

# Holly Springs - Motlow Elementary School



**Erika Center, Principal**  
**Blake Neely, Assistant Principal**

**325 Motlow School Rd**  
**Campobello, SC 29322**

**864-472-8120 Phone**  
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**The 2021-2022 Parent Student Handbook Policies and Procedures have been provided to me and my child electronically.**

**I have read the policies and procedures outlined in the Holly Springs-Motlow Elementary School 2021-2022 Parent-Student Handbook.**

**Teacher's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Parent's Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dear Parents and Students,**

**Welcome to Holly Springs-Motlow Elementary School. We hope you will find this handbook to be helpful. On behalf of the entire faculty and staff we want each child to have a great experience at HSM. If you have any questions, please feel free to call us. We want to work together to provide the best opportunities for each child's success.**

**Holly Springs-Motlow is a proud extension of the community. We hope everyone will feel our school is a home away from home.**

**Erika Center  
Principal**

### **SCHOOL HOURS**

**The school requests that parents and students cooperate in observing the daily school schedule.**

- 1. The building will open at 7:05 AM.**
- 2. Students should arrive at school before 7:45 AM and be in their classroom or they will be considered tardy.**
- 3. School is dismissed at 2:25 PM.**

### **ACCREDITATION**

**District One Schools are fully accredited by the SC Department of Education and the Southern Association of Colleges and Schools (SACS). These accreditations reflect the district's adherence to standards in the area of curriculum, instruction, administration, and professional staffing. All of the district's teachers are certified through the SC Department of Education and participate in on-going evaluation and professional development. To comply with the No Child Left Behind (NCLB) Act, enacted on January 8, 2002, District One Schools Spartanburg County has established procedures to ensure that a highly qualified instructional staff is employed, and paraprofessionals are supported in becoming highly qualified.**

**Any questions regarding the accreditation of schools or the certification and other qualifications of teachers and paraprofessionals should be directed to Dr. Crystal McSwain at District One Schools (864-472-2846) or [Crystal.McSwain@spart1.org](mailto:Crystal.McSwain@spart1.org)**

## **FEES**

**Fees must be paid on the day of registration or by the first day of attendance. Materials fee is \$12. Students in grades 3-6 have a yearly Instructional Technology Fee of \$35. This fee is for accidental insurance on the chromebook.**

## **RETURNED CHECK POLICY**

**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 into 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.**

## **MATERIALS AND SUPPLIES**

**Each grade level will provide a supply list. See our school or district website for a complete list. Students should come to school with the necessary school supplies daily.**

## **TEXTBOOKS**

**Textbooks are furnished by the state. Parents or guardians will be charged for lost or damaged textbooks.**

## **ATTENDANCE**

**Regular attendance is essential to success in school. A student not only misses work on the day of absence, but also is not prepared for the next day due to missed instruction. Students are expected to be in school except in cases of emergency or illness. Students must be in attendance for four (4) hours a day to be counted present. Refer to District Policy for additional information.**

**Steps to follow when a student is absent:**

- **Parents should send a note to the teacher within three days stating the reason for an absence.**
- **A doctor's statement may be required for an extended illness.**

- **If your child cannot go out for recess or participate in PE, he/she must bring a signed note stating the reason for being excused.**
- **Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.**

### **EARLY DISMISSAL**

**Parents may excuse students early from school due to emergencies. However, this should occur ONLY when absolutely necessary. When possible, medical and dental appointments should be scheduled after school hours. A note should be sent with the student on the morning of dismissal to the teacher. The note should include who is to pick up the child, time, and reason. The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or designated person must come to the office, show identification, and sign the child out for early dismissal. Parents may not enter the hallways or classrooms during instructional time unless escorted by school personnel. Please note that a child will be released only to the parent unless the parent has made previous arrangements with the school to do otherwise. If for any reason a parent is forbidden by court order from seeing a child, a copy of the court order must be on file at the school. Without this court order, we cannot legally refuse to let a legal parent see his/her child. No early dismissals will be honored after 2:00 PM each day. Too many early dismissals will result in loss of instructional time and a conference with the administration.**

### **TRUANCY**

**Absences, tardies, and early dismissals may affect your child's work in the classroom. Prompt and regular attendance is necessary for success in school. If your child is absent, it is imperative that a handwritten note or medical note be sent in upon returning to school. Medical notes will be accepted as such. Parent notes will only be considered Excused if it is a lawful absence. No note or an unlawful absence will be considered Unexcused. Three or more unexcused absences will result in a truancy meeting with administration.**

### **VISITORS**

**Visitors who are on school business are welcome at school. Immediately upon entering the school grounds, all visitors must report to the school office and state the nature of their visit, show ID, and sign in. If you need to give your child a message, medication, homework, lunch money, and/or supplies, etc., please go to the office. The office personnel will make arrangements to get the items or message to your child.**

