

Millwood Elementary School

Student Handbook

2025-2026



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Principal

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Attendance, Academics, and Behavior are our top priorities!

Millwood Elementary School

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

MISSION STATEMENT

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

BELIEFS

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

VISION

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

STATEMENT OF NON-DISCRIMINATION

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

ACCREDITATION

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

SCHOOL HOURS

Students may not be dropped off before 7:00 for any reason. The Cafeteria staff begins serving breakfast at 7:00 a.m. School begins at 7:30 a.m. The tardy bell rings at 7:30 a.m. **STUDENTS WHO ARRIVE AT SCHOOL AFTER 7:30 MUST BE SIGNED IN ON IDENT-A-KID BY A PARENT OR PERSON 18 YEARS OR OLDER TO RECEIVE A TARDY PASS. THE CAFETERIA CLOSSES AT 7:35 FOR THOSE STUDENTS THAT WERE DROPPED OFF PRIOR TO 7:30.** Students may not be dropped off at the front door. **A parent must accompany all students entering through the front doors.** Students start dismissal at 2:05 p.m. Students may not be signed out for early dismissal after 1:45 p.m. Students who are late pick ups will report to the front office at 2:30 p.m., and a parent will be notified via phone call. It is expected that all students will be picked up from school by 2:30 p.m. Excessive late pick ups may result in an intervention plan.

ARRIVAL

- Bus riders arrive at 7:00 a.m.
- Car riders and walkers arrive beginning at 7:00 a.m. Students in PreK-1st grades (along with their older siblings) should be dropped off at the Horseshoe Drop Off. Students in 2nd-5th grades should be dropped off on Mustang Drive. Please pull all the way forward to allow other cars into the line.
- Breakfast is free to all students and is served until 7:30 a.m.
- School starts at 7:30. Students who are not in their classroom unpacked and ready to learn at 7:30 are tardy. Our Leader In Me Morning meeting begins promptly at 7:30.
- Parents/Guardians will not be allowed to walk students to class after their first day of school.

The Leader In Me

We are proudly starting our journey through the *Leader In Me* for the 2025-2026 school year. The *Leader in Me* program by Franklin Covey is a school-wide initiative designed to help students develop leadership and life skills. Based on Stephen Covey's *7 Habits of Highly Effective People*, it teaches children how to take responsibility, set goals, work well with others, and make positive choices. The program encourages a growth mindset, empowering students to believe in their ability to learn and lead. Through morning meetings, school activities, and leadership roles, students learn to apply these habits in their daily lives. *Leader in Me* also fosters a strong school culture by promoting respect, teamwork, and personal accountability. Parents are encouraged to reinforce these habits at home to help children build confidence and lifelong skills. Ultimately, the goal is to prepare students to be leaders in their schools, homes, and communities.

ASSESSMENT ACCOUNTABILITY

- Dial 4 is administered to pre-kindergarten students before acceptance. GOLD is administered to pre-kindergarten students during the school year.
- MAP tests are administered in the fall, winter, and spring to students in K-5th grades.
- KRA is administered to kindergarten students.
- The CogAt/Iowa assessment is administered during the fall to second grade students.
- SC Ready is administered to students in grades 3-5 in late April/early May. Please pay close attention to the testing calendar when it comes out to avoid medical appointments during that time.

ATTENDANCE

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

- Excessive loss of instructional time through absences, tardiness, or early dismissal could result in failure OR loss of credit, regardless of the reason.
- Vacation, convenience, and appointments are not valid reasons for tardiness, early dismissal, or absence from school. Whenever possible, medical appointments should be scheduled after school hours.
- A signed note of explanation shall be required each time a student is absent. The note should state the date(s) of the absence, the reason, the telephone number at which the parent/guardian can be contacted if there are questions, and the parent/guardian's signature. The note should be sent on the day the student returns to school but must be received within **three** school days after the absence or the absence will be recorded as unexcused. A maximum of 10 school days may be excused using a parent note. Students absent for 10 consecutive days will be dropped from enrollment.
- A doctor's excuse will be accepted when the doctor has seen and treated the student during the course of the illness for which the excuse is written and must be received within **three** school days after the absence or the absence will be recorded as unexcused.
- South Carolina law states that a student is deemed **TRUANT** after **three consecutive unexcused absences or a total of five unexcused absences**. School attendance personnel will contact the parent/guardian regarding unexcused absences and will schedule a conference to cooperatively develop a Student Attendance Intervention Plan.
- Every effort should be made by the parent/guardian and school to help the student attend school. If attendance does not improve following the development of an intervention plan, the parent and student will be referred to Family Court and/or DSS for educational neglect and truancy.

