



Starr Elementary School Student Handbook

School Hours

During normal operation, the school day begins at **7:45 a.m.** and ends at **2:25 p.m.** A student is not to report to school before **2:20 a.m.** Teachers are not on duty until 7:20, so it is imperative that students not arrive before 7:20. Car riders should be at school no later than **7:40 a.m.** This allows students five minutes to walk to class. **Student arriving after 7:45 are marked tardy and must be signed in at the office by a parent before being admitted to class.**

If a student is to be dismissed from school due to an emergency, the parent must report to the office to sign the student out. Please do not ask to sign your child out after **2:00 p.m.** unless you have an emergency or a doctor's appointment. Students must be picked up by **2:45 p.m.** Parents who consistently send their children to school early or pick them up late will be required to meet with the principal and/or social worker.

Attendance Rules

Regular attendance at school is extremely important to the education of your child. Absences from school will be classified as excused or unexcused. In accordance with the South Carolina law and Anderson District Three policy, an intervention conference will be held with parents and administration when a student accrues five unexcused absences and will be referred to the Anderson County Attendance Office. In addition, a student will be considered for retention due to excessive absences.

Lawful Absences Shall Be:

- Personal Illness
- Death or serious illness in the immediate family
- Religious holidays of his/her faith
- Appointments for medical or dental reasons

Lawful Absence Excuse:

When the student is lawfully absent, he/she shall:

- Present a note to his/her homeroom teacher from home or a doctor within three days of returning to school. If the excuse is not presented by the third day, the absence will be considered unexcused and considered unlawful.
- The excuse shall include the name of the student, the reason for the absence(s), the date(s) of the absence(s), and the signature of the parent/guardian, medical doctor, or dentist.
- A student may be excused for personal illness up to five times by parents/guardian signature. After the five times limit, a student shall be excused only with a signed excuse from a medical doctor or dentist. Always obtain a medical or dental excuse every time you visit the doctor so these can be used during the year when a doctor visit may not be necessary.

Attendance Awards:

After each nine week grading period, students will receive an award for perfect attendance. At the end of the school year, students that have perfect attendance with for the entire year will receive a certificate.

Student Enrollment Procedures

Basic requirements for student enrollment:

1. Copy of birth certificate
2. Copy of social security card
3. Immunization record
4. Current proof of residency (phone, water, power, or cable bills that show address of the home)

Visitors

Parents are not only welcome, but encouraged to visit Starr Elementary School. For safety and security reasons, all visitors are required to come to the office upon arrival. Visitors will need to sign and receive a visitor badge. Upon departure, visitors are asked to return to the office and sign out. We do ask that parents call the school to pre-arrange conference times with classroom teachers.

Health Procedures

All students entering for the first time must have proof of immunizations; "NO SHOTS, NO SCHOOL." The school nurse will work with parents to ensure student immunizations are in compliance with state law.

Starr Elementary has a full-time nurse on duty during regular school hours. If a student becomes sick or injured, he/she will be sent to the health office. If after observation, the illness or injury appears to warrant contact of a parent, reasonable efforts will be made to contact parents. Parents may be requested to come and pick up a student at that time. If sickness or a minor injury occurs near dismissal time, the student may be sent home on the bus. Emergency information sheet are to be completed and updated each year. If changes are made in employment, telephone number, or alternate contacts, please call the office (352-6154) so changed can be recorded.

In the event of serious illness or injury every effort to contact parents will be made. If the school is unable to contact parents or reach an emergency number and the illness/injury is thought to be of such a nature to require the services of a doctor, the child will be taken to the hospital for treatment. This action in no way implies that the school assumes financial responsibility for the illness/injury.

There are some students who have special health problems. The principal and nurse should be advised of those students who require immediate or special attention for conditions such as diabetes, epilepsy, heart conditions, or any other physical conditions. It is imperative that these students have an up-to-date and accurate Emergency Information Sheet on file at all times.

Generally, medications (including aspirin) will not be dispensed by the school or by any school personnel. Students who bring medication to school to take during the school day must have written parental permission to take the medicine (see the school nurse for correct form). All medication should be brought to the health office for storage as students arrive at school. A note from the parent/doctor as to how the medication is to be administered must accompany the medication. All medication is to be furnished by parents in its original packaging or pharmacy labeled bottle. Students will report to the health office to take all medication.