## **REPORTING PUPIL PROGRESS**

**Samples of your child's work are sent home periodically in an effort to improve communication between home and school. Specific information concerning parent responsibilities will be given by your child's teacher. Progress reports will be sent home mid-way of each nine weeks grading period to inform you of your child's academic progress. Report cards are issued every nine weeks. They are designed to inform you of your child's academic progress, work habits, and attitude. You are encouraged to request conferences as needed.**

## **BUS CONDUCT**

**Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program. Students who violate behavior expectations while riding the bus are subject to having transportation privileges revoked. For a safe, enjoyable ride to and from school, children should be reminded to remain seated until the bus stops, keep the aisle clear, use quiet voices, follow the directions of the bus driver, and enter and leave the bus in an orderly manner. Neither glass containers nor balloons can be allowed on the bus. Certain musical instruments may be carried but must be placed in the student's lap.**

## **DRESS CODE**

**We encourage your child to dress comfortably at all times. Appropriate dress and safe shoes are important in maintaining a safe, orderly learning environment. The Board recognizes that students have the right to regulate their personal appearance. However, the Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school. 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:**

- 1. No unnatural hair colors such as purple, green, orange, etc. are unacceptable.**
- 2. No halter, tank or tube top, (straps must be at least 2 inches wide); no bare midriffs, mesh net jerseys, or see-through shirts.**

3. Skirts and shorts must meet the fingertip length and must be no shorter than 3 inches above the knee.
4. If shorts or pants have holes at or above the knee, they must be worn with leggings.
4. Tights or leggings should not be worn as pants. They should be layered with tops that extend mid-thigh.
4. No t-shirts with slogans or pictures that are vulgar, suggestive, have tobacco, alcohol, drug logos, gang insignias, inappropriate rock groups, or are otherwise offensive.
6. If pants, jeans, or shorts have holes, they must meet the fingertip length rule.
7. Hats may not be worn in the building unless Hat Day is being observed and then must not be worn backwards.
8. Jewelry that is suggestive or depicts drug or alcohol insignias is forbidden. Body piercings other than the ear are prohibited. No studded jewelry or heavy chains may be worn as necklaces or on wallets.
9. Pants must be worn at the waist and must not sag. Students who wear pants that are too baggy will be considered in violation of the dress code and appropriate disciplinary action will be taken.
10. Any article of clothing that the principal deems unacceptable or disruptive to the educational process may be prohibited. Parents will be called to bring clothing to any student improperly dressed at the school. They can be suspended immediately until acceptable attire is worn.

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.

## HEALTH SERVICES

A full-time registered nurse is on staff to provide an assessment of the health status of students, such as hearing, vision, and dental for students in selected grades. If your child becomes ill at school, our nurse will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep ill children at school. Phone numbers **MUST** be provided so you may be reached at any time during the day. If your number should change, please notify the school. The following is important information to remember.

**Conjunctivitis (“pink eye”):** Sometimes eyes are swollen and irritated due to allergens, viruses or bacteria. Please consult your child’s doctor before sending your child to school with these symptoms: thick mucus or pus drainage in one or both eyes; red, puffy and itchy or painful eyes. Your child can generally attend school 24 hours after starting medical treatment for bacterial pink eye.

**Chickenpox:** Notify your school health office immediately if you suspect your child has chickenpox. The child must be excluded from school until at least 7 days from the start of the rash, and every pustule must be dry and scabbed over before returning to school.

**Head Lice:** If your child has crawling lice or nits (eggs)  $\frac{1}{4}$  inch or closer to the scalp, and if head-to-head contact with other children can be avoided, he/she may be sent home at the end of the day. Otherwise, your child may be sent home from school immediately. After his/her first treatment with a school-approved lice-removal product and there are no active lice crawling on your child’s head, your child may return to school. All bedding and clothing (coats, hats, etc) will need to be washed in **HOT** water. If you have carpet in your home, make sure to vacuum it thoroughly after treatment. The school will check your child 7 days after treatment for any newly hatched crawling lice. If any are present, your child will have to be retreated for lice before coming back to school. Please talk with your child about not sharing coats, hats, and scarves. Remember that any child can get lice; it doesn’t matter how clean your hair or home may be. Please notify the school nurse if your child has lice so that she may monitor the class for other cases.

**Strep Throat / Scarlet Fever:** Child should be treated by a healthcare provider and may not attend school until he/she is under treatment and without fever for 24 hours.