TARDINESS

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

Perfect attendance may be calculated monthly, quarterly, or annually. In order to qualify for perfect attendance, students may not be absent for full or partial days and may not have any tardies. Students must remain in attendance until the end of each school day to qualify for perfect attendance. Please contact the school attendance office at ext. 408 or jo.evans@sumterschools.net if you have any questions. Questions regarding general attendance and enrollment procedures may be directed to the district's Coordinator of Attendance, Joyce Perkins at 803-469-6900, ext. 414 or email joyce.perkins@sumterschools.net.

COMMUNICATION

Reminders for meetings, field trips, and other activities are sent home with the children throughout the school year. School events are also posted on the school marquee, on the school webpage (<http://mwe.sumterschools.net>), on our school's facebook page, along with Edulink phone messages with information about upcoming events. Materials that are sent home serve several purposes: provide information about your child's progress at school, issue weekly graded papers, announce upcoming events at the school and in the surrounding area, highlight special accomplishments (school, students, and staff), and supply the breakfast/lunch menus. Most of this information will come to you through the grade level or classroom newsletters. Please be sure to read them so you will not miss anything important!

CONFERENCES/OBSERVATIONS

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

DELIVERIES

- Due to the large number of students and the importance of instructional time, the school will not accept deliveries for birthdays or special occasions for students. Flowers and balloons may not be delivered or left at the school for students.
- You may provide store bought treats only (due to allergies) for birthdays during your child's assigned lunch period.

DISCIPLINE

- Acceptable student behavior is expected from all students.
- Respect for peers, faculty, and staff is expected from all students.
- Students should demonstrate pride in personal and school property (by caring for the physical building and respecting the property rights of others).
- Desire and effort toward educational achievement are to be priorities as exhibited by reporting to class promptly and consistently, and being prepared daily.
- The administration at Millwood will utilize the Sumter School District's Code of Conduct to issue disciplinary consequences for undesired student behavior. You can find a copy of the code of conduct on SSD's website, www.sumterschools.net.

DISMISSAL

- Dismissal begins at 2:00 p.m. Please pick up your child no later than 2:30 p.m. No student will have early dismissal after 1:45 p.m. Parents arriving after 1:45 p.m. must wait for regular dismissal.
- Parents will be issued two dismissal tags; additional tags can be purchased for **\$3.00** each. Please display the tag on the windshield of your vehicle prior to picking up your child from school. Each student will be issued a corresponding dismissal tag that should **be visible at all times on his/her backpack**.
- Please wait in the designated area and remain in your vehicle when you come to pick up your child/children. Vehicles should pull up bumper to bumper and not move as we load children. Students will only be dismissed if the person in the vehicle picking them up has the physical tag.
- **If the person picking the child up does not have the physical tag, he/she will be sent to the main office and must show an identification card.** We will check the identification card against the information given on the emergency form before releasing the child. Please remember to update your emergency forms.
- For safety, please have your child enter and exit your vehicle on the right side, closest to the building, to stay out of the traffic lane.

Parent Pick up will be as follows:

- **PreK, Kindergarten, and First Grade** students will be picked up in the parking lot off Wedgefield Road (across from Food Lion) called the Horseshow. Any older siblings should report to the Horseshoe for pick up if they have a sibling in PreK, Kindergarten, or First Grade. Parents in the Horseshoe line should note that the line extends onto Crestwood Road (behind Millwood); if you cut the line by coming down Wedgefield Rd., your number will not be recorded, and you will have to wait longer on your child.
- **Second, Third, Fourth, and Fifth Grade** students will be picked up on Mustang Drive from the PPU shelter located between Pinewood Road and Crestwood Road. Parents must line up in two rows **bumper to bumper**. Cars will not be allowed to move until the buses have cleared and all students are safely loaded in the leading cars. Staff will load students and direct traffic. All cars must enter through the main parking lot entrance; entering through the exit is not allowed.

Walkers

- Students who walk must exit from the front of the building. No one may walk out of the back gates onto Crestwood Road.

