



**Parent-Student Handbook  
2016-2017**

**Jake Rambo, Principal  
855 Von Kolnitz Road  
Mt. Pleasant, SC 29464  
Phone: 843-849-2805  
Fax: 843-849-2892**

August 2016

Dear Parents,

This handbook was developed to familiarize you with James B. Edwards Elementary School's procedures, policies, goals and expectations. We appreciate your taking the time to review its contents with your child. Please read this handbook together and refer to it periodically throughout the year as needed. We have decided to make this handbook available through our website in an effort to make it more accessible yet paperless.

Hopefully, the information in the handbook answers many of your questions. We are always available to clarify any school matter. Please do not hesitate to contact us at (843) 849-2805.

A close home/school relationship built on mutual trust and respect is absolutely necessary to promote the best interests of children. At James B. Edwards we take pride in the relationships that we form with students, parents and the community at large. It is through these relationships that we are able to continue our success as a superior school. We look forward to working with you this year.

Sincerely,

Jake Rambo, Principal

**CCSD INFORMATION**

**CHARLESTON COUNTY DISTRICT OFFICES**

75 Calhoun Street

Charleston, SC 29401

(843) 937-6300

Dr. Gerrita Postlewait, Superintendent of Schools

[www.ccsdschools.com](http://www.ccsdschools.com)

**ELEMENTARY LEARNING COMMUNITY**

75 Calhoun Street

Charleston, SC 29401

(843) 937-6300

John Cobb, Executive Director

## School Mission

### **It's in our hands to....**

Teach children to be leaders  
Develop cultural self-awareness  
Expose children to foreign languages  
Instill enthusiasm and pride  
Synergize team-players  
Support self-motivators  
Create analytical thinkers

**Turn students of today...into leaders for tomorrow**

## IMPORTANT DATES TO REMEMBER

### **Report Cards**

<u>Nine Weeks</u>	<u>Send Home</u>
FIRST	Oct. 25
SECOND	Jan. 20
THIRD	March 28
FOURTH	May 31

### **Progress Reports**

<u>Nine Weeks</u>	<u>Send Home</u>
FIRST	Sept. 15
SECOND	Nov. 28
THIRD	Feb. 17
FOURTH	May 2

## **SCHOOL BUS CONCERNS: Durham Bus Services**



**Phone: 216-6621 or 216-6622**

## **PROCEDURES FOR PARENTS WITH CONCERNS**

In order to ensure your child's academic and social growth, open parent-staff communication is essential. If you have concerns about any aspect of your child's education or classroom environment, please communicate with the teacher.

**Communicating first with your child's teacher is very important.**

For ongoing academic and behavioral issues, we offer the assistance of a MTSS (Multi-Tiered System of Supports) Team. This team consists of an administrator, guidance counselor, school psychologist, reading coach, and a special education teacher. The team reviews the child's situation, collects data regarding him/her, makes suggestions and provides extra academic intervention, if deemed necessary. The MTSS Team process is only used when typical classroom interventions have not been successful for the child.

## **ARRIVAL and DISMISSAL PROCEDURES – REGULAR**

ARRIVAL	7:00-7:25AM
SCHOOL BEGINS/ TARDY BELL RINGS	7:25AM
DISMISSAL	2:25PM

### **What are the arrival and dismissal times for James B. Edwards?**

Students may arrive beginning at 7:00 each morning, **please do not drop off your children prior to this time.** The morning bell will sound at 7:25, at which time school will begin. Students who arrive after 7:25 will be considered tardy.

