

Student & Parent Handbook



Game On: Level Up on Learning

Creek Bridge STEM Academy
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Marion, South Carolina 29571
(843) 362-3500

WE ARE WARRIOR STRONG!

Mr. Famon V. Whitfield, III, Principal

Ms. Adrienne Johnson, Assistant Principal

Welcome

Welcome to the 2026-2027 school year at Creek Bridge STEM Academy. Our teacher handbook is designed to acquaint you with the expectations and procedure for the school and the district. This does not serve as a manual for all protocols but does provide pertinent information you will need this school year. Please become familiar with the information in this handbook.

Beliefs:

- All students can become productive members of society.
- Education is a partnership among students, families, schools, and community.
- Our children are the center of all decision making.
- Each person has unique needs and abilities and has value and worth.

Core Values:

- EMBRACE DIVERSITY: Respect differing ideas and thought processes.
- BE STUDENT-CENTERED: Everything we do affects the success of our students.
- DEVELOP ACADEMIC EXCELLENCE: High quality instruction equals high quality learning opportunities.
- STRENGTHEN COMMUNITY: CBSA will work with our community to establish lasting relationships to support our students.
- MODEL A GROWTH MINDSET: As the adults' model healthy growth opportunities, students will emulate this practice.

Vision:

- We will Engage, Educate, and Empower 100% of our students to their iReady stretch goal in ELA and Math.

Mission:

- The mission of Creek Bridge STEM Academy is to provide a balanced education through science, technology, engineering, the arts, and mathematics where students are set on a continuous path to achieve their highest potential as students and community members.

School Motto:

- We are Committed, Balanced, Successful, Achievers.

School Slogan:

We are Warrior Strong! #WarriorStrong

Communication:

- Teachers will provide parents with access to a mobile app for consistent communication. For more detailed communication we will utilize parent phone numbers and email addresses.
- Please ensure you update all contact information with the school as soon as possible. It is vital to the success of all students and our partnership with our parents.

School Uniforms:

- Creek Bridge STEM Academy students will wear uniforms to school and to school functions, including field trips unless stated. There may be special occasions when the principal will grant students the privilege to wear regular clothes.
 - **Pants**
 - Khaki or Black pants/capris/skirts/shorts
 - No cargo style pants
 - Belts should be worn
 - All pants should be worn appropriately at the waist without sagging and not be tight-fitting
 - All pants/capris/skirts/shorts should be worn appropriately
 - Skirts/shorts must be at least fingertip length
 - No leggings/jeggings may be worn

Shirts

- Long or short sleeve polo shirts (solid colored) Undershirts/thermals should be white or the same color as the shirt
- Shirts must not reveal any areas of the waist or upper body
- Coats, Jackets, Hoodies
- Plain coats, jackets, hoodies

Shoes/Socks

- Not appropriate
 - Bedroom shoes
 - No heels higher than one inch
 - No shoes with wheels

- Crocs worn as slides (strap off of heel and ankle strap resting on the front to wear as slides) violates the uniform dress code
- Closed toed shoes must be tied, buckled or worn as the manufacturer intended.

Headwear

- Hair bows and ribbons are acceptable headwear for girls
- No hats, bandanas, picks, rags, scarves, princess tiaras or sunglasses can be worn as headwear

ID Cards

- ID cards should be worn around the neck on a lanyard or clipped to the shirt.

The school administration will use discretion in determining whether or not dress is inappropriate/appropriate, safe/unsafe to the educational environment.

Dress Down Days

- We will have dress down days. These days will be announced in advance. Students may also earn a Dress Down Day Pass. Students should only dress down when an announcement has been made or the student brings home a dress down day pass.

Attendance

- Regular attendance is necessary if students are to make the desired and expected academic and social progress. South Carolina law requires regular school attendance for every child who is at least five years old on or before the first day of September of a particular school year, until the child turns 17 years old.
- If a student misses school, he/she should bring a written excuse, signed by his/her parent/legal guardian or licensed health care practitioner. Excuses must be presented within three days of the student's return to school. The reason and the date of the absence should be stated.
- If a parent fails to bring a valid excuse to school, he/she will receive an unexcused absence. If a student brings a false (or forged) excuse, the student will be referred to the school administration for appropriate action. In order to be promoted to the next grade, CBSA students must attend 170 of the 180 days school is in session.

Truancy

- State Department of Education regulations require schools to immediately intervene when a student has acquired three consecutive unlawful absences or a total of five unlawful absences. School personnel must identify the reasons for the unlawful absences and complete a Student Attendance Intervention Plan. Contact Ms. Allen, for more information.

Tardy Policy and Procedures

- It is important for students to arrive to class on time. Students will be marked tardy after 7:45 AM. If a student wants school breakfast, they should arrive by 7:15 AM so they are in class on-time. Students NOT in class by 7:45 AM are considered tardy.
- Students who arrive late to class will have a pass from the main office.
- If a pattern exit:
 - Parent contact will be made.
 - An office referral will be written if the pattern continues.
 - Tardies will start over each nine weeks.