Changes in Transportation

- If you need to change the way or with whom your child goes home, you must send a note in the morning to your child's teacher. If a change is needed after the school day has begun, you must notify the front office. Notifying the teacher through text, Class Dojo, etc. during the day, is not an approved method for changing transportation. Changes to bus assignments must be authorized through transportation. Please allow at least 24 hours (if not more) for approval.

Important: Students attending under open enrollment may not ride the bus at any time. Parents must provide transportation and follow the agreement set forth by the district regarding attendance and discipline.

Dress Code

Students will be expected to keep themselves well groomed and neatly dressed at all times. All students will be required to wear shoes. Hats, open midriff tops, miniskirts, mini dresses, short shorts (follow the dollar above the knee rule), tube tops, fishnet shirts, halter tops, tank tops, dresses or shirts with spaghetti straps (straps less than an inch wide), transparent clothing, low cut tops, or shirts with obscene printing on them will not be permitted. **Pants waistband may not be worn at hip level (no sagging.)** For the younger students, please print their names on coats, hats, sweaters, book bags, lunch boxes, etc., in case they are lost.

ELECTRONIC COMMUNICATION DEVICE (ECD) POLICY

Board Policy JICJ is in compliance with Proviso 1.103 of SC Bill H.5100 that requires school districts to adopt a policy prohibiting student access to electronic devices during the school day. Effective January 6, 2025, students are prohibited from accessing their personal electronic devices, unless authorized for classroom use, during the school day. This includes but is not limited to cell phones, smart watches, tablets, gaming devices, and earbuds. The purpose of this policy is to create a phone-free school environment that fosters a positive learning experience free from electronic distractions. Sumter School District is not responsible for loss, theft, or destruction of electronic communication devices brought onto school or district property or in a student's possession while/she is attending district or school-sponsored activities or events. Please see policy JICJ for more information.

EMERGENCY FORMS

For the safety of children, it is extremely important that all parents complete the Sumter School District Emergency Form. These forms should contain up-to-date information. **Parents/Guardians are always contacted first.** Emergency contacts 1, 2, and 3 would be someone **other than the parent** that may be contacted if the parent/guardian can not be reached. Critical time can be lost if all the necessary information is not provided. Please remember that anyone listed on the form will have access to your child.

Millwood Elementary School is using the Ident-A-Kid system for all dismissals. Be prepared to have your ID available to scan and fill out the information on the computer to dismiss your child. PARENTS MUST DESIGNATE ON THE EMERGENCY FORMS THE

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

ENROLLMENT REQUIREMENTS

- A legal birth certificate is required. State laws require that children entering pre-kindergarten must be four (4) years old on or before September 1st; Children entering kindergarten must be five (5) years old on or before September 1; Children entering first grade must be six (6) years old on or before September 1.
- State law requires that all students who are entering school have an immunization certificate (DHEC 1125). Parents may get this form from their private physician.
- Registration forms are available in the school office, guidance office or the district website at www.sumterschools.net.
- Sumter School District requires that children entering pre-school, kindergarten, first grade and all new students have a completed physical examination form on file. Forms are available in the school office, guidance or your doctor's office.
- A current proof of address is required for all enrollments (including open enrollments). If you do not have proof of address because you are living with someone, that person must accompany you to the school with their proof of address and sign an affidavit stating you live with them. You will have 30 days from that date to produce a current proof of address in your name with that address. DRIVER'S LICENSE WILL NOT BE ACCEPTED as a proof of address.
- Open Enrollment is offered every year if the school is not at capacity beginning in February. Applications will be sent to the schools or may be printed off the district web site, www.sumterschools.net. Enrollment opportunities are based upon the capacity of each school. Student/teacher ratios will not change, and schools will not be overcrowded. A student approved for open enrollment is entitled to remain in that school until the completion of the final grade within that school. Parents are responsible for transportation to and from the out-of-zone school. Students may not ride a bus as part of the open enrollment agreement. Students with attendance or discipline problems will have the open enrollment rescinded and must return to their home school. This includes tardies and early dismissals.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

FIELD TRIPS

The school principal must approve all field trips. The superintendent must approve all overnight and out-of-state trips.