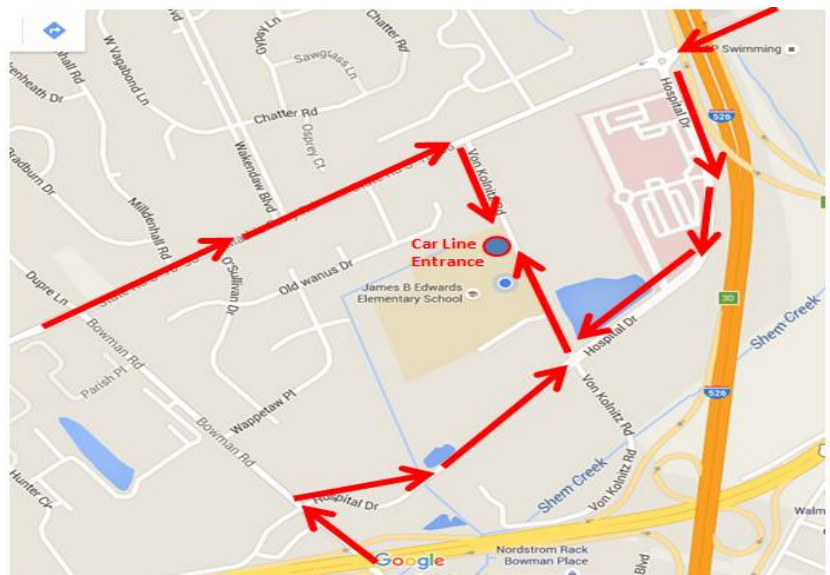
### **What are the car rider procedures?**

Car rider drop-off will begin at 7:00 and end at 7:25 each morning at the school's front entrance. Car rider pick-up will begin at 2:25 each afternoon at the front entrance.

## **TRAFFIC FLOW**

### **External Traffic**

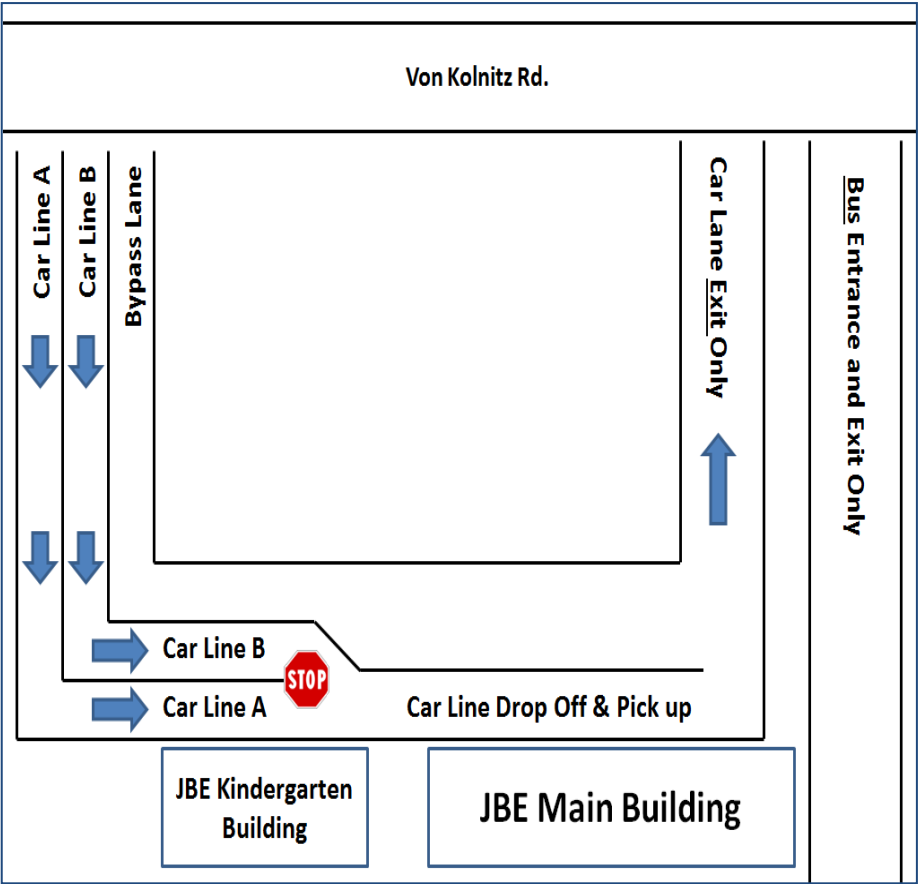
- All traffic coming from Highway 17 will enter Von Kolnitz Rd. via Hospital Drive.
- All traffic coming from Whipple Rd. and North Mathis Ferry Rd. will enter Von Kolnitz Rd. via Hospital Dr.