Speech Therapy

Starr Elementary has two full-time speech therapists that work with students who are enrolled in speech or language therapy. Teachers or parents can make speech referrals at any time during the school year. Parents who would like their child referred for a speech evaluation may contact the speech therapist, their child's teacher, or the school office. Students who are enrolled in speech have an individual plan, which is created by the speech therapist and parents. All decisions about placement or programming are made with parents' consent.

Special Needs Services

In striving to meet the educational needs of all students, Starr Elementary recognizes that some students are in need of extra assistance to help them reach their fullest educational potential. Teachers who believe that a child could benefit from special education services may contact parents to gain their input about pursuing an educational evaluation for special services. Parents may also request that their child be evaluated for special services. Parents are involved in every aspect of the process and all placement and programming decisions are made with parental consent.

School Counselor

Starr Elementary's school guidance counselor is available to address concerns of students, teachers, or parents at all times. The counselor works to facilitate each student's success with character education and academics by collaborating with families and teachers. Individual and group counseling sessions are available to all students. In addition the counselor works with the administration and teachers to plan and implement standardized tests.

Conferences

Parent-Teacher conferences are encouraged. If the teacher feels a conference is necessary, the school will contact the parents. If for any reason a parent wishes a conference with the teacher, the parents should contact the teacher at school to schedule a mutually agreeable time.

When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the principal. Teachers, administration, and parents share common goals of creating positive learning experiences for students.

Grading Procedures

Report cards are issued at the end of each nine weeks. This is a means of informing parents/guardians of student progress throughout the year. The following letter grade system is used at Starr Elementary:

A = 100 - 93	Excellent	S = Satisfactory
B = 92 - 85	Good	N = Needs to improve
C = 84 - 77	Fair	U = Unsatisfactory
D = 76 - 70	Passing	
F = 69 and Below	Failure	

Honor Roll Requirements

Outstanding academic work is recognized through our Honor Roll system. Students are selected for the Honor Roll each grading period. To be placed on the Honor Roll, students in grades 1-5 must demonstrate the following:

All "A" Honor Roll = all A's in academic subjects

"A/B" Honor Roll = no grade less than a B with at least one A in academic subjects

Homework

Homework is a teacher-planned learning activity, which takes place largely outside of the students regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and to talk with their child about what they learned each day. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer additional suggestions for evening activities.

Whenever students are absent, parents may request that homework be sent home with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make request early in the school day. The student shall be allowed to make up schoolwork missed during an absence. With four days after returning to school, the student must either make up all work or establish a schedule acceptable with the teacher for making up missed work.

Discipline

The teachers and staff at Starr Elementary School strive to provide the best possible education for students. Discipline is a cooperative effort among students, parents, teachers, and administrators. In order to produce the best learning environment, it is necessary that all students demonstrate appropriate cooperation and respect toward teachers, substitutes, and staff members. **Classroom misbehavior is not acceptable.** Students must show respect towards others at all times. It is expected that language directed towards teachers and fellow students will be polite and appropriate. Disrespect for those in authority will be reason for severe action. Staff members of the school are responsible for the supervision of all students. Students must obey and respect every member of the staff, whether or not they are under their direct supervision. Directions by teachers, substitutes, and other members of the school staff must be followed. A student may disagree with the directions of the school staff, but does not have the right to disobey the direct and reasonable instruction of a teacher. The Anderson District Three Discipline Code will be enforced. Parent conferences, detention, and suspensions are not considered too severe for the school to take in order to maintain an atmosphere which will lead to a good education. We expect our students to be well-mannered and considerate of others at all times.

Field Trips

Starr Elementary teachers plan trips away from school, which support curricular objectives. A permission slip must be signed by a parent or guardian before a student is allowed to go on a trip. A limited number of parent chaperones may be asked to accompany the class on the trip. All chaperones must complete information and grant permission for a SLED check required by the district. Only parents passing a SLED check are authorized to accompany students of field trips. Chaperones should follow school rules and accept the responsibility of following procedures set by the teachers. Tobacco use is prohibited on field trips. Students are expected to exhibit excellent behavior as they represent Starr Elementary School

Dress Code

Student appearance is in direct relationship to good work habits and behavior. Student appearance should not be disruptive to the educational process. Boys and girls may wear shorts to school as long as they are no shorter than five inches from the top of the knee. Girls' skirts are to be no shorter than five inches from the top of the knee. Tank tops and bike shorts are not permissible for boys and girls. Crop tops or shirts revealing the midriff are not permissible. Caps and sun glasses are not to be worn in the building. Garments may not have advertising or wording promoting alcohol, drugs, or sex. Vulgar or suggestive slogans on clothing or pins are not permissible. If a student is unsure whether something would be allowed, the safest course of action would be not to wear it. Parents will be called to bring acceptable clothing if necessary.