- Each student who goes on a field trip must have written parental permission on the district approved form.
- Students must be in good standing in order to participate in the activity. Excessive discipline referrals may result in a student being excluded from a field trip pending administrative approval.
- Field trips will be under the direct supervision of a certified district employee. The employee may ask parents to chaperone and will brief them about their responsibilities. All chaperones must have a Volunteer Background Check before being allowed to chaperone.
- **Older or younger siblings are NOT allowed to attend field trips.** Chaperones should be focused on the students they are in charge of at all times.
- Students must ride the bus to and from the field trip. Exceptions must be in writing and approved by administration.

GRADING

Statewide uniform grading scale

On Tuesday, April 12, 2016, the State Board of Education (SBE) unanimously voted to implement a 10-point grading scale beginning in the 2016–17 school year. The new uniform grading scale is accompanied by a new conversion chart that will also be implemented in the 2016–17 school year. The school will follow the statewide uniform grading scale as approved by the state board of education. This uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level.

The uniform grading scale is as follows.

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 59 and below

All report cards and transcripts will use numerical grades.

Best Practices

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

Pre-Kindergarten Reporting

Student progress in pre-kindergarten is reported on a developmental checklist based on the Good Start, Grow Smart Early Learning Standards twice a year. Parent Conferences are held during the second and third quarters. The following codes are used to report student progress on the standards:

S - Satisfactory - Demonstrates skill independently

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

N - Needs Improvement

Kindergarten - 2nd Grade Reporting

Student progress in kindergarten through grade two is reported each quarter on a district report card based on mastery of the South Carolina College- and Career-Ready Standards for English Language Arts and Mathematics and South Carolina Academic Standards for Science and Social Studies, as well as all support areas (physical education, art, and music). The following codes are used to report student progress:

M - Met

P - Progressing

N - Not Met

I - Not Introduced

In addition, each kindergarten student's readiness for school will be measured within the first 45 days of the school year across multiple domains (social foundations, language and literacy, mathematics, and physical well-being and motor development) by the state mandated Kindergarten Readiness Assessment (KRA). The KRA provides a snapshot of a student's abilities at the beginning of the school year which helps kindergarten teachers best meet the child's needs.

Grades 3-5 Reporting

Student progress at the elementary level is reported on progress reports, interim reports, and report cards for the core academic subjects of English/language arts, mathematics, science, and social studies. The Measures of Academic Progress (MAP) Growth and Reading Fluency results will be reported to parents. The following codes are used to report student progress on the standards:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

Grades for assignments are based on mastery of South Carolina Academic Standards. Grades for elementary students are entered in the teacher's grade book using percentage points. Teachers will update a minimum of one grade per week in PowerTeacher Pro Gradebook. These percentages are averaged in the grade book to determine the report card letter grade. As grades are finalized each quarter, any quarter average (with the exception of the final quarter) below 50% should be manually adjusted to 50% to align with the State Uniform Grading Scale Conversion Chart. Again, this administrative rule is in place for each quarter except the last quarter of the course, which will reflect the earned average. The numerical average of 50% = 0.000 is used for computing the grade point ratios.

Weight of Grades: Major – 40% (required 3-6 per quarter) Minor – 60% (minimum of 6 per quarter)

Major assessments are used to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark may include: District Common Formative Assessments (CFA), mastery assessments (oral, written, and/or performance), presentations, demonstrations of proficiency, portfolios, formal/final draft writing assignments, inquiry-based projects, major/formal labs, and major performances.

Minor assessments are used to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, minor assessments may include: quizzes, classwork, interactive notebooks, journals, exit slips, quick writes, spelling or vocabulary checks, and math fluency.

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

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

O – Outstanding

S – Satisfactory

N – Needs Improvement

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

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

Special Education

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

English for Speakers of Other Languages (ELL)

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

Homework

Homework can be a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents/guardians to become aware of the instructional program and their student's educational program.

Students should be assigned homework to reflect the following purposes.

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

Elementary-level homework guidelines:

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

Extra Credit

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

Reteach/Retake Opportunity

Students scoring below 60% on an assessment in the major grading category must be given an opportunity to be retaught and reassessed. The student who fails an assessment in the major category will be given one more opportunity to earn a passing grade on the same grade level standards after re-teaching has been provided. The teacher will determine, based on the circumstances, if a student should retake the entire assessment, a portion of the assessment or an alternative assessment on the same grade-level standards. The student will receive the higher of the two scores.