- All traffic coming from South Mathis Ferry Rd. will enter Von Kolnitz Dr. directly from Mathis Ferry Rd.
- **There should be no school traffic making a left hand turn onto Von Kolnitz Dr. from Mathis Ferry Rd.**

**Internal Traffic**

- All car line traffic must enter through the front loop of the school. **No cars will be permitted to enter the bus lane** during arrival and dismissal times.
- In order to relieve traffic on the street, we will have two lanes for cars to enter.
- There will be a staff member with a stop sign directing cars when to move to the pick-up and drop-off area.
- During afternoon pick-up **you must have an official JBE car line hanger visible in your car.** Otherwise, you will be pulled out of line to check your identification against your child’s emergency card. Car line hangers will be available at fact and fee day.
- Please keep in mind that we will not allow student sign-out past 2:00.



**EARLY DISMISSAL**

If your child must leave school early due to extenuating circumstances, please send a signed note to school that morning. Students will be released only to parents or legal guardians. Parents are discouraged from making appointments for students during school hours. **Parents are not allowed to pick up students between 2:00 and**

## **2:25 unless there is an emergency situation.**

If someone other than the parent/guardian must pick up a student, the parent must call the school and send a written statement giving permission for that person to pick up the child. Picture identification will be required. Please include a phone number where you can be reached for verification. We will release students to adults whose names are on the emergency cards. Parents and teachers need to keep these updated.

## **EMERGENCY DISMISSAL PROCEDURES**

Should an early dismissal be necessary for any reason, your child will be sent home in the manner you check on the emergency card. Buses will take bus children, Kaleidoscope will take registered students if it is able and open. If not, then all other children will be picked up as designated on the emergency card. Local media will announce school closings. Limited time, lack of available personnel, and phone lines make it difficult to communicate to parents by phone.

## **IDENTIFICATION BADGES**

**All staff, visitors, volunteers, substitutes, and any adults in the building must wear identification badges.** Staff members must wear their picture identification badges at all times during the school day. Teachers will not permit parents or other visitors to enter their classroom without required identification. All visitors must check in with the office. Staff members are expected to ask any adult without identification to please check in with the office. This is for the safety of all our children when in our charge.

## **EMERGENCY CARDS**

Each student will receive two emergency cards (one for the front office and one for the nurse) to be completed by the parents and returned to school. Parents must fill out this information COMPLETELY and notify the school anytime there is a change in information. It is very important that we can reach you in case of an emergency. We must have the names and telephone numbers of **two** other people we can contact in case of an emergency. **Please let these people know that they are listed as emergency contacts on your child's emergency card.** We STRONGLY urge you to provide accurate and complete information on these emergency cards. **It is extremely unfortunate if an emergency occurs, and we cannot contact the parent or another responsible adult. If anything changes on the card, parents should immediately contact the school. If necessary in an emergency, EMS will be called when no one can be reached on the emergency card. It is very important that an emergency card be kept on file**

**for each student in this school.**

### **MEDIA RELEASE**

Unless you object your child's picture may appear in the media (newspaper, TV, videos, Facebook, etc.) as part of positive media coverage for our school. You child will also be able to appear in school materials (yearbook, class pictures, etc.). Located in the Opening Day Packet) you will find a DENIAL form if you do not grant permission for your child's participation in media opportunities. Please only sign this if you do NOT want your child to be in the yearbook, class pictures, media coverage, etc.

### **SCHOOL ACCIDENT INSURANCE**

Optional student accident insurance is available. If you are interested in purchasing this, please request the forms from our front office. This is **only** offered at the beginning of each school year.

### **MEDICATION**

No prescription medicine will be administered at school without a Doctor's order. The medication must be in its original container. Please do not ask teachers to dispense medication, whether prescription or non-prescription, at any time.

### **FOOD ALLERGY POLICY**

Because the safety of all children is our utmost concern. James B. Edwards staff, students, and parents are expected to honor restricted food zones within the school. For example, there are several "No Peanut Zones" in the main building as well as at specified tables in our cafeteria. If your child has a life-threatening food allergy, please communicate that to his/her teacher and the school nurse.