Personal Items

Students shall not bring toys, trading cards, athletic items, electronic equipment, money or any nonessential personal items onto school property unless authorized by a staff member. Starr Elementary is not responsible for lost or stolen items.

Lost and Found

All found items will be placed in our lost and found designated area. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, lunch boxes, etc. All items not claimed in a reasonable amount

School Property

Students are expected to be responsible for all textbooks, library books, and additional items and/or furnishings considered part of school property. Students are expected to pay for property, which is lost or damaged.

Safety

Safety is a prime concern at Starr Elementary School. Because of this, parents must send a note with their child if there is a change in car or bus transportation. If the child does not have a note signed by a parent they will be expected to go home in the normal manner. All outside doors at school will be locked during regular school hours with the exception of the front door.

Drills

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

Emergency School Dismissal

Due to weather conditions, there will be days when school may start later, close earlier, or be cancelled. When severe weather occurs, we suggest that parents listen to WRIX-103.1 FM for television channels 4 (WYFF-Greenville) or 7 (WSPA-Spartanburg). If no announcement is made, school will operate on a regular schedule. Please do not call the stations or Starr Elementary.

Telephone Use

Our school phone is a business phone. Please try to handle all pick-up or other arrangements with your child before he/she comes to school. Please do not call the school office and ask for a message to be relayed to a student unless it is an emergency.

Cafeteria

Starr Elementary operates a cafeteria that offers students hot, nutritious lunches each day. Breakfast is free to all students and is served in the classroom each morning. Each student is given a brown envelope with their name and barcode account number. It is very important that these envelopes are used for lunch money only. The date and amount of money enclosed should be written on the outside of the envelope. The envelopes are sent home in Friday Folders to be returned on Monday morning. Parents and students are given accounts notices. Please send money to school on a weekly or monthly basis. We do not have charge accounts. Federal assistance is available for income-qualifying families. Applications for free/reduced priced lunches are available in the school office. Meals must be paid in advance. Parents also have the option of going to www.myLunchMoney.com to pay by an automatic pre-payment option.

We encourage all students to purchase the hot lunch offered at school. Parents who opt to pack a lunch for their child are caution to pack only those foods that do not spoil easily. Students who bring lunch from home may purchase mild in the cafeteria. Students are expected to follow standards of good behavior during meals and obey all direction from school staff.

Media Center

The Starr Elementary Media Center is open to students during school hours. Students in grades K-2 are allowed to check out one book each week, while students in grades 3-5 are allowed to check out two books.

Students must follow five rules when they are in the media center. The rules are based on the acronym BOOKS.

B - Be careful with library books and materials

O - Only use kind words and actions

O - Obey all instructions during activities

K - Keep shelves neat and clean

S - Speak quietly and listen carefully

The media center offers the Accelerated Reader program to students in grades 2-5. Students read books and take tests in order to earn Accelerated Reader points. As students earn points, they also earn prizes.

In addition, students in Kindergarten and first grade will have a chance to become members of the READ (Reading at an Early Age Daily) Club. As a result of reading books and keeping a log of those books, they will be able to earn prizes.

Two book fairs are hosted by the media center each year. Any money earned through the book fairs will be used to order additional books and materials for student use in the media center.

The fee for a lost or damaged book is \$15.00.

Website and Blog

School information and events are featured on the Starr Elementary website. Starr's website can be accessed at <http://www.anderson3.k12.sc.us/starrelem/>. There, you will also find a link to the Starr News Blog, featuring great happenings at our school. The address for our school blog is <http://moored.wordpress.com/>.



Please sign and return the front and back of this page.