Communicating Progress

During each 9 weeks grading period: Online Record: PowerSchool Gradebook Portal

- Teachers will publish updated grades weekly to the portal to keep students and parents informed of ongoing progress.
- Principal or designee will monitor gradebooks weekly.
- Parents/guardians may also access student progress information through the student/parent PowerSchool Parent portal.
 - **Appendix C: PowerSchool Parent Acceptable Use Policy**
 - **Appendix D: Public Portal Parent Access Request Form**
 - Parents may access the portal by logging on to <https://powerschool.sumterschools.net/public/home.html>
 - Parents/guardians may contact the school for additional access information.
- Individual Student Reports will be printed from the portal and sent home to parents:
 - Progress report at 2 ¼ week mark (2 – 4 grades included)
 - Interim report at 4 ½ week mark (4 – 8 grades included)
 - Progress report at 6 ¾ week mark (6 – 11 grades included)
 - Report card at 9 week mark (9 or more grades included)
 - D/F letters will be sent to parents at the end of the 1st Semester and at the end of the 3rd Quarter.

Make Up Work

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

Makeup Work Guidelines:

- Makeup work is available to all students.
- When students are absent, a zero will be recorded by the teacher until the student completes his/her makeup assignments.
- The zero is averaged by PowerSchool until the teacher updates the electronic gradebook after the student submits makeup assignments.
- On the day of returning to school, a student should not be required to take a quiz or test that was announced during his/her absence.
- Makeup work, including tests, may be an alternate version to assess what the student has learned.
- Missed assignments must be turned in according to how many days missed (1 day missed = 1 day to make up the assignments, 2 days missed = 2 days to make up and so on).
- Extenuating circumstances are at the discretion of the school's administration.

Interim and Report Card dates follow the approved district calendar.

GUIDANCE

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

The counselor:

- Teaches character education classes.
- Maintains permanent records, standardized test scores, and referral papers.
- Counsels small groups including: kids of military parents, newcomers, conflict resolution, and grief response.

Parents are encouraged to utilize the services of the counselor. Parents may contact the School Counselor to schedule appointments or meetings at 803-775-0648 (Ext. 411).

HEALTHROOM

Taking Medication at School

- It is **highly** recommended that all medications be given at home, by a parent or guardian, if possible.
- The school health room does not stock any medications; therefore, the parent/guardian must bring needed medications to the health room/nurse and fill out the appropriate forms. **Do not send medication to school in the care of the student.** Students may **NOT** carry any medication, prescription or over the counter, for the safety of all students. **All medications must be brought to the health room by an adult.**
- **Please do not bring any medication that has been removed from the original packaging to the school.** No medications received in envelopes, foil, or other makeshift containers will be given to the student by school personnel.
- Prescription medication (medication filled by a pharmacy) **REQUIRES** the signature of the **healthcare provider and parent** on the Permission for Administration Medication form and must be presented **WITH** the medication. Prescription medication must be received in the original container with a pharmacy label that states the student name, medication name, dosage and time to be given, as ordered on the permission form.
- Over the counter medication or OTC (medication that you buy off the shelf at a drugstore) must be received unopened in the original container and **REQUIRES** completion of the Permission for School Administration of Non-Prescription Medication form by the parent or legal guardian which will be kept for the entire school year. OTC medication prescribed by a physician will require a pharmacy label. OTC medications will be administered per label instruction. **Adult medication will not be accepted for a child.**
- **All** medications will be kept in and dispensed through the health room.

- The parent or guardian is responsible for notifying the school of any medication or dosage changes, and a NEW medication permission form will be REQUIRED.
- Student Care in the Health Room
 - Student concerns and complaints are evaluated upon arrival to the health room with the goal of returning the student to class as quickly as possible. This is to ensure that the child does not lose valuable instructional time.
 - The school health room is a short term first-aid center. If your child requires more than this as a result of illness or injury, he/she should be cared for at home and/or receive medical attention; such as a doctor's office or urgent care center.
 - Notify the school if your child has any type of illness, chronic condition, or special health care need which will require our assistance.
 - Notify the school if your child's health changes during the school year.
 - In the circumstance of severe illness or injury, the school will notify the parent, guardian or alternate contact person to pick-up the child. **It is important to ensure that the school has working contact numbers for the parents or guardians and at least one other emergency contact that has agreed to pick your child up from school in the case of an urgent need.**
 - IN ACCORDANCE WITH SC DHEC and our school policy, **if your child had a fever of (100.0 or greater), vomiting, or diarrhea, he/she should not return to school until they have been without fever or symptoms (without medicine) for 24 hours.**