Sign In and Sign Out

- Students arriving at school at 7:45 or later will need to be signed in by a parent or guardian.
- Only authorized persons who are listed in PowerSchool will be allowed to sign out students and must present their ID.
- Students should not be signed out after 2:00 pm without prior permission from the principal.

Arrival and Dismissal

- Cooperate with the staff members on duty.
- Students may NOT be dropped off before 7:05 AM.
- Parents driving students to and from school should use the designated car rider lanes and have their car tags clearly displayed from the rearview mirror.
- Drivers are asked to drive slowly and watch for students exiting and entering their cars.
- Car riders are dismissed from the media center entrance.

Transportation Changes

- Bus changes must be emailed to aallen@marion.k12.sc.us before 12:00 PM.
- If the student is a bus rider, we need the address where the student should be dropped off.
- If the student is going to be a car rider that day, the person picking them up should have the car tag appropriately displayed.

Change of Address/Phone Number/Email

- It is very important that every student maintain an up-to-date address, phone numbers, and email addresses in the school office.
- We notify parents/guardians of our school events, programs, school closings, and other important information via phone, email, and text message.
- Notify the school immediately if you have a change of address or telephone number during the school year. Contact Ms. Allen at (843) 362-3500.

Getting Involved

- Parents are encouraged to attend monthly School Improvement Council meetings, quarterly awards programs, monthly PTO meetings, Open Houses and any other school events.
- Notification of these meetings will be shared through our school notification system.
- If you would like to volunteer, please complete the volunteer form located on the Marion County School District website.

Parent/Teacher Conferences

- Parent-teacher conferences will be conducted quarterly at each interim report pickup date.
- Parents are encouraged to schedule conferences with their child's teachers regularly by contacting the teacher individually or by contacting the guidance office for a conference with the team.
- Teachers are available to conference with parents during their planning periods and after school hours.
- Parents may contact Ms. Allen for directions and to their codes to sign-up for Parent PowerSchool Portal to have access to grades and attendance.
- Parents of 8th graders are required to participate in the Individual Graduation

Make-up Work

- Students have up to five days to make up any missing work due to being absent.

Visitors

- Creek Bridge STEM Academy encourages parents and other citizens of the community to visit classrooms to observe the work of the school.
- Visitors must not hinder the instructional process and will only be allowed to visit a classroom for 15 minutes with an administrator or designee.
- Visits must be preplanned with the teacher at least 48 hours in advance.
- All visitors are required to report to the CBSA's Main Office and receive a visitor's badge.
- Visitors should adhere to the clear bag policy.

Food and Drinks

- Food and drinks are not to be eaten in the classrooms or hallways. They are restricted to the cafeteria.
- Occasionally, teachers may provide snacks for students as an incentive.
- Students are not allowed to use the microwave.

School Canteen

- The school canteen will operate on Wednesdays and Fridays while the students are on the way to recess.
- Canteen is cash only.
- Please do not send large sums of money.
- The school is not responsible for lost or stolen money.

Fundraising

- Our school will sponsor a fundraiser(s) each year.
- Selling will be voluntary and no minimum sales will be required.

Food Service

- Breakfast is served daily from 7:05 until 7:30 AM.
- Students will eat in designated areas.
- Students who are NOT in class by 7:45 AM, even if it's for eating breakfast, must obtain a tardy pass from the main office.
- Breakfast and lunch are provided at no cost to the students.
- Students may also choose to bring their own lunch from home.
- Students are not allowed to use the microwave.

Grading Policy

- The grade for the marking period represents an average of tests, quizzes, homework, oral and/or written reports, projects, and class work as determined by district and school policy.
- The district and school grading scale are as follows:
 - A 90-100
 - B 80-89
 - C 70-79
 - D 60-69
 - F 59 and below
- To stay up-to-date with your child's academic progress, stay in contact with the teacher be sure to obtain your login information for the Parent PowerSchool Portal.

Promotion and Retention

- Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth.
- MCSD Policy states that students must reach 60% mastery in math, language arts, social studies and science for promotion.
- Failure to meet these standards may result in a recommendation for summer school or retention.
- The principal, in consultation with parents and teachers, makes all final decisions concerning promotion or retention for each individual student.
- Notification of promotion or retention will be sent to the parent/guardian upon the completion of summer school, if school is required.

Textbooks

- Textbooks are issued to students for their use.
- Students are responsible for their textbooks.
- Fees will be charged for lost or damaged textbooks.
- If a book is lost or damaged beyond use, the entire amount of the book must be paid.

Awards

- Creek Bridge STEM Academy will hold quarterly awards programs.

Junior Beta Club

- The mission of the National Beta Club is to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary students. The requirements for induction into the CBSA Junior Beta Club are:
 - A cumulative yearly average of 90 or higher **OR** all grades 80 or higher **including electives.**
 - A successful review of behavioral history including no OSS on record.
 - If a member is placed on academic or behavioral probation, s/he has one semester in which to redeem his/her standing.
 - Each member has to accumulate at least 16 service hours per semester to remain qualified.
- For more information, please contact the school guidance counselor.