### **ANNUAL HEALTH SCREENING**

Our school nurse conducts routine health screenings, which include vision and hearing screening, and height/weight information. There is a place on the emergency card for you to indicate whether or not you grant permission for your child to participate in health screening.

### **BOOKS AND FEES**

Each student will receive a supply/fee list. Instructional fees are due at the beginning of the school year. Make checks payable to James B. Edwards Elementary and return

to your child's teacher. Every effort must be made to collect all fee money. A student entering any time during the year must pay full price for new workbooks. If a student transfers, he will take those workbooks with him/her. When a student transfers out of the school, please see that all state textbooks and library books are returned. Any lost book fees must be paid. Separate checks must be written for each child in a family for fees and lost books.

## **TRANSFERS**

As soon as a parent knows the date of transfer, please notify the teacher and the office in writing. We need this information a minimum of two days prior to leaving. You will need to come into the office to transfer your child.

## **TELEPHONE**

Please give your child all necessary instructions at home. **Only for emergency situations will the office interrupt a class during instructional time.**

The school phone is available to students for outgoing calls ONLY in cases of extreme emergency. Papers and books that were left at home are not emergencies. Telephone messages other than those of an urgent or emergency nature, cannot be delivered to pupils. **Each time a class is interrupted to give one pupil a message, all pupils are losing valuable instruction time.**

## **VISITING OR VOLUNTEERING IN CLASSES**

James B. Edwards parents are encouraged to visit the school. If you want to volunteer in your child's class, please coordinate that with the teacher. If a classroom observation is desired, please coordinate that with the Administration. Stop by the school office upon arrival. You will receive an identification sticker to wear while you are in the school. For the safety of our children, teachers are required to enforce our visitor badge policy.

Some volunteer opportunities outside of the classroom are: Receptionist, Media Center (re-shelving books), PTO Board, School Improvement Council, and Car line volunteers.

## **FLYERS AND ADVERTISING**

Charleston County policy prohibits soliciting on school grounds as well as using the school as a means for advertising for businesses. Therefore, we are unable to send home flyers/advertisements. An exception will continue to be the Mt. Pleasant Parks and Recreation offerings and any CCSD or community sponsored (non-profit) activity that the administration feels would benefit our students.



## **CONFERENCES**

Teacher/Parent conferences are more effective and productive when teachers can prepare for the conferences. Please schedule conferences in advance with your child's teacher. **We ask that parents do not conference with teachers while they are teaching and supervising children.** Conferences are required prior to the end of the first nine weeks marking period.

## **BREAKFAST & LUNCHES**

Applications for the Free and Reduced Breakfast and Lunch Programs are included in the Opening Day Packets. Parents and students are encouraged to prepay for meals on a minimum of a monthly basis. You may go online at <https://www.lunchprepay.com> or [www.ccsdschools.com](http://www.ccsdschools.com) and charge meals using your credit card if you so choose. Breakfast begins at 7:10 AM. If you have questions about lunch accounts, please contact our cafeteria manager.

Student breakfast	\$1.40	Student lunch	\$2.25
Adult breakfast	\$2.25	Adult lunch	\$3.75
Reduced breakfast	\$.30	Reduced lunch	\$.40

## **CHECKS/MONEY**

Please send separate checks for each child and make all checks payable to James B. Edwards Elementary (unless otherwise instructed). In the case of more than one child in a family attending this school, please give each child his own money for daily lunch. Students are not permitted to go from one classroom to another to give money to brothers and sisters for fees, field trips, lunch, etc.

## **SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

In the James B. Edwards School community, we believe every student has the right to learn in a safe, clean, and pleasant environment. We will help students understand reasons for and learn the skills of self-control while developing positive attitudes and behaviors toward self and others. In order to follow this, a systematic school wide discipline plan is established for a positive learning environment. The following is James B. Edwards' Exceptional Egret "SOAR" Teaching Matrix.

