Lunch FREE to all school again this year.

Adult Lunch \$ 4.10

Breakfast Program

All students are eligible for free breakfast in the mornings. Please complete the free or reduced meal application at registration. *Parents are responsible for paying for the days the child eats until the application has been approved.*

Lunch Program

- A well-balanced lunch meeting USDA guidelines is provided for students each day.
- Nutrislice is a web based program for access to school menus. Locate the website by typing Spartanburg1.nutrislice.com. Nutrislice also has a Smartphone app that you can download for easy access to school menus.



- If a student is allergic to milk or milk products, juice may be substituted. Any request to substitute juice for milk must be accompanied by a letter from a physician and submitted to the school nurse. The nurse will notify the cafeteria manager. Any other food allergies should be handled in the same manner. **It is the responsibility of the parent to notify the teacher and the nurse each year that the student has allergies to milk or foods or any special dietary restrictions.**
- If there is a question regarding the meal account, please contact our cafeteria manager at 592-1970.

Meal Accounts

Every student will be assigned an individual meal account. Payments should be made into this account, which works similar to a debit card. The system keeps track of all meals served from the cafeteria (lunch, extra food, extra milk) and deducts from the balance at the time the meal is served.

Low balance notices will be sent home on Fridays. You should deposit additional money into your child's account as soon as you receive a low balance notice. Be sure to look for this notice in your child's bookbag on Fridays. Be sure to place the money/check in an envelope and include the account number on a check. Please write the child's name, account number, and the teacher's name on the envelope. Lunches can be paid weekly or monthly at the school or online at <https://www2.mypaymentsplus.com/welcome> .

Free or Reduced Meal Applications

You may submit an application for free or reduced meals at registration or anytime during the school year. Applications are available in the office, on the school website, or from the District website. If you have any questions regarding specific meal accounts, please contact the cafeteria manager at 592-1970. Free/Reduced price meals are available for families that apply and qualify by USDA application. Applications can be found on the District One website (spart1.org) or by following this link (<https://frapps.horizonsolana.com/welcome>).

If a student was on free or reduced status the previous year, the status will ONLY be carried over for 30 days into the new school year. A new application MUST be completed for the child to continue receiving benefits for the current year. Until a new meal application is approved, students are responsible for the full price of meals regardless of their typical status. Meals eaten while the child is not under free or reduced status cannot be changed to free or reduced status at a later date. Meals must be paid according to the status on the day the meal is eaten. Sometimes, a family may be directly certified. In this case, it is critical that all family members be listed on the application form. If older siblings are already on free or reduced status and younger siblings are enrolled at a later date, it is important that they are added to the form. Otherwise, we have no record of that the younger siblings are on free or reduced status and they will be charged full meal prices.

Lunches from Home/Outside Food

Lunches from home should consist of nutritious foods and be contained in a lunchbox labeled with the child's name. There can be no sharing of food brought from home. Also, parents should ensure that food brought from home remains at the proper temperature for safety. Access to refrigerators is not guaranteed. Therefore, lunches that need to remain chilled should contain a cold pack or frozen juice box. Foods cannot be microwaved at school unless prescribed by a physician.

Students bringing drinks from home should not bring canned sodas, glass bottles, or carbonated drinks. Opened drink containers may not be carried from the cafeteria as they easily spill creating sticky messes in the classrooms.

Due to the increasing number of children with food allergies and dietary restrictions. We are not able to accept items and items, such as cupcakes and cookies.

We offer a birthday ice cream package for the entire class for \$20.00.

Class Parties

Two class parties are held each year. Teachers may ask parents to help with each party. Some teachers may not require help with the class parties. The teacher will notify parents if she/he needs assistance.

PARENT INVOLVEMENT

Parent-Teacher Organization (PTO)

The New Prospect Elementary PTO assists with school functions, coordinates fundraising efforts, sponsors projects, and supports the school in many ways.

NPE Volunteer Program

If you are interested and have the time, we would love to have you volunteer at NPE. We have several areas where you would be very helpful.

Volunteer opportunities include, but are not limited to the following:

- Chaperones accompanying classes on field trips
- Reading to students
- Helping with class projects and parties
- Helping with art displays
- Working with PTO and school sponsored events

In an effort to ensure the safety of our students, it is the policy of Spartanburg District 1 to conduct background checks (SLED checks) on all employees and volunteers (persons who will come in contact with children other than their own). If you are interested in volunteering at NPE, please come by the school office to pick up a form providing the information needed to conduct a background check or request it from your child's teacher.

School Improvement Council (SIC) and Title I Committee

The School Improvement Council (SIC) serves many functions, including assisting in the development, implementation and evaluation of the five-year school improvement plan. The council develops an annual Report to Parents and collaborates with the principal in writing the narrative for the School Report Card. The council also reviews and updates the school's Title I Plan and Parent Involvement Policy.

Field Trips

Field trips are planned as part of the school's instructional program. Teachers will schedule field trips related to the standards. Throughout a child's years at New Prospect, we plan a variety of trips to enhance and extend classroom lessons. When your child brings home information about a field trip, please sign and return the permission slip the next day. We will not take a child off of school property without the parent's written permission.

