

**MOULTRIE MIDDLE SCHOOL
HOME OF THE PATRIOTS
PARENT/STUDENT HANDBOOK**

645 Coleman Blvd., Mt. Pleasant, SC 29464
Telephone: 843-849-2819 FAX: 843-849-2899
Web: moultrie.ccsdschools.com
Ryan Cumback, Interim Principal

This information is designed to familiarize parents and students with important information, expectations, and dates regarding this school year. Please review this handbook with your student.

Welcome to Moultrie!

Welcome back to the 2016-2017 school year! We are glad you are here! Middle school is an exciting time of challenges and changes for all students. You are not little kids anymore and are quickly growing into young adults. We are all here to help you succeed. Your teachers are going to challenge you academically by providing rigorous, interesting and engaging lessons. Show them how much you care by being here every day, working hard, and making good grades. Along with your teachers, there are many adults (administrators, guidance counselors, and staff) here to help and guide you along your path. Ask when you need help and don't be afraid to speak up and let us know what you need. Moultrie has a long tradition of excellence and you are part of that tradition. You must work hard in order to succeed and be proud that you are part of a wonderful school. There are many opportunities in middle school and we encourage you to become involved in the Moultrie community outside of your classes. Join a club, volunteer, and help make Moultrie the best middle school ever! We know that you are going to thrive here at Moultrie Middle School. Have a great school year!

Doctrina Perpetua,

Ryan Cumback, Interim Principal

ADMINISTRATION

Ryan Cumback, Interim Principal
Rudell S. Burch, Assistant Principal
Ryan Giles, Assistant Principal

GUIDANCE DEPARTMENT

Anne Cipolla, Counselor –6th grade
Julie Stover, Counselor - 7th grade
Dana Grow, Counselor -8th grade

MEDIA CENTER

Rebecca Lebron, Media Specialist

STUDENT SUPPORT TEAM

Marjorie Bailey, RN, NCSN
Jeff Waddell, Student Concerns Specialist
Paula Wilson – School Resource Officer
Kelly Stanton-Behavior Assistant

SUPPORT STAFF

Katherine Ware, Secretary/Bookkeeper
Marjorie Clark, Data Clerk
Kathy Swittenberg, Receptionist and Front Office Manager

CAFETERIA

Annalee Brown, Supervisor

MOULTRIE MIDDLE SCHOOL VISION AND MISSION STATEMENT

Vision Statement

Moultrie Middle School recognizes the unique needs of the middle school student. Through academics, arts, and athletics, we will develop and nurture individuals, empowering them to think creatively and critically to meet the challenges of a changing world.

Mission Statement

The mission of Moultrie Middle School is to create a safe and respectful community of responsible learners.

Belief Statements

We believe:

1. All students can learn.
2. All students learn best in a safe and orderly environment.
3. Middle school students have unique social, emotional and educational needs.
4. A consistently applied discipline policy is necessary for a healthy learning environment.
5. Faculty, staff, students and parents need to be held accountable for the choices they make.
6. Attendance for all is essential for school success.
7. Communication and collaboration among administration, faculty, and community must be effective and ongoing.

Moultrie Middle School does not discriminate on the basis of race, sex, religion, national origin, marital status, age, or disability, admission into, access to its program and activities.

School Motto:	Doctrina Perpetua –Always Learning
School Colors:	Navy Blue and White
School Newsletter:	PTO
School Yearbook:	Patriot's Pride

Important School Phone Numbers

Main Office	843-849-2819
Guidance Office	843-849-2819
Officer Wilson	843-856-6736
School Fax	843-849-2899
Nurse Fax	843-856-6752

Students and parents are responsible for reading and abiding by the CCSD Code of Conduct. All students and parents must sign and return the Acknowledge of Review page in the CCSD Code of Conduct to the school.

Moultrie Middle School Daily Schedule 2016-2017

6th Grade		
Period	Class	Time
1	HR/CPR	8:30-8:50
2	Exploratory	8:52-9:40
3	Academic	9:43-10:40
4	Academic	10:43-11:40
5	Lunch Locker Move to 6th	11:45-12:25 12:25-12:29 12:29-12:32
6	Exploratory	12:32-1:15
7	Academic	1:19-2:18
8	Academic	2:20-3:30

7th Grade		
Period	Class	Time
1	HR/CPR	8:30-8:50
2	Academic	8:52-9:52
3	Academic	9:54-10:52
4	Exploratory	10:56-11:40
5	Exploratory	11:43-12:27
6	Lunch	12:27-1:11
7	Academic	1:15-2:15
8	Academic	2:18-3:30