**(To open, hold Ctrl key down + Click on the link below)**



**[Exceptional Egret S.O.A.R. Matrix](#)**

## **DISCIPLINE REFERRALS**

EACH DISCIPLINE REFERRAL MUST BE SIGNED BY A PARENT AND RETURNED TO THE TEACHER THE NEXT SCHOOL DAY. YOUR CHILD'S TEACHER WILL CONTACT YOU IF THE REFERRAL IS NOT RETURNED.

## **REFERRAL TO THE ASSISTANT PRINCIPAL**

We regard disruptive behavior that results in referral to the Assistant Principal as **serious**. Referral to the Assistant Principal only occur after the teacher has tried several classroom management interventions. **In all cases, the Assistant Principal will conference with student and contact parents.**

One or more of the following actions will occur:

- Phone call to parent
- Restitution
- Send student home
- In-school suspension
- Parent conference
- Probation by administration
- Suspension
- Referral to school psychologist

FIGHTING, AGGRESSIVE BEHAVIOR, STEALING, THREATENING OTHERS, OR DEFACING SCHOOL PROPERTY WILL NOT BE TOLERATED. BRINGING WEAPONS OR DRUGS TO SCHOOL WILL RESULT IN A RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION. A WEAPON IS ANY ITEM THAT COULD BE CONSTRUED AS SUCH. FOR EXAMPLE, A POCKETKNIFE, A SLINGSHOT, AND A TOY GUN COULD EACH BE CONSIDERED WEAPONS.

## **ALL STUDENTS DESERVE TO FEEL SAFE AND SECURE AT SCHOOL.**

To help eliminate loss of or damage to toys, iPods, iPads, or valuables, students are not to bring these items to school - even for show and tell. If a different expectation is needed for a particular situation, your child's teacher will let you know.

## **POSITIVE REINFORCEMENT**

We know that James B. Edwards' students are an exceptional group of young people and we emphasize cooperation, respect, and responsibility. Therefore, we recognize appropriate and exemplary behavior. We also agree that while students deserve and

earn rewards, they should not be rewarded materially for expected behavior. We will, of course, continue to encourage positive behavior through lots of "pats on the back." In addition to each teacher's plan for positive reinforcement, our school-wide discipline plan includes:

- \*School wide Recognition
- \*Invitations to Read to the Principal/Assistant Principal
- \*Specific Verbal Praise
- \*SOAR Store
- \*Terrific Kids
- \*Positive Calls Home
- \*Positive Notes
- \*Student of the Day or Month

### **STUDENT CELL PHONE USE**

Cell phones are not permitted to be used during school hours, and it is highly recommended that children not bring them to school at all. However, if for safety reasons, a parent deems it necessary for his child to have a phone, the phone must be stored out of sight (in book bag) and in the "off mode" during school hours (this is also CCSD's policy). Should a student need to contact a parent during school hours, the regular school phone lines should be used. Teachers are instructed to collect cell phones that are seen or heard during school hours, and parents will be required to come to the school and personally retrieve such phones. The school staff and administration will not be responsible for the loss, damage, or theft of a student's cell phone. **A student who brings a cell phone to school does so at his/her own risk.**



### **Bus Riders**

Our children's lives are precious. We must do our very best to ensure that all students arrive at school and at home safely. Parents and children, please carefully read our *Bus Riding Policy*. Riding the school bus is a privilege that can be revoked if rules are not followed. Unfortunately, parents often are inconvenienced more than children when children lose bus-riding privileges. However, as with our expectations concerning in-school behavior, we expect parents to establish clear rules and set limits with their children regarding behavior while on the bus. **Please encourage your child to follow the rules below while riding the bus:**

1. Be at the bus stop on time.
2. Act appropriately on the bus and do not push, fight, or use unacceptable language.
3. Stay seated so that the driver's vision is not blocked. Do not stand in a seat or in the aisle.
4. Ask permission to open windows.  
Never let anything go out of the window (papers, etc.) and keep hands, head, etc., inside the bus.
5. Be quiet while on the bus. If the noise level becomes excessive or distracting to the driver, the driver and/or the Administration may choose to enforce a "no

- talking" rule while on the bus.
6. Do not damage the bus by marking on or tearing apart the seats or any part of the bus.
  7. Be careful when entering and leaving the bus so that the bus driver and all other drivers in the street can see you.
  8. Obey the driver. He/She is responsible for your safety and the safety of all students who are on the bus. The driver will report all problems to the Assistant Principal. The drivers do have the authority to assign seats for students if they choose.