Honors Geometry with Statistics, English 1, and Computer Science (8th Grade Only)

- Eighth grade students who are state identified as Talented and Gifted in math or reading are placed in Geometry w/ Statistics and/or English 1.
- Other students must meet two of the following three criteria to be considered for placement in Honors:
 - 7th grade SC READY score Exceeds or other state assessment

- Teacher recommendation
- 7th grade Spring i-Ready score of exemplary
- 8th Grade Students may also take Computer Science for high school credit.

Assemblies and Special Programs

- During the school year we will have special programs, assemblies and pep rallies.
- Student behavior for these programs are listed below, and teachers will teach
- expectations to our students.

Athletics

- All 7th & 8th grade students are eligible to participate in sports activities.
- Sports available at CBSA are football, basketball, and cheerleading.
- Students are also eligible to participate in a limited number of JV and varsity sports (i.e. track, volleyball, wrestling, tennis, cross country, baseball, golf, softball, and basketball) at Mullins High School.
- Athletes are students first.

Illness of Injury

- In the event of illness or injury, Creek Bridge STEM Academy will follow procedures for the proper handling of such emergencies.
- The school nurse, or another trained person, will be responsible for administering first aid.
- The school will notify the student's parent/legal guardian of the student's illness or injury.
- The school will request that the parent/legal guardian make appropriate arrangements for the student's care.
- If the school cannot contact the parent/legal guardian immediately when a very serious accident occurs or when a child becomes alarmingly ill, the school will summon medical services or an ambulance to take the child to the appropriate medical facility.
- CBSA will administer first aid/emergency care and the routine delivery of health services to students according to the procedures specified in the Health Services Procedures Manual.
- Parents must complete a school nurse form before the nurse can administer nonemergency care and/or medications.
- Contact our school nurse for more information.

Medications

- A properly signed and dated request on the district approved form from the parent/legal guardian must be on file in the student's health record prior to administration of any medication, both prescription and over the counter, by school district personnel. School personnel contacted by parents, via telephone, are unable to dispense any medication without a signed medication permission form in place.
- Medication permission forms and medication orders must be updated at the beginning of each new school year for each new or different medication and when changes are made to the student's medication regimen. One permission form per school year will suffice for medications that will be given on a long-term basis.
- Medications must be provided in individual pharmacy-labeled bottles by the parent/legal guardian for each medication. The bottle label must contain the student's name, date, medication name, dosage strength and the directions for use, the name of the prescriber, and the name and address of the pharmacy.
- Disciplinary action will be taken for those students who have medication in their possession without a signed consent from their health care provider and the provision of an Individualized Health Care Plan.
- Parents are responsible to pick up unused medicine at the end of the school year. Any medication not picked up will be destroyed as mandated by the Environmental Protection Agency and the South Carolina Department of Health and Environmental Control.
- Contact Nurse Small for more information.

Discipline

- Students are to follow all classroom/ school expectations and rules.
- Consequences for failing to follow these expectations include (but are not limited to): parent contact, in-school suspension, parent conferences and out-of-school suspension according to the district's code of conduct.
- Students who are in frequent violation of rules and expectations and accumulate 10 or more referrals may be referred for an evidentiary hearing for placement at our district's alternative school. Each student will receive a Marion School District Code of Conduct as well as specific rules and expectations for CBSA from teachers.

Cell Phones and Electronic Devices

- We suggest cell phones as well as other electronic devices be left at home. However, if a parent allows their child to bring one to school, it must remain off, away (put in bookbags and not in pockets) and not visible during the school day.
- CBSA is not responsible for the loss or theft of these devices.
- Electronic devices include cell phones, ear phones, air pods, blue tooth headsets,

School Resource Officer

- The School Resource Officer is assigned to CBSA by the Marion Sheriff's Department. Officer McCullough is a great resource for our school and students and works closely with our students and staff. He is first, and foremost, an officer of the law. He will work to ensure safety of the school by checking the perimeter of the building regularly, checking door security, reviewing school safety protocols, and by being an active part of our drills.

School Counselors

- Creek Bridge STEM Academy has a counselor available to assist students and parents with a variety of issues that are a part of student life.
- Creek Bridge STEM Academy has partnered with Trinity Behavioral Care, Rehabilitative Health Services and the Department of Mental Health to meet the social, emotional, and mental health needs of our students.

School Dances

- School dances are an earned privilege.
- Students may be denied the opportunity to attend according to their discipline record.
- Students will know, in advance, if they are eligible to attend.
- All school dances will be chaperoned by a combination of teachers and administrators as well as the SRO.
- Dances are open to current Creek Bridge students ONLY!
- Dances will be scheduled to end by 8:00 PM. Students are required to remain only in prescribed areas.