

# North Mullins Primary

“Collaborative Learning, Collective Success”

## 2024-2025 Parent/Student Handbook



Principal: Ms. Jessica Fram  
Assistant Principal: Dr. Darlene Cantey

North Mullins Primary  
105 Charles Street  
Mullins, South Carolina 29574  
(843) 464-3750

Marion County School District

Direction

Preparing all students to live and work effectively, responsibly, and productively within our society.

Purpose

Marion County School District educates, prepares, and inspires students to be productive citizens in a changing global society.

Beliefs

We believe that:

- All students can become productive members of society.
- Education is a partnership among students, families, schools, and community.
- Our children are at the center of all decision making.
- Education should prepare students to succeed academically and socially so they can compete for quality jobs and become productive members of society.
- Each person has intrinsic value and worth and is a unique individual with different needs and abilities.

District Office Personnel

Dr. Kandace Bethea, Superintendent  
 Dr. Mark Bunch, Assistant Superintendent  
 Mrs. Stacy Wilbanks, Director of Human Resources  
 Mr. Jason Jordan, Director of Operations  
 Mr. Kevin Owens, Director of InFormational Technology  
 Ms. Angela Cooper, Director of Finance  
 Mrs. Brenda Cross, Food Nutrition Supervisor  
 Mrs. Susanne Elvington, Public Relations & Special Projects Specialist  
 Dr. Nickia Burks, Director of Special Services  
 Mrs. Cynthia Williams Blaine, Coordinator of Federal Programs/Special Services  
 Ms. Melanie Gordon, Instructional Technology and Accountability Officer/CTE  
 Dr. Tracey Holcombe Director of Instruction, Academic Officer STEAM  
 Mrs. Sharon Crowner, Parenting and Community Engagement Specialist  
 Mrs. Rachel Caulder, Academic Learning Specialist

Marion County Board of Trustees

Mrs. Patricia Atkinson, Chair  
 Mrs. Nadine Foxworth, Vice-Chair  
 Rev. Cynthia Brown, Member  
 Mr. Kevin Dozier, Member  
 Mr. Donnie Hill, Member  
 Mr. Derrick Weeks, Member  
 Ms. Ogleretta White, Member

## North Mullins Primary School

### Purpose

North Primary School educates, prepares, and inspires students to be productive citizens in a changing global society.

### Vision & Mission

#### Vision

*Collaborative Learning, Collective Success.*

#### Mission

*Creating a vibrant community where every child feels valued, respected, and inspired to achieve academic and personal success.*

### School History

North Mullins Primary School in Mullins, South Carolina, has been a cornerstone of educational excellence and community pride since its establishment. Founded to meet the educational needs of the local community, the school has grown over the years, expanding its facilities and enriching its curriculum to provide a nurturing environment for students. With a strong emphasis on academic achievement and community involvement, North Mullins Primary School continues to play a vital role in shaping the future of its students and fostering a sense of belonging in the Mullins community.

### Learner Standards

The following are necessary skills to succeed at the students' appropriate level:

- Read and comprehend a variety of information
- Use the writing process to express ideas through a variety of genre
- Access and use information through a variety of resources
- Communicate through listening and speaking
- Demonstrate competence in mathematics through problem-solving and practical application
- Understand and implement scientific and social studies principles

### Daily Schedule

7:00	Morning duty begins
	Students should arrive at school no earlier than 7:00 am each day.
7:30	Students are expected to be in the building and heading to class.
7:45	Students who are <b>not in the classroom</b> are marked tardy
	<b>•Tardy students will need to be signed in by a parent.</b>
7:50	School begins
2:30	Dismissal begins

### Scheduling

At North Mullins Primary School, we prioritize a well-structured schedule that balances academic rigor with opportunities for enrichment and personal growth. Our daily schedule is designed to optimize learning experiences, starting with arrival and morning routines that promote a smooth transition into the school day. Classes are organized to ensure ample time for core subjects such as mathematics, language arts, science, and social studies, supplemented by dedicated periods for physical education, arts, and technology. We also incorporate regular breaks and lunch periods to support students' physical well-being and social development. Our teachers adhere to a carefully crafted timetable that allows for both individualized instruction and collaborative activities, fostering a dynamic and engaging learning environment. By adhering to this schedule, we aim to maximize each student's potential while nurturing a love for learning that extends beyond the classroom.