### **BUS BEHAVIOR CONSEQUENCES**

The Principal or Lead Teacher will decide appropriate consequences for misbehavior on buses. Serious misbehavior that endangers your child and other children on the bus will result in severe consequences regardless of the number of offenses. **WE STRICTLY ENFORCE BUS SAFETY RULES.** Consequences range from parent/student conferences to suspension from the bus for one or two days, up to several weeks. Students may be suspended from bus riding privileges for an entire school term. Each time a student is suspended from riding the bus, parents must provide transportation for the child to and from school. Tardies and absences due to bus suspension are **unexcused**. If buses arrive on campus late, students will not be counted tardy. If it becomes necessary for your child to ride another bus for reasons of childcare, etc., please write the school a note and contact the bus company ahead of time.

### **ATTENDANCE POLICY**

A big emphasis at James B. Edwards is "time on task." In order to help your child achieve his or her fullest potential, we need your child to be at school and on time each day so that he/she will not miss crucial instruction and time on task. Charleston County has Attendance and Truancy Policies which are clearly written. The district has a Truancy Officer who assesses schools to determine if all absences are documented. We are accountable for following up on student attendance and tardiness issues.

Below are important facts about ***CCSD's Attendance and Truancy Policy***:

- All absences are classified as either **lawful** or **unlawful** and all absences, regardless of the classification, must be documented.
  - Lawful excused** absences include: student illness, serious illness of immediate family member, death of a family member, religious holidays, and suspension.
  - Lawful unexcused** absences include: absence as a result of an extracurricular activity that's not approved or requested by the

administration, those suspended from the bus and do not report to school, those who go to appointments that could be made outside of school hours, and parental notes for student illnesses in excess of ten days that is not substantiated by medical statement.

**Unlawful** absences include: students who are absent from school without acceptable cause with the knowledge of the parents (example- vacations and accompanying parents on business trips) and those willfully absent without the knowledge of parents. **Unlawful** absences are ALWAYS unexcused.

- Teachers are not required to allow students to make up work missed during an **unexcused** absence.
- A written excuse is required for all absences in all of the categories mentioned above. There are no exceptions. Failure to submit proper documentation will require the school to recommend the intervention of a truancy officer.
- Ten is the magic number! After 10 absences a student may be retained in his/her current grade.

### **Parents,**

**Please help us. Always write a note for absences, even if it is unexcused. This will keep you from receiving a note or phone call from the administration.**

Additional information concerning the Charleston County School District attendance policy is included in our Opening Day Packet and Code of Conduct.

### **BIRTHDAYS**

Birthdays will be announced each day during our morning announcements. Your child will receive a birthday pencil on his/her special day. Birthdays should not be celebrated during school instructional time. If a parent wants to bring in cupcakes or such, it should only be during lunch or recess. Please be mindful of children's allergies and especially note the "No Peanut Zones" within the school. We will not allow the delivery of flowers, balloons, etc. at school for students as they become a disruption to our learning environment.

### **HOMEWORK PHILOSOPHY**

It is our goal that each student becomes a self-reliant and responsible learner. We believe that homework for young children should help them develop good study habits, foster positive attitudes toward school and communicate to students the idea that learning takes place at home as well as at school (Harris Cooper, Educational Leadership).

We believe that spending time with family each day is critical to the welfare and happiness of children. Therefore, time together as a family is precious. Rather than spend the evenings completing worksheets, workbook pages, and projects, we believe it is important for families to interact with each other through such activities as reading, writing, and talking about their day.

The following are suggestions from Classroom Instruction That Works, a book based on best practice research:

- ❖ Help establish a consistent, organized place for homework to be done.
- ❖ Help your child establish either a consistent schedule for completing homework or help him create a schedule each Sunday night that reflects that particular week's activities.
- ❖ Encourage, motivate, and prompt your child, but do not do the homework for or with her (unless the teacher indicates that the assignment is a family activity). The purpose of the homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework independently, please contact the teacher.
- ❖ If your child is practicing a skill, ask him to tell you which steps are easy for him, which are difficult, or how he/she is going to improve. If your child is consistently not able to talk about the knowledge he/she is practicing or using, please communicate with the teacher.
- ❖ If your child is unable to complete the homework in the time outlined, please write the teacher a note. We do not want children spending all evening on homework assignments.