Chaperones for Field Trips

We need chaperones to supervise our field trips. We require 1 adult for every five children. Therefore, we will need approximately 3- 4 parent chaperones to help our teachers and assistants on field trips. The following guidelines are in place for our field trip chaperones:

- Chaperones are scheduled in advance by the teacher. All chaperones will have been notified by the day of the field trip. Please do not make plans to chaperone until the teacher confirms that she needs your assistance.
- Other children should not accompany the parent while chaperoning a field trip, as the chaperone's full attention is required to supervise students.
- All chaperones should plan to follow the children on the school bus.

Background (SLED) Check

Spartanburg District One requires a background (SLED) check on all employees, chaperones, and volunteers who come in contact with students. The District Office handles all background checks. If you are willing to help chaperone field trips or volunteer in any other capacity, please complete a form providing information necessary for the background check. You may obtain the form from the school office or from your child's teacher. These forms will also be available at registration.

POLICIES & PROCEDURES

Confidentiality of Student Records

New Prospect Elementary School acts in accordance with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) guidelines regarding the confidentiality of student records. Student records are updated and maintained by the child's classroom teacher and housed in the vault in the main office. Records include copies of documents and forms required for enrollment, registration forms, report cards, standardized test results, and any court documents. The vault is locked each evening. Access to files is limited to persons on a "need-to-know" basis. Those persons may include the school nurse, ELL teacher, speech therapist, administrator, or guidance counselor. Health records are locked in a file in the Health Room. The school nurse maintains the key to these records. Special education files are locked in a file in the office of the school's special education liaison/guidance counselor.

Returned Checks

All checks should be made payable New Prospect School. Spartanburg County District One Schools has elected to use an outside company to recover returned checks. UnityFI Solutions will be responsible for the electronic collection of NSF checks turned in to any school or district account. Should your check be returned, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus the state allowed fee. The use of a check is your acknowledgment and acceptance of this policy and its terms and conditions. If this outside source is unsuccessful, returned check amounts will be collected with fees and fines at the end of the school year or at registration. If you find that you may have a check returned from the bank, please notify us as soon as possible, so that arrangements can be made for the payment of the check.

Deliveries to School

If your child has forgotten his or her book bag, lunch box, or another necessary item, please bring the item(s) to the front office as early as possible. We do not accept delivery of other items

for students, such as flowers, balloons, stuffed animals, candies, etc. We hope you can enjoy these types of gifts at home.

Public Release of Information

We are proud of our children and their accomplishments at New Prospect Elementary. We share our children's activities and accomplishments with family and community members in a variety of formats, such as student-made booklets, school web pages, newsletters, bulletin boards, newspaper articles, community displays, social media, etc.

If you **do not** want public release of information on your child, please complete a media opt out form. You may obtain a form from the office.

Yearbooks

Yearbooks will be pre-sold. The cost of the 2021-2022 Yearbook is \$25.00. This is completely **optional**. Yearbooks will be distributed in late spring. In the event that there are a few extra yearbooks, they will be sold on a first-come, first-served basis at \$30.00 each. Again, there is no obligation to purchase pictures or yearbooks.

Library Policies and Procedures

All students are encouraged to check out books. Reading at home is one of the most important reinforcements of what students are learning at school. Students are responsible for all library materials checked out to them. If books are lost or damaged, the student is responsible for any lost book or damaged fines. If a book is paid for and later returned, money will be refunded.

Textbooks

Free textbooks are provided to students by the State of South Carolina. Students should take special care of their textbooks. Students will be required to pay the replacement cost for lost books. Fees will be assessed if a textbook is damaged. The replacement cost will be charged for books damaged beyond use. If a page is missing from a book, it is considered not usable.

*Charges for individual books will be assessed at the replacement rate quoted by the publisher/distributor. These fees vary according to the book.

Supplies for Class

Students and parents are given a list of supplies needed for school. This list will also be posted on our website www.spart1.org/npe. We try to keep this list to a minimum. Students are expected to have their Chromebooks, textbooks, pencils, paper and other materials that they need when they come to school every day.

Chromebooks

All NPE classrooms are wireless. As with all other disciplinary codes, students are responsible for obeying computer and Internet usage guidelines when using any electronic device on the campus. Students should take special care of their chromebooks. Students will be required to pay the replacement cost for a lost chromebook or chargers. Fees will be assessed if a chromebook is damaged.

Awards

We think all of our children are special and make their own unique contributions to the New Prospect Elementary School family. We recognize their contributions and achievements in a variety of formats with a variety of awards.

District One Board of Trustees recognizes outstanding academic achievement by awarding a certificate yearly at Awards Day to students who had an “A” average for the year.

To be recognized for Perfect Attendance the student must have no absences and no more than five tardies.

Cell Phones

Every classroom is equipped with a phone. Additional phones are available in the office, work rooms, and throughout the building. Cell phones are available on the buses in case of an emergency. With phones so readily available, there is no need for a child to bring a cell phone to school. If a teacher, nurse, or administrator determines that contact with a parent is necessary, the adult will initiate the call.

Smoke-Free Campus

New Prospect Elementary facility and campus are smoke-free environments. There should be no smoking anywhere inside the building or on school property by visitors or employees.

Addressing Concerns

If you have a question or concern about a situation at school, please contact your child’s teacher first and communicate the concern to him/her. If you still have a question or concern following a conversation with the teacher, please contact the principal or an assistant principal at 592-1970. On most days, the principal and assistant principal will be in the building. However, if Mrs. Dawkins should be out of the building, Mr. Sanders will assume the principal’s responsibilities. If both the principal and assistant principal are out of the building, please ask to speak with the school counselor.