### Change of Address and Telephone Number

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. Call the office at **843-464-3750**.

## Attendance

Marion County School District expects children to attend school regularly. 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.

Any student who misses school must present 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. Any written excuses submitted after three days will be marked as received, but the absence will not be recorded as excused. The reason and the date of the absence should be stated. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the teacher will refer the student to the school administration for appropriate action.

The school year consists of 180 school days. In order to be promoted to the next grade, North Mullins Primary students must attend 170 of the 180 days school is in session. Students at North Mullins Primary School are considered in attendance when present for at least four hours of a school day.

The Board grants approval of additional/excessive absences in accordance with Board policy as follows:

- Students in grades 1-12, who are not present the required number of days set forth above must have a written excuse from a licensed certified health practitioner for those days in excess of the standards set forth above. However, the number of additional absences with written medical excuses must not exceed 10 days for students at North Mullins Primary School.
- Students who exceed the allowable absence limit will not be promoted unless the student has been enrolled in the district's medical homebound instruction program.

## Tardy Policy and Procedures

- Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world. Also, to prevent disruption of the learning process, it is important for students to arrive to school and class on time. The Tardy Policy has changed and will be enforced by Administration.
- Teachers start class with a morning activity or assignment. Students who are late will miss an instructional assignment.
- A tardy is defined as the student not being in the **classroom** by 7:45 am.
- A student who arrives late to school **must be walked in and signed in by a parent in the office**. The student will then receive a tardy pass to enter class.

Please see additional attendance information in the Appendix.

## Make-Up Work

Teachers will permit students to make-up work missed during an absence as long as the parent makes arrangements with the teacher no later than the student's fifth day back at school. The student must complete the work within 10 days after his/her return to school.

## Early Sign Out For Students

Parents are asked to make every effort to schedule doctor and dentist appointments outside of school hours. When students are signed out early, students are missing valuable instructional time. Parents are not allowed to sign out students after 2:00 pm, unless it is approved by an administrator. For safety purposes, please be prepared to show your ID to the front office secretary.

## Arrival, Dismissal, and Transportation

Whether you are a walker, car rider, or ride a bus, practice every safety rule and protect yourself with continuous safety consciousness. Cooperate willingly with the staff members on duty.

The school doors will open at 7:00 a.m. In case of inclement weather, students may enter upon arrival and enter the cafeteria (or designated area) and wait for directions from a staff member. NO students are allowed in any other part of the before 7:00 a.m.

Students who are car riders to school must use the front entrance of the school for drop-off only. Morning drop-offs at the back of the building will not be permitted. Our staff will be stationed at the front of the school to assist with traffic flow and ensure a smooth drop-off process. We kindly ask that you refrain from passing other vehicles in the car rider line after dropping off your child. Your cooperation in following these guidelines is greatly appreciated for the safety and efficiency of our school community.

Parents driving students to and from school should use the designated car routes. Drivers are asked to drive slowly and watch carefully for students. Car riders should report to the designated pick-up area immediately after school. Drivers are asked to NEVER leave cars unattended in the lane to enter the building. **All students should be picked up from school by 2:50 p.m.**

Daycare buses and school buses will maintain their regular pickup location in the designated bus lane. We are excited to announce that the My Ride K-12 mobile application is now available district-wide! This app offers parents real-time tracking of their child's bus, enhancing the transportation experience. Here are some important details:

- Parents will need their child's Student ID to access the bus tracking feature within the app.
- It's crucial to ensure that all student addresses are accurately updated in PowerSchool. Incorrect addresses in PowerSchool may result in buses going to the wrong location.
- For the summer and upcoming school year, all bus drivers will have tablets to check students in. If a student's address is incorrect in PowerSchool, they may not appear on the tablet, potentially affecting their pickup and drop-off. Bus drivers rely on GPS systems provided by the State Department of Transportation to ensure accurate routes and stops.