**Virus, Sore Throats, Colds, Diarrhea, Vomiting: Child must be able to participate in all school activities, and should not be tired or listless. Temperature must be normal for 24 hours before they can return to school. There should also be no vomiting for 24 hours.**

**Infectious Rashes, Ringworm, Impetigo, and Scabies: Student is excluded from school until he/she is under an effective treatment and no longer considered contagious.**

**Students should not carry any type of medication with them at school. If medication is needed, it must be kept in the Nurse's office in the original bottle.**

### **STUDENT INSURANCE**

**District One Schools is offering a student accident insurance program through Standard Life and Casualty Insurance Company. The plan pays certain benefits, but does not cover all costs. You will receive a brochure that explains the maximum benefits and limitations of coverage. (See inside page of brochure). Please read this brochure carefully. Some of the features of the plan are:**

- **Reasonable cost of the premium.**
- **Pays in addition to other coverage you might have.**
- **Pays for accidents that occur directly from home to school, while at school and returning home. (Students riding the bus to school are excluded from this since they are covered by state insurance while riding the bus). You are encouraged to study this plan as offered and decide if the coverage might be beneficial for your child.**

### **MEDIA CENTER**

**Media Center hours are 7:30 AM- 3:00 PM daily. Our school media center is a vital part of our instructional program. Through regularly scheduled classes and open library time, students have the opportunity to explore many books, research materials, audio-visual materials, and computer programs. Our media center is fully automated. Students will be charged for losing or damaging library books or textbooks. The amount will be determined by the age of the book and the amount of damage.**

## **SCHOOL BREAKFAST AND LUNCH**

Holly Springs-Motlow Elementary School participates in the National School Lunch Program/School Breakfast Program. Meals are served every day. Lunches can be paid weekly or monthly at the school or online at <https://www2.mypaymentsplus.com/welcome> . Breakfast is free to all students and the price for lunch is as follows.

### **Meal Pricing**

**Breakfast FREE at all schools**

**Elementary Students \$2.65**

**Middle/High School \$2.75**

All items served other than those included with the meal such as extra milk must be paid to the cashier at the time of purchase. We encourage all families to apply for free or reduced meals. 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](http://spart1.org)) or by following this link (<https://frapps.horizonsolana.com/welcome> ). Applicants may apply at anytime during the school year. Students who received benefits in the previous school year will have benefits ONLY for the first 30 days of the new school year. Applications MUST be completed for each new school year.

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.

## **CODE OF CONDUCT**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and the need for good behavior and a good attitude while at school. Disrespect toward others, obscene language, or of school property will not be tolerated.

## **TECHNOLOGY RESOURCES/INTERNET**

The Board of Trustees believes that any use of the Internet should be in support of education and research and consistent with the educational objectives of our district.

**All Internet users within District One Schools are expected to act responsibly, ethically, and legally in accordance with District One Acceptable Use Guidelines and the laws of the state and the United States. Guidelines will be distributed to all students, teachers, staff, volunteers, and administration. Parents and students will be required to read and sign rules and regulations pertaining to the use of Internet and e-mail.**

### **FIELD TRIPS**

**Field Trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Sometimes a fee may be requested from each student to help with the transportation and/or admission cost. All chaperones are required to complete a background check and have it on file in the office. Parents who are chaperones are requested not to bring other children on field trips.**

### **STUDENT COUNCIL**

**Our school fosters student leadership in grades 5 – 6 through a Student Council consisting of classroom representatives and Student Council officers, which are elected. The council is involved in promoting good citizenship and school spirit. It is a service organization. This election is held each fall for officers who will serve for the following school year.**

### **SMOKE FREE ENVIRONMENT**

**Our campus is a smoke free environment. Parents who bring or pick up their children should not smoke while on school grounds.**

### **EMERGENCY DRILLS**

**The safety of your child is one of our greatest concerns. The school holds regular fire and tornado drills to teach pupils to respond calmly in the event of an emergency. Detailed escape plans are posted inside the door of each classroom. In the event of illness or injury, the school nurse will call home.**

## **INCLEMENT WEATHER**

**When possible, a decision is made early, usually before 6:00 AM. If a decision to close schools cannot be made by 6:00 AM, school opening may be delayed. If the 6:00 AM announcement is made that the school opening time will be delayed, teachers will not be at the schools until the announced time. Therefore, students should not be brought to school until the announced opening time. Once a decision has been made, it will be shared with you via school messenger, social media, and local TV stations.**

## **PHONE CALLS AND MESSAGES**

**Parents are encouraged to correspond with the school through written communication if possible. This includes arrangements for end-of-day transportation, medication procedures, etc. Phone lines should be used only in the event of an emergency. If parent phone calls are necessary, messages will be relayed appropriately. Students will be discouraged from using the phone for reasons other than emergencies.**

## **GRADING SCALE**

<b>100-90</b>	<b>A</b>
<b>89-80</b>	<b>B</b>
<b>70-79</b>	<b>C</b>
<b>69-60</b>	<b>D</b>
<b>Below 60</b>	<b>F</b>

**If you have any questions or need assistance, please contact the front office at 472-8120.**

**Erika Center, Principal**

**Blake Neely, Assistant Principal**

**Angela Mount, Guidance Counselor**

**Beth Pace, Instructional Coach**

**Sarah Smith, Family Engagement Facilitator**

**Chris Godfrey, Resource Officer**

**Donita Owens, Secretary / Bookkeeper**

**Kim Chavis, Receptionist / DataBase**