Legal Residency

By signing this statement, I declare that I am a legal resident of Anderson School District Three and my child is eligible to attend Starr Elementary School by living in the Starr School attendance zone. Students who do not reside in Anderson School District Three must pay out-of district tuition or qualify by some other reason. Forms are available in the office for these purposes. Out-of- district tuition may be charges retroactively if the above statement is discovered to be false.

Student's Name: _____ Date: _____

Parent/Guardian: _____

Students who reside in Anderson School District, but do not reside in the Starr School attendance zone must have permission to attend Starr School. Forms are available in the office for that purpose. This permission must be granted each school year even if the student attended Starr Elementary in the past.

South Carolina Attendance Laws

Section: 59-65-10: All parents shall cause their children or wards to attend regularly a public or private school or kindergarten of this State which has been approved by the State Board of Education or a member school of the South Carolina Independent School Association or some similar organization, or parochial, denominational, or church related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age before September first until the child or ward attains his/her seventeenth birthday or graduated from high school.

Section:59-65-20: Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

Section 59-65-70: If the court determines that the reported absence occurred without the knowledge, consent or connivance of the responsible parent or guardian or that a bona fide attempt has been made to control and keep the child in school, the court may declare such a child to be a delinquent and subject to the provisions of the law in such case.

In accordance with the above laws, I/we certify that the regulations pertaining to the **South Carolina School Attendance Laws** have been explained and that I/we have received a copy. I understand my responsibilities and will comply with the **Laws**.

Parent/Guardian: _____

Student: _____ Date: _____

School Official and Title: _____

Media Form

As a parent/guardian of _____, a student at Starr Elementary School, I hereby give permission for my child's name, recognizable picture and/or school work to be used by Anderson School District Three in the following manners.

- In school-sponsored publications, including but not limited to newspapers/newsletters.
- On the school/district website concerning school-related activities.
- In other media, including but not limited to newspaper and television, in articles or news stories pertaining to the school/district including recognition for student awards and achievements.

I understand that by providing my permission for my child's name, recognizable picture and/or school work to be used as noted above, I am not giving permission for the District to release any information regarding my child's discipline record or any special education records pertaining to my child.

I agree to hold harmless and indemnify Anderson School District Three, its Board of Trustees, employees, and agents should any claim arise regarding the use of my child's name, photographic image and/or school work as noted above.

I do give my permission:

Parent/Guardian: _____ **Date:** _____

As the parent/guardian of _____, a student at Starr Elementary School, I do not give my permission for my child's name, recognizable picture and/or school work to be used by Anderson School District Three, I do not wish for my child to be identified or photographed for publications and/or display with regard to any school related activity.

I do not give my permission:

Parent/Guardian: _____ **Date:** _____

Corporal Punishment

From time to time, staff members at the school may employ different forms of discipline. Corporal punishment is one option which may be employed. The wishes of parents will be followed in the use of corporal punishment. Please indicate below your desires concerning the use of corporal punishment with your child.

Student's Name: _____

Homerom Teacher: _____

_____ Corporal punishment maybe used with my child at school when deemed appropriate by school officials in accordance with School District Three Policy.

_____ Corporal punishment may be used with my child at school. I wish to be notified before corporal punishment is administered. If I can not be reached, I may need to accompany my child to school the next day.

_____ Corporal punishment may not be used with my child at school. Other forms of discipline may Be used, including but not limited to, required parent conferences or suspension.

Parent/Guardian: _____ Date: _____

Parent Communication

Communication between home and school is an important part of your child's educational process. If you have an e-mail address at home or at work, please share that with us so that we may have an alternative means of communication.

Student's Name: _____

Home E-mail: _____

Father's Work E-Mail: _____

Mother's Work E-Mail: _____

Custody Information

Student's Name: _____

Homeroom Teacher: _____ Grade: _____

Please check only one line.

_____ My child does not have any custody issues that need to be addressed.

_____ My child has custody papers on file at school.

_____ My child has custody issues, but does not have papers on file at school. I am aware that without papers on file, legally my child may be released to either biological parent.

Parent/Guardian: _____

Date: _____

Due to custody issues, my child **may** be released to the following people:

1. _____
2. _____
3. _____
4. _____
5. _____

Due to custody issues, my child **may not** be released to the following people:

1. _____
2. _____
3. _____
4. _____
5. _____