## Health and Safety

### Illness and Injury

In the event of illness or injury, North Mullins Primary School 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 and/or 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. North Mullins Primary School will notify the parent/legal guardian as soon as possible. North Mullins Primary School 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.

### Medications

A properly signed and dated request on a Marion County School 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.

### Immunizations

South Carolina law requires students maintain current required vaccinations, screening and immunizations that are annually determined and published by the Department of Health and Environmental Control. These immunizations are necessary to prevent the spread of contagious diseases. It is required each student have on file a certificate of immunization showing

that he/she has been adequately immunized against such diseases. The South Carolina Department of Health and Environmental Control Form 1125E (Revised 92) completed by a licensed physician or the local Health Department will meet the requirements of an adequate certificate of immunization. Students will not be permitted to attend school without proper immunization.

### Medical Homebound

Medical homebound instruction is provided for students with and without disabilities who cannot attend school for a medical reason – a mental or physical condition that exists due to an accident, an illness, or pregnancy – even when transportation is furnished. The goal of homebound instruction is to provide continuity of instruction and to facilitate the student's return to a regular school setting as quickly as possible.

To be eligible for homebound services, a student must currently be enrolled in Marion County School District, be at least five (5) years of age and less than 21 years of age by September 1 of the current school year. A licensed physician must certify that the student is unable to attend school for a medical reason even when transportation is furnished, but may profit from instruction given in the home or hospital. Upon receipt of the completed Medical Homebound Form, the Superintendent of Marion County School District will review the form for approval. This is done through a designee, the Director of Special Services.

## Behavior

### District Behavior Expectations

The District expects students to conduct themselves appropriately including, but not limited to, behaving with honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others. They must know, understand, and follow District and school policies and rules. Ignorance of the provisions of policies and rules will not be acceptable as a defense in the event of an infraction by a student. The District recognizes that rules of student conduct and consequences for violations are necessary for the orderly operation of its schools. No disciplinary action shall be taken without all procedural rights being afforded to students and their parents as provided by Federal law, State law, S.C. Board of Education regulations, and the policies of the District.

Marion County School District rules, regulations, and procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. The rules apply to any student:

1. Who is on school or District property;
2. Who is in attendance at school or any school-sponsored activity, whether on or off school grounds;
3. Who is in route to and from school or a school-sponsored activity on a school bus or other District vehicle; or
4. Whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in District schools

The following are general categories of offenses. For a complete listing of acts and sanctions please see the Marion County School District Code of Conduct.

#### **Disorderly conduct – Level I**

Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

#### **Disruptive conduct – Level II**

Disruptive conduct is defined as those activities engaged in by students which are directed against persons or property and/or the consequences of which tend to endanger the health or safety of oneself or others. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Disorderly conduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs two or more times.

#### **Criminal Conduct – Level III**

Criminal conduct is defined as those activities engaged in by a student which results in violence to oneself or to another's person or property or which pose a direct and serious threat to the safety of oneself or others. These activities usually require administrative actions which result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

### Cell Phones/Personal Electronic Devices

The Marion County School District Board of Trustees will allow for the possession (not use) of paging devices, cell phones, and other personal electronic devices in school under the following circumstances:

- All paging devices, cell phones, and personal electronic devices must be powered off/non-operative and out of sight during the regular academic school day (7:00 am – 3:00 pm) and are never to be used in any area in which an

individual has a reasonable expectation for privacy including, but not limited to, restrooms, locker rooms, and showers.

A student in possession of a paging device, cell phone or/or personal electronic device in conflict with this policy will have the device confiscated and is subject to discipline as provided under the District's code of student conduct.

### **Student Search and Seizure**

Students and their belongings are subject to reasonable searches and seizures when administrators have a belief considered to be reasonable under these circumstances.

- A student committed a crime or a violation of a school rule.
- Such a search will reveal contraband or evidence of a violation of a school rule or a criminal law.