Each teacher will be expected to establish a homework policy and to communicate it to the principal, students, and parents based on the following guidelines for the maximum total amount of time required to complete all assignments:

Kindergarten	10 minutes
1 <sup>st</sup> Grade	15 minute
2 <sup>nd</sup> Grade	20 minutes
3 <sup>rd</sup> Grade	30 minutes
4 <sup>th</sup> Grade	30 minutes
5 <sup>th</sup> Grade	30 minutes

### **FIELD TRIPS**

We welcome parents as chaperones for field trips. If you choose to attend a trip with your child's class, please do not bring other children with you. As a chaperone, you will help serve in a supervision role for James B. Edwards students and this will require your utmost attention to them. If the field trip ends with 1 hour or more of the school day remaining, we request that you allow your child to return back to school to complete

the day.

## **SPECIAL SERVICES**

### **"KALEIDOSCOPE" AFTER SCHOOL PROGRAM**

The Kaleidoscope After School Program will again be offered to our students through the Wando Community School. The fee schedule and registration packets are available in the Kaleidoscope office. Daily hours are from 2:25 p.m. until 6:00 p.m. The program will begin the first day of school.

### **Student Clubs**

We offer over 30 clubs to our students once a month. Some of the clubs we've had in the past are pottery, painting, dance, and outdoor activities. Please refrain from picking your child up early on club days. We've found that our students' really enjoy participating in their selected club! The projected club dates are as follows:

### **STUDENT ACTIVITIES/ASSEMBLIES**

A variety of activities are sponsored by the school and its staff. Assemblies are conducted for both educational and entertainment purposes and are considered part of the school program. Awards assemblies are held after the end of each nine weeks grading period. We expect students to behave in a courteous manner at school assemblies whether guests are present or not.

### **MEDIA CENTER**

The media specialist is available to every child in the school. The media center contains many fine resource materials as well as many fiction and nonfiction books. Every class will have scheduled access to the library. No reference materials may be removed from the library without permission. We do not charge for overdue library books. However, **books that are lost or damaged must be paid for.**

### **GUIDANCE**

The guidance counselor at James B. Edwards supports the same goals of academic and personal social development that teachers and administrators advocate. Guidance can

be viewed as an integral part of the educational program with parents, teachers, counselors, and administrators all contributing. In order to achieve these goals, the following services are provided by the Guidance Department:

1. Individual counseling
2. Group counseling
3. Group guidance with entire classes - emphasis on character education
4. Crisis intervention
5. Assist with implementing student behavioral management plans

### **SPEECH**

The speech and language clinician provides services for students with disorders in articulation, voice, language and fluency. In addition to direct therapy to students, the clinician also screens speech and resource referrals and provides consultation for classroom teachers.

### **TECHNOLOGY**

James B. Edwards Elementary School actively integrates technology into curriculum and instruction. Teachers at our school participate in ongoing professional development in technology. We have two fully equipped computer labs, as well as additional computers in each classroom for use by students.

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building for further instructions from their teacher.

### **TORNADO DRILLS/EARTHQUAKE DRILLS**

As with fire drills, tornado and earthquake drills are an important safety precaution. When an alarm sounds, students should follow the teacher's directions to the safest areas.

### **LOST AND FOUND**

The school cannot assume responsibility for your losses; however, if you will report them immediately every effort will be made to help. We do have a Lost and Found in the cafeteria; please encourage your child to check it if he/she has lost any item.



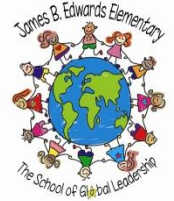
Unclaimed items will be donated to charity several times throughout the year.