IDENT-A-KID

This system is used to keep our school safe and to monitor who is in our school at any given time. It is also used to sign in students who are tardy and to dismiss students who are leaving early for any reason. A driver's license or a state identification card is required when you visit our school. You will also need to know your student's teacher. **Please keep in mind that you must use this system to sign in for any reason. Therefore, you should allow yourself extra time when visiting our school.**

LOST AND FOUND

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

LUNCH AND BREAKFAST PROGRAMS

Breakfast and Lunch are offered free to ALL students. Each child has an assigned lunch account, which is accessed through a personal PIN number. We welcome parents into the building to eat lunch with their child. Upon arrival, parents are required to sign in and have their ID checked. Parents are required to sit on the stage with their students. School logistics including scheduling and the availability of space requires us to not allow parents to eat breakfast with their students.

LIBRARY MEDIA CENTER

The Library Media Center is a key component of each student's education at Millwood. The library is open Monday – Friday from 7:00 – 2:00, however access may be limited as each class will visit the library weekly during related arts.

Check Out Policy:

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

When students/parents check out a library book, they are responsible for the care of their books until they have been returned to the library. If a student loses a book or the book is damaged while in his/her care, it must be paid for before another book can be checked out. Lost/damaged books must be paid for by the end of the school year, otherwise report cards will be held.

MONEY

When money is sent to school with children, it should be put in an envelope with the child's name and purpose for the money on the outside. **We do not accept checks for field trips or other school purchases.** You may send a money order made out to Millwood Elementary School. Parents with more than one student should place money in separate envelopes for each child. *The school may not have change, so make sure you are sending the correct amount.* Parents of children who lose or damage textbooks, workbooks, library books, or chromebooks will be responsible for paying for them before another book/device will be issued to the student. Money owed to the school must be paid before report cards will be issued or students will not be allowed to participate in activities such as field trips, field day, etc. Debit, Credit, or Cash will be accepted for the Book Fair.

QUEST

- *QUEST* is a **weekly enrichment pullout program** that promotes the development of gifted students by addressing their individual needs while providing personalized opportunities to explore their diverse interests and unique talents.
- *QUEST* serves state identified gifted & talented students in grades 3-5. The *QUEST* Program is designed to meet national and state program goals by providing gifted students with unique experiences via a quality inter-disciplinary curriculum emphasizing creative, critical thinking, and problem-solving skills.
- *QUEST* students will explore the world of engineering through a variety of STEM-focused, problem-based learning units designed to strengthen math, science, and reading skills taught in the classroom.
- Gifted and Talented students may be found within any racial, ethnic, or socio-economic group; within any nationality; within both genders; and within populations with physical disabilities or behavioral problems. Identification is a multi-step process, which consists of screening and referral, assessment of eligibility, and placement. South Carolina has mandated three dimensions of giftedness as criteria for placement in the academically gifted program. Students must meet two of the three dimensions: aptitude, achievement, and/or performance. See the Sumter School District website for more detailed information on the identification criteria.

REUNIFICATION

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

Sumter School district is always looking for the best way to keep children safe, healthy, and engaged in their learning. To assist in providing a safe and secure learning environment, each school has created a safety plan and coordinated with the emergency response agencies in the community. The plan has procedures that will manage a school crisis for our students, parents, and community. It is reviewed regularly to ensure that the plans are current with prescribed best practices. The plan must rely on informed parent/guardian cooperation to help keep our children safe. Providing our parents information pertaining to a crisis as quickly as possible is very important to the safety plan. We must balance this objective to ensure that the information is accurate. Please be assured that staff will provide you with accurate information as it becomes available. Many students carry cell phones to school for various reasons. Because of the complex nature of a crisis, it is understandable how these cell phones become a source of misinformation during times of crisis. The district uses the following methods of communication to get accurate information to you in a timely manner: Sumter School District Website and Facebook page, our schools website, local media, and Blackboard. Blackboard, the auto dialing system, is the district's means of direct contact with parents/guardians of students directly impacted by a crisis. Therefore, it is extremely important that the parent/guardian of our students keep all contact information current at their child's school. If your contact information changes during the school year, please notify the school as soon as possible.