Any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction. Only the principal or his/her designee may conduct such searches within the constitutional parameters outlined above unless exigent circumstances exist which require another staff member to take immediate action for safety reasons.

Teachers and principals may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances, which will avoid unnecessary embarrassment to the person being questioned. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

When law enforcement officers find it necessary to question students during the school day, the school principal or his/her designee will be present. The police will conduct the questioning in the principal's office with the principal or his/her designee present. The principal or his/her designee will attempt to contact the parent/legal guardian and request his/her attendance.

If police intend to take a student into custody or arrest a student, they must present an official warrant. The principal will assist the law enforcement officer in assuring that all procedural safeguards as prescribed by law are observed.

School administrators will contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones, which may result, or do in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

### **Bus Conduct Guidelines**

Marion County School District has established rules and guidelines for bus conduct and behavior. All students are asked to adhere to these policies. Infractions on school buses will be handled according to the MCSD discipline code. Continual abuse of bus privileges will result in suspension of bus transportation privileges.

Parents should direct all questions regarding service to the Transportation Office. All questions concerning bus schedules and routes, changes in a child's pick-up location, satisfaction with bus service, etc., should be directed to the Transportation Office. (843-431-5055)

All concerns parents have regarding conduct on the buses should be brought to the attention of the school administration. The school will not allow disruptive behavior on the buses or destruction to bus property. The school reserves the right to discontinue bus service for a child who has been a repeat offender.

If a discipline problem occurs on the bus, the driver will fill out an online form that will be sent to the school administration. Following a meeting with the student, the school will send home a discipline notice. A copy will be kept by the school and the driver for future reference. A student who has more than one disciplinary problem on the bus may have bus riding privileges revoked.

**\*A written notice must be submitted by the parent/guardian is required for any transportation changes (car or bus).**

### **Bus Rider Guidelines**

#### **Riding the bus is a privilege.**

The following are the rules for discipline on buses in Marion County School District. These rules apply to all students in grade K-2.

- Parents are notified if any child is suspended or disciplined from an incident arising on a bus, parent is verbally contacted and written notification is mailed (or sent) home to the parent; student cannot be taken off the bus until steps below are taken; if verbal communication cannot be gained, student will ride until the parent/guardian is contacted.
- The school bus driver will not remove a student from the bus for disciplinary reasons; only a school administrator and/or the bus supervisor can remove a student from the bus; the driver completes the student bus discipline



Form and forwards it to the school administrator for action; the driver will only state the facts/details of the incident (driver will not give opinion or editorialize the situation).

- Bus drivers' will enter bus discipline information into Educator's Handbook which is recorded in the PowerSchool database.
- Bus drop off and pickup will be in the back of the building. Parents are asked not to enter the bus line at any time.

## Grading and Reporting Grades

Report cards are designed to communicate to parents/legal guardians information on their child's progress toward grade level standards. Report cards are issued at the end of each 45-day grading period. Interim reports will be provided at the mid-point of each 45-day grading period. Parents will also have an opportunity to conference with their child's teacher at the interim and/or end of each 45-day grading period.

<i>5K-5<sup>th</sup> Grades</i>					
<i>Academic Expectations</i>	Consistently <b>EXCEEDS</b> grade level expectations	<b>MEETS</b> grade level expectations	<b>PROGRESSING TOWARDS</b> , but not meeting grade level expectations	<b>NOT MEETING</b> grade level expectations	Not assessed at this time
<i>Report Card Grades</i>	<b>E</b>	<b>M</b>	<b>P</b>	<b>N</b>	<b>•</b>

All report cards and transcripts for students in grades 2 through 12 will use numerical grades. These grades will be based on the uniform grading scale as established by the state board of education. *\*The 10 point grading scale will apply to students in grades 2-12.*

The uniform grading scale is as follows:

<i>2<sup>nd</sup> Grade</i>				
<b>A 90-100</b>	<b>B 80-89</b>	<b>C 70-79</b>	<b>D 60-69</b>	<b>F 59 and below</b>

Montessori report cards will be produced using Transparent Classroom software, presenting information in the following format:

<i>Montessori Classrooms (5K-5<sup>th</sup> Grade)</i>		
<b>Content Level Skill(s)</b>	Introduced	
	Practiced	
	Mastered	
<b>Strengths/Areas of Improvement</b>	<b>I-Ready Progress</b> <ul style="list-style-type: none"> <li>• Current Performance Level</li> </ul>	<b>Working Habits:</b>

\*Special Areas will be issued as Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U).

