

Briggs Elementary School 2025-2026



**The Mission of Florence One Schools is to
Educate! Prepare! Inspire!**

Briggs Elementary School
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Principal: Kathryn Abbott, kabbott@fsd1.org
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This agenda belongs to: _____

2025-2026
Student & Parent Handbook

Welcome to the 2025-2026 school year! I am honored to serve the Briggs community, which is known far and wide for its dedication to excellence, but more importantly, to children. Our faculty and staff have worked diligently to prepare for this school year, and we are looking forward to an exciting year of fun and learning at Briggs.

I appreciate you entrusting us with your child each day. It is because of your support that we are able to provide the very best for our students. I ask that you begin your support by taking the time to read this handbook so that we can work together to provide a safe and productive learning environment for all. Please feel free to contact me with any suggestions or concerns. My door is always open. I look forward to working with you and your child. It's going to be a great year!

Sincerely,
Kathryn Abbott
BES Principal

Daily Schedule

7:00 AM - Doors open
7:45 AM - Instruction Begins
7:45 AM - Tardy Bell
1:45 PM – Latest Student Sign Out
2:15 PM - Dismissal

General School Information

It is imperative that we have current parent/guardian contact information on file for every student at all times. Should your phone number or email address change, please contact Mrs. Orgbon via phone (843-269-2461) or email (eorgbon@fsd1.org)

School Hours

School hours are from 7:45 AM until 2:15 PM each day. Adult supervision will be provided from 7:00 AM until 2:30 PM. Please be sure your child arrives no earlier than 7:00 AM and has a ride home by 2:30 PM.

Attendance

All students are expected to be at school on time each day unless they are ill or a family emergency arises. Please remember that a written note to the teacher explaining each absence is required upon returning to school. If you have questions about your child's attendance or about our attendance policies, please contact our attendance clerk.

Tardy

Students are tardy for school at 7:45 AM. If your student is tardy, you must park, walk them in and sign in at the main office. Briggs will follow the F1S Policy for students that are tardy. Please see the F1S website for a copy of this policy.

Early Sign-Out

Any student leaving the campus during the school day will need to be signed out in the office. Students are not allowed to be signed out after 1:45 PM. Anyone signing out students must have their name on file in PowerSchool. Please do not sign out students unless it is absolutely necessary. Signing out students is a disruption to instruction.

Withdrawal of Students

If you are moving and are withdrawing a child from Briggs, please notify us as soon as possible.

Briggs Association of Parents & Teachers (APT)

All parents are invited and encouraged to become members of the APT. The Briggs APT is an auxiliary organization that supports our school in many ways. We are very fortunate to have a large number of interested and active parents who serve our school through a variety of programs. APT volunteers are needed as room parents, volunteer readers, chaperones, committee chairs, etc. If you are interested, please fill out the membership application available in the weekly Bulldog Bulletin.

Communication Methods

Getting information to parents quickly is very important to us. We have several ways we deliver updates and important information. Please review the communication methods below:

Weekly Emails: You will receive our Bulldog Bulletin each week via email. Please make sure we have a current email address on file at all times

Facebook: Please “like” our Facebook page. Search for Briggs Elementary and chose the one with the mascot for the profile picture.

F1S App: In the app store search for “Florence Public School District One.” Once you download the app, go to “Settings” and “Follow Schools.” Here you will see a list of Florence One schools to select.

Student Planners: Parents play an important role in our educational team. Please sign your child’s planner each night (no initials please) so you can stay informed! The best method of communication with teachers is the planner or email. If a faculty or staff member does not reply to a question or concern within a 24-hour period, please contact Mrs. Abbott at kabbott@fsd1.org.

Communication Folders: Communication Folders will go home each Monday. Please review the information, sign where indicated, and return the folder on Tuesday.

Briggs Website: Please visit our website often at <https://briggs.f1s.org/>.

PowerSchool: PowerSchool is our data warehouse for student grades, attendance, lunch account information, and much more! Be sure to download the PowerSchool App. If you are new to the PowerSchool App, please email Mrs. Edith Orgbon at eorgon@fsd1.org for account information.

Parent-Teacher Conferences: Communication between parents and teachers is an essential part of the educational program at Briggs. We want to do everything possible to promote positive interaction between parents and teachers. You will be contacted if your child's teacher feels the need to share a concern, ask a question, or to give you some good news. If you want to ask a question, share a concern, or give us some good news, we hope you will feel free to call or email.