### **BICYCLES**

Pupils may ride bicycles to school but must dismount as soon as they reach school grounds. From this point, bicycles are to be pushed to the racks. They are to remain in the racks until the pupils have been dismissed for the day. Pupils are not to mount the bicycles until they are off the school grounds. This is to avoid possible injury to self and others. The school cannot be responsible for lost bicycles. Locks and other precautionary measures are the responsibility of parents and students.

### **ACCESS TO PERMANENT RECORDS**

Parents and legal guardians have the legal right to inspect their child's/children's permanent records. This inspection must occur in the presence of a school official and the records may not be removed from the school. Non-Custodial parents also have the legal right to access records unless a court order indicates the contrary.



## **James B. Edwards: The School of Global Leadership Uniform Policy 2016-2017**

The uniform policy for the 2016-2017 school year is listed below. The uniform policy applies to all students in CD through 5<sup>th</sup> grade. Teachers are expected to enforce our policy. Parents will be called in to school if students do not come in proper uniform attire.

### **Uniform Requirements**

- ❖ **Tops-** Students must wear a JBE T-shirt, JBE collared shirt, or JBE dress. Students may also wear JBE event shirts (Boosterthon, May Day, Leadership Day, Green Team, etc.)
  1. Any shirt worn under a uniform shirt must be solid white, light blue, or navy
- ❖ **Bottoms-** All bottoms must be free of large logos, lettering, and graphics
  1. Students may wear solids, stripes, plaid, polka dots, or other prints.
  2. Any branding logos must be smaller than a 1 inch square.
  3. Bottoms must not be oversized, undersized, torn, or ragged.
- ❖ **Cold Weather Gear-** Students may wear a JBE sweatshirt, JBE sweater, or a solid white or navy jacket, sweatshirt, sweater, or fleece.
  1. Heavy winter jackets and coats are to be worn outdoors only and do not have to be uniform.

### **Dress Code**

- ❖ Oversized shirts, jackets, and coats are not permitted.
- ❖ Oversized pants, jeans, sweat pants, or shorts are not permitted.
- ❖ Shorts and skirts should be an appropriate length for school.
- ❖ Hats and/ or sunglasses may be worn only outside, not in the building.
- ❖ Sneakers must be tied or secured with Velcro. All shoes must be secured with a back strap. Flip Flops are never acceptable.
- ❖ Wearing any attire, including jewelry, which may cause a disruption in learning or which may become a safety threat is not appropriate.
- ❖ All clothing must be appropriate for school as deemed by the school administration.

**Several “No Uniform” days and theme days will be announced throughout the year.  
Thank you for being supportive of our uniform policy.**

## **M.A.P. (Measures of Academic Progress) TESTING**



# Q and A

### **What is the purpose of MAP?**

Students in Grades K-5 will visit the Map Lab once in the fall, winter, and spring. They will take three, un-timed tests that will give their teachers diagnostic and prescriptive data regarding their instructional needs. The data will provide a “road map” for teachers as they plan for individual student’s strengths and weaknesses. The data will not be used as part of the student’s grade. By the end of each year, the cumulative test data will measure the extent of growth in student achievement. This is a CCSD required testing program.

### **In what other ways are these MAP scores helpful?**

MAP data provides a reading Lexile Level for each child. To ensure that students are challenged, they should read books on, or around, their Lexile range.

MAP data is also used to differentiate instruction and to group children for instruction based on their common strengths and weaknesses.

### **What if the test is too difficult or too easy for my child?**

The test is adaptive; meaning that a child’s response to one question will actually determine the difficulty of the question that follows. In addition, the questions are aligned with our SC Curriculum Standards.

### **What if my child fails the test?**

The MAP test is not a pass/fail test. Remember, it is used to determine strengths and weaknesses.

**Who oversees the testing?**

Your child's teacher, along with a MAP testing proctor will oversee the testing. Typically the entire class will go to the lab at the same time to test.

**Are there other uses for the MAP lab?**

Yes, when the lab is not being used for testing, teachers and students may use it for instructional lessons or research.

**Will I receive MAP Reports regarding my child's performance?**

Yes, your child's teacher will send you a report after each testing period. It does, however, take a few weeks after completion of the test to generate the reports to be sent home.