## General

### Care of Library Books

Students are responsible for all library books issued to them during the school year. All lost or damaged books must be paid for. Funds collected for lost books are designated for replacement costs. If a lost book is later found, the money paid will be refunded. If lost or damaged library books are not paid for, students' records will not be released.

### Celebrations and Treats

Birthday parties and celebrations are very important to our students. All food must be purchased from the store and pre-packaged. This ensures that we will have the nutritional data and can best ensure safety for all students' medical needs. In order to limit interruptions to classroom instruction, birthday parties and celebrations will be conducted during lunch. Please be sure to make prior arrangements with your child's teacher.

### Drinks

Food from the cafeteria should stay confined to the cafeteria area. Students may have water in the classroom, preferably in a water bottle, to reduce the need for leaving the classroom and minimize interruptions to instruction.

### Food Service



Nutritious hot breakfasts and lunches are available to all students at no charge. Students are encouraged to eat school lunch. Those who choose not to eat school lunch may bring lunch from home. Parents and legal guardians are encouraged to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the district's nutrition standards for individual foods and beverages. Students may not share their food with any other student at any time during the school day.

#### **Fund Raising**

Our school will sponsor several major fund-raising campaigns each year. Selling will be voluntary and no minimum sales will be required. The principal must approve any grade level or club fundraisers.

#### **Homework**

Homework is regarded as an important part of each student's education. Homework should be a review or reinforcement of skills already mastered in the classroom and should not be new information for the student. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. All students should complete a nightly reading assignment. In addition, other assigned homework may be given.

#### **Parent/Teacher Conferences - Interim Reports and Report Cards**

Parent-teacher conferences will align with interim report pickups. The dates for these pickups will be shared via social media, classroom newsletters, and principal announcements. We encourage parents to regularly schedule conferences with their child's teacher(s). Please contact your child's teacher to arrange a conference, either during a planning period or after school, as teachers will not be available during instructional time. Your participation in these conferences is crucial for maintaining open communication and supporting your child's academic progress.

Report Cards will be sent out at the end of every nine-week period. Parents will be notified immediately if their child is failing, or in danger of failing a specific subject.

#### **Promotions and Retentions**

Promotion to the next level of work or retention in the same grade for another year shall be determined by which is best for students. Promotion or retention shall be the cooperative recommendation of the teacher, principal, and the parent. Final decisions will be the responsibility of the principal. A pupil shall be promoted to the next level of work if his/her educational development is satisfactory. Students shall not be promoted if they have not made adequate progress, and it is generally agreed that he/she will benefit by retention in the same grade for another year.

#### **Recess**

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. The principal, at times may decide that the weather does not permit outdoor recess time. If the temperature is below 40 degrees and above 95 degrees, students will not participate in outdoor recess. If your child is to be excused from recess, a note of explanation is required to be given to your child's teacher.

#### **School All-Call System**

There are often times during the year when the school needs to use our automated all-call system to relay important messages to parents. Please take the time to listen to the voicemail from the school before returning any calls. This will help reduce the number of calls to the school and assist us in being available to answer questions or issues that may arise.

#### **School Improvement Council**

North Mullins Primary School has a strong School Improvement Council made up of teachers, administrators, parents, and community members. Elections for new members are held in the fall of each school year. The purposes of the Council are:

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens within the community to clarify information concerning the school programs.
- To offer for consideration to the school principal suggestions concerning program improvements with respect to students' needs and program operations within the individual school, area, or district.