Responding to the school during a crisis

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

Reunification with your child during a time of crisis

It is the district's procedure to implement a lockdown, shelter in place, or lockout at the first indication of a threat/hazard to best protect the students. You may be notified of the school initiating this procedure, *as a precaution*, and you will be assured of an update. Do not telephone the school. Telephone lines will be needed for emergency communication. If the district learns that the threat is a false report, you will be notified and classes will resume. In this case, having your child released from school causes them to lose academic instruction. If the threat is verified, you will be notified of the district's plans to reunite students with parents as soon as possible. A complex and very serious incident involves joint emergency planning, with response agencies, which will ensure the safest option and timing so that students are not put in harm's way. As soon as it is safe to allow reunification, parents will be notified of the details of how and where to reunite with their child through Edulink, the district website or Facebook page, or other local media. An official photo ID will be required to be reunited with your child. Students will be released only to parents and persons identified on the School District Emergency Form. Please understand that these conditions are necessary for us to fulfill our legal responsibility for safely releasing your child.

SCHOOL IMPROVEMENT COUNCIL (SIC)

This is an advisory committee to our school's principal. The SIC will meet virtually on the first Tuesday of every month at 9:00 am. If you are interested in attending, you can contact the school's FACEs coordinator. The responsibility of the SIC is to:

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

TECHNOLOGY

All students are assigned a Chromebook at the beginning of the school year to be used during the school day and at home for school assignments. If a chromebook and/or the charger are damaged while in the care of the student, a fee will be assessed to the student. Please see our website for the full list of chromebook fees. All students must have a signed Acceptable Use Policy (AUP) form on file at the school in order to use their chromebooks. GoGuardian is used to monitor chromebook usage and ensure that students are safe when they are online. Reports of misuse are sent directly to teachers and school administrators. Chromebook misuse will result in disciplinary action as outlined in SSD's Code of Conduct.

TELEPHONE

Teachers may not accept calls during instructional time, but you may leave a message on their voicemail.

TOYS

Students are encouraged to leave toys at home. The school is not responsible for toys, games, spinners, cars, etc. brought to school by children. *It is teacher discretion whether toys are allowed to be brought in for a project or show and tell. A teacher may ask for toys to not be brought in if an issue arises.* **NO toy guns or toys that look like guns should ever be brought to school.** The district has a Zero Tolerance policy for any weapons or items that could be used as a weapon such as pocket knives, nail clippers, etc.

Metal detectors are in place for all elementary schools throughout Sumter School District, and toys and other items may set them off, slowing down the process of arrival to the campus. Please partner with us to ensure that students only have school supplies and approved items in their bookbags and on their person.

VISITOR POLICY

We hope you will feel welcome when you visit Millwood Elementary School. Our school policy for visiting during the school day is based upon our desire to provide a secure environment for the students and staff, as well as an environment conducive for learning.

The following practices will be implemented when it is safe for visitors to enter the building:

- Visitors **must** sign in the front office and receive a visitor's pass.
- Visitors will be asked to wait in the office.
- Permission to go to any area other than the main office must be secured from the administration. Visitors have permission to visit only those areas approved by administration. Violation of this could result in a request to leave the campus immediately.
- Visitors may not interrupt, disturb, or otherwise interfere with the school's instructional program. Observations should be scheduled in advance.
- Visitors may not photograph or record students or staff without the prior permission of the principal.
- **Siblings (younger or older) may not attend field day, field trips, classroom parties, or any other function or activity not held in the cafeteria.**
- Visitor's may not walk students back to class after lunch, book fair, etc.

VOLUNTEER PROGRAM

Working as a school volunteer can be exciting and fun. Your volunteer efforts help meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at Millwood: Homeroom Mothers, Fall Festival, Book Fair, School Dance, Read Across America, School Pictures, Field Trips, Popcorn Fridays, Mentoring, Variety Show, Mustang Store, etc. Volunteers must complete an application and be approved to work within the school. Applications can be found under Quick Links on the District's Website: <https://sumterschools.net/>. Please call the school if additional information is needed.

WEATHER

During periods of unsafe weather conditions when it may be questionable to hold school, the school district has several options including closing school, e-learning days, opening schools on a delay, or dismissing early. If there is a delay, breakfast will not be served. Parents will be notified through automatic phone call, the Sumter School District website, and social media.