Transportation

Students at Briggs fall into one of the four categories: **Bus Rider/Car Rider/Walker/Biker**

Car Line Procedures

- If you arrive or leave Briggs in a CAR, you must come through the car line. Students picked up in a golf cart are considered car riders. If waiting in the car line is a problem, please feel free to come between 2:25 PM and 2:30 PM when the car line moves quickly.
- All car riders should be picked up no later than 2:40 PM. There will be NO exceptions to this policy.
- There will be one car line located at the front of the building. All traffic on Congaree Drive moves from south to north (from Wisteria toward Cherokee Road) in the front of the building in the mornings and afternoons.
- Children are to be let out and picked up ANYWHERE between the covered walkway and the main entrance during the designated times when adult supervision is provided.
- Students in grades 1st-5th may open/close car doors. If a student needs help opening the car door, please put the flashers on to alert a staff member on duty that help is needed. Children must exit and enter cars on the passenger side only.
- Cars may not be double parked or left unattended in unauthorized areas.
- Children are not to pass between parked cars or to cross a street to get to a parked car.
- When loading and unloading children, we are interested in safety - not speed! It is thoughtless, irresponsible, and possibly deadly to disregard the safety of others in order to save a few seconds.

Transportation Changes

Please communicate transportation changes in writing. It is important to make every effort to plan for transportation before your child comes to school each day. Students should know how they are going to get home each day. We realize that emergencies do arise and changes sometimes need to be made. If it is necessary to make such changes, please call the school office before 1:30 PM.

Student Dress Code

Per Florence 1 District Policy, the following guidelines will be observed:

- No hats, caps, hoods, visors, towels, sunglasses or any type of headgear is to be worn on the head in the building at any time.

- Bandanas, head sweat bands, and wrist sweat bands are not allowed on campus.
- No clothing or accessories promoting the use of alcohol, tobacco, drugs, violence, weapons, or gang activity are to be worn at any time.
- Attire that is immodest, having stated or implied profanities, obscenities or sexual references may not be worn at any time.
- Shirts, tops, blouses, etc. must cover the midsection.
- Shorts, skirts, etc. must be long enough so that when hands are extended by the side, the student does not touch skin. Garments should be of adequate length to assure modesty when the student is seated or engaged in school activities.
- Tank tops are not allowed. All shirt straps must be at least the width of two fingers.
- Shoes must be worn at all times.
- No pajamas or bedroom shoes are allowed.
- All clothing is to be worn appropriately and as designed.

Water Bottles

To help keep our classrooms clean, healthy, and focused on learning, students are welcome and encouraged to bring water bottles to school. Please follow these guidelines:

Water Only: Water bottles may only contain plain water. Juice, soda, sports drinks, or other beverages are not allowed during class time.

Spill-Proof Tops: All water bottles must have a spill-proof or flip-top lid to prevent spills and messes in the classrooms and hallways.

Personal Device Guidelines

If a student brings an unauthorized device or phone onto a Florence Schools property, they are personally and solely responsible for the care and security of their devices. All phones and personal electronic devices must be turned off and stored in a backpack, or other non-visible secure location during school hours (from school start time until school dismissal time).

Reading Renaissance (Accelerated Reader)

The Reading Renaissance Program at Briggs is an important element of our education process. It is designed to promote the development of independent readers. An integral part of Reading Renaissance is the role parents play in encouraging students to read at home. Students are expected to read each night and log the page numbers and book title in their reading log. A parent is required to sign the reading log each night.

Homework

Teachers will assign homework if and when they believe it is needed to provide additional practice, reinforcement, and/or enrichment. Students are responsible for writing down homework

assignments, completing assignments neatly and accurately, and for returning them in a timely manner.

Instructional Materials

If you need assistance with purchasing any school supplies, please contact our guidance counselor at brandis.winstead@fsd1.org.

Educational Field Trips

Properly supervised and planned educational field trips are an integral part of our instructional program. We expect students to represent our school in a positive manner. All school rules apply while students are on a trip. Behavior problems on any trip can result in students not being allowed to participate in other trips and/or having parents contacted to go and pick up the students. A signed permission form from a parent/guardian is required for all field trips. Parents wishing to attend a field trip must have an approved background check through the district on file and present the volunteer card in the front office prior to attending the field trip.

Lost & Found

Items found at school are turned in to the office and then placed in our lost and found in the cafeteria. We strongly encourage parents to write children's names on all lunch boxes, notebooks, coats, jackets, etc. Lost items that are not claimed in a reasonable period of time are donated to local charities.

After-School Activities

Transportation needs to be arranged in advance for students staying for after school activities. Students who are not picked up on time may forfeit participating in the next after school activity.

Health Office

A school nurse is available on our campus during the week. The nurse's office is for emergency situations and sick students. **If a student must take medication while at school, the parent must bring it to the school nurse along with specific instructions signed by the prescribing physician.** All medications (prescription and over the counter) must be kept in the nurse's office with the order from the physician. Students are not allowed to keep any type of medication with them, including over the counter medications, while at school.

The school nurse (or designee acting in the nurse's absence) may send a student home due to illness and or fever greater than or equal to 100.4 degrees F.

Symptoms for when a child should remain at home:

-Fever: A child who has had a fever of 100.4 degrees F or more should stay home for at least 24 hours after the fever has passed without the use of fever-reducing medications.

-Vomiting: Students who have vomited should remain home for at least 24 hours from the last episode and have kept down 2 normal meals.