#### **Visitors**

Parental involvement is critical to the success of our students and our school, and we welcome your participation. However, we request that parents/guardians make an appointment to see the teacher, whenever possible. This will enable us to set aside a specific time for discussion. Likewise, visits to the classroom must be arranged through the Principal's office with prior administrative approval. This enables us to protect instructional time from excessive interruptions during the day. Conferences with teachers may be scheduled by calling the school office or by sending a note to the teacher. To ensure our students' safety and to protect instruction time, all visitors are required to report to the office upon arriving. In the office, you will be given a visitor's badge to wear during your visit; all visitors must wear a badge at all times. We understand that pre-school children do not comprehend the need to remain quiet, so we ask that you do not bring pre-school children with you in order to limit instructional interruptions. Also, no school-age child, relative, or friend may visit in your child's class.

**DISTURBTING SCHOOLS LAW FOR SOUTH CAROLINA** – It is against SC law for any person to willfully and unnecessarily interfere with or disturb schools in any way. This includes interfering with operating procedures, disturbing classes, loitering, entering the school without permission, or acting in an obnoxious manner. Any person found guilty of violating this law will be charged with a misdemeanor and pay a fine of not more than \$1000 or be sentenced to jail time for not more than 90 days. If a child is found guilty of violating these laws, it will be handled in Family Court.

## North Mullins Primary School Dress Code 2024-2025

-All students will wear uniforms to school.

**Pants:**

- Khaki pants, capris, skirts, shorts, and skorts are acceptable.
- All pants must be worn appropriately at the waist without sagging.
- Skirts, shorts, and skorts must touch the top of the knee.
- Tights may be worn. Leggings or footless tights may be worn underneath a skirt or dress, not to be worn as pants.
- We strongly encourage students to wear shorts or leggings under their dresses and skirts.

**Shirts:**

- Long or short sleeve solid color polo shirts are acceptable.
- Color of uniform shirts are Montessori - navy blue, 1<sup>st</sup> Grade - royal blue, and 2<sup>nd</sup> grade - red

**Shoes:**

- No open toe shoes, shoes must have a back or strap across the heel.
- No bedroom shoes.
- No shoes with wheels, heels, or lights.
- Shoes must be tied, buckled, or worn as the manufacturer intended.

**Headwear:**

- No hats, bandanas, picks, rags, scarves, or sunglasses can be worn as headgear.

\*Anything worn that does not fall within the above guidelines fails to meet the North Mullins Primary School dress code and is not permissible.

### PBIS

PBIS is a school-wide system that includes proactive strategies for teaching, modeling, and reinforcing appropriate student behavior. We are using this program to help our students have a safe, positive learning environment and to provide consistency in all areas of our school.

Your student is taught behavior expectations by their classroom teacher and by the school counselor. Every adult in the building reinforces students when they meet the behavior expectation and reteaches when they need a reminder of what to do.

### NMP School Expectations & Procedures

#### Main Office

<ul style="list-style-type: none"> <li>• Walk in the hallway</li> <li>• Voice Level 0</li> </ul>	<ul style="list-style-type: none"> <li>• Enter through the front office door quietly</li> <li>• Stop at counter</li> </ul>	<ul style="list-style-type: none"> <li>• Greet office staff and explain why you are there</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for directions</li> </ul>
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#### Playground and Recess

<ul style="list-style-type: none"> <li>• Take care of the equipment</li> <li>• Keep wood chips in place</li> <li>• Use your bumper to slide</li> <li>• Watch out for others</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated area</li> <li>• Throw away all trash</li> <li>• Put away all equipment after recess</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns on the playground equipment</li> <li>• Share the equipment (balls, jump ropes, etc.)</li> <li>• Play fair and be polite</li> </ul>	<ul style="list-style-type: none"> <li>• Obey the adults on duty</li> <li>• Listen for directions</li> <li>• Line up orderly and enter the building quietly</li> </ul>
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#### Restroom

<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly for your turn</li> <li>• Use water, soap, paper towels, and tissue wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others</li> <li>• Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself. Report any problems to the nearest adult.</li> </ul>
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#### Hallway

<ul style="list-style-type: none"> <li>Walk on the second tile</li> <li>Face the front</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly in the hallway (voice level 0)</li> <li>Always have a hall pass and go to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Listen for directions</li> <li>Admire work with your eyes</li> </ul>	<ul style="list-style-type: none"> <li>Report to your destination</li> </ul>
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**Arrival and Dismissal Area Expectations**

<ul style="list-style-type: none"> <li>Walk in a quiet line to your area</li> <li>Remain in your area</li> </ul>	<ul style="list-style-type: none"> <li>Keep your things in your book bag</li> <li>Listen for directions</li> </ul>	<ul style="list-style-type: none"> <li>Leave your area as you found it</li> <li>Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Respect other people's property</li> <li>Be positive</li> </ul>
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**Bus Expectations**

<ul style="list-style-type: none"> <li>Follow the bus driver's directions</li> <li>Stay calm while getting on and off the bus</li> <li>Remain in your seat, no standing up</li> </ul>	<ul style="list-style-type: none"> <li>Pay attention and watch for your stop</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Voice level I</li> </ul>	<ul style="list-style-type: none"> <li>Keep your things in your book bag</li> </ul>
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**Cafeteria Guidelines**

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line. Cutting the line will not be tolerated. All classes will sit together with their teachers. Students may not share food. Students may leave their table only when excused.

**Cafeteria Expectations**

<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Keep your hands, feet and objects to yourself</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate table manners</li> <li>Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>Eat silently for the first ten minutes</li> <li>Voice level I when given permission by the teacher</li> <li>Remain quiet in the serving line</li> </ul>	<ul style="list-style-type: none"> <li>Listen to directions</li> <li>Line up and exit the cafeteria quietly</li> </ul>
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**Assembly Guidelines**

Assemblies are planned periodically as special events on the school calendar. It is our view that assemblies have beneficial influence on the lives of students at NMPS. It is our expectation that students participate in a positive manner during the program. Student attendance during school day programs is required. Special attention to etiquette and good citizenship is expected of all students. We can all share in the success of our programs by observing the following:

- Students will sit in their assigned area during each assembly.
- All talking and distracting activity shall cease when the performance begins.
- It is appropriate to respond to the assembly. The type of response, of course, is dependent upon the nature of the assembly. Activities such as shouting, comments to the performers, or throwing objects are inappropriate activities at all times.
- Exhibit the utmost courtesy and respect for participants.
- Enter and leave quietly.
- Show appreciation for the efforts and talents of participants by enthusiastic and courteous applause.
- Enjoy the program.

**Assembly Expectations**

<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your personal space</li> <li>Sit crisscross applesauce</li> <li>Watch for your teacher's signal before standing up to leave</li> </ul>	<ul style="list-style-type: none"> <li>Sit quietly</li> <li>Sit up straight</li> <li>Eyes should be on the speaker</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively</li> <li>Voice Level 0w</li> </ul>
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**Emergency Drill Guidelines**

For safety purposes, EPS will regularly practice procedures for emergencies such as fires, tornados, earthquakes and intruders. When signals for the drills are given, students are to remain silent and follow directions given. If the student is not with their class at the time of the drill, the student should go to the nearest adult for direction.

**Emergency Drill Expectations**

<ul style="list-style-type: none"> <li>Line up immediately at signal</li> </ul>	<ul style="list-style-type: none"> <li>Stay in a single file line</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Listen to directions</li> </ul>
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<ul style="list-style-type: none"><li>• Voice Level 0</li><li>• Follow the direction of the teacher or nearest adult</li></ul>			
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## Student and Parent Acknowledgment and Pledge

The Parent/Student Handbook has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Therefore, please (1) review and discuss the Parent/Student Handbook with your child and afterwards (2) sign and return this sheet to your child's school. Should you have any questions when reviewing the Parent/Student Handbook, please contact your child's principal.

I have reviewed the Parent/Student Handbook with my child and understand the rights and responsibilities contained therein.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To help keep my school safe, I pledge to show good character, work to the best of my ability, and adhere to the guidelines established within the Parent/Student Handbook.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_