8th Grade		
Period	Class	Time
1	HR/CPR	8:30-8:50
2	Academic	8:53-9:53
3	Academic	9:56-10:56
4	Lunch	10:59-11:40
5	Academic	11:43-12:43
6	Academic Locker	12:45-1:45 1:45-1:47
7	Exploratory	1:49-2:34
8	Exploratory	2:37-3:30

EXPLORATORY		
Period	Class	Time
1	HR/CPR	8:30-8:49
2	Exp 6	8:52-9:40
3	Planning	9:44-10:54
4	Exp 7	10:56-11:40
5	Exp 7	11:43-12:27
6	Exp 6	12:30-1:15
	Lunch/Plan	1:15-1:47
7	Exp 8	1:49-2:34
8	Exp 8	2:37-3:30

Lunches	
8 th	10:59-11:40
6 th	11:45-12:25 <i>(12:25-12:29) Locker Break-remain on 6th grade hall</i>
7 th	12:27-1:11

Teacher/Team Planning		
6 th	8:52-9:40	12:32-1:15
7 th	10:56-11:40	11:43-12:27
8 th	1:49-2:33	2:36-3:25
EX	9:44-10:54	1:15-1:47



Doctrina Perpetua-Always Learning

Student's Name _____ Grade _____

Homeroom Teacher _____ Room # _____

Daily Class Schedule

Before School				
Period	Class	Teacher	Room	Notes
CPR				
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				
After School				

ACADEMIC CONCERNS

If at any time during the school year you are concerned about your child's academic progress, you are encouraged to do the following:

- Always contact the teacher(s) first! They have the best information regarding your child's academic needs and strengths.
- Contact your child's Guidance Counselor for recommendations.
- For medical concerns, contact the school nurse, Marjorie Bailey.
- Contact Mr. Cumback, Ms. Burch, or Mr. Giles, should you still need assistance.

ARRIVAL/DISMISSAL

The morning bell rings at 8:30 AM, and students are dismissed at 3:30 PM. **Students are not allowed on campus prior to 8:05 AM, as there is no supervision for them prior to that time.** Exceptions include students with a pass for teacher help or club activity. All students entering the building must sign in through the front office. Arrangements should be made for all students to be picked up daily by 3:45 PM.

Any student arriving before 8:05 without a pass will be sent to the "Homework Help Center" at a charge of \$1.00 a day. The center opens at 7:30 with adult supervision. Those students are to enter through the main office entrance, sign in, and report immediately to the Media Center. All collected fees support the Media Center in purchasing newly released books and student supplies. At 8:05 the school doors will be unlocked for all students to enter, go to their grade-level areas, and wait for the bell at 8:30. All students having breakfast will enter the cafeteria, sit down, and eat. When they have finished breakfast, the students will leave through the same doors and go to their grade-level area. Students may NOT have food or drinks outside the cafeteria before school begins.

- **6th Graders:** Will report to the gym in the morning
- **7th Graders:** Will report to the cafeteria in the morning
- **8th Graders:** Will report to the Farmer's Market pavilion

Once students arrive on campus in the morning, they **MAY NOT** leave campus at any time or for any reason before school or during school hours unless signed out by a parent in the main office. This includes students attending early morning practices or homework help.

Students arriving after 8:30 are considered tardy and must be signed in through the front office by an adult.

ATTENDANCE

A student's regular attendance at school is critical to academic success. While a student may receive make-up work and notes from other students, nothing can replace the interaction between student and teacher in the classroom. In addition, attendance is required for promotion and/or credit. Students in grades K-8 may not be eligible for promotion if they have more than ten (10) unlawful and/or unexcused absences. Middle school students away from school more than 50% of the instructional day will be counted as absent for one day. **12:00 is considered the midpoint of the middle school day. Students signed out prior to noon and not signed back in will be counted as absent for a full day.**

All absences are defined as lawful (excused, unexcused) or unlawful. An excused lawful absence (including excused tardiness) shall permit a student to make up work missed during the absence. Any absence determined to be unexcused or unlawful will not entitle a student to make up work missed during the absence.

When a student is scheduled or expected to leave school early, he/she is required to bring an early dismissal note from the parents with the appropriate contact information to include parent's original signature. The student must turn the written note into the main office during homeroom. The office clerk will supply the student with an early dismissal slip with the correct time. The student is expected to present the slip to the teacher at the time of his/her dismissal.

All absences require written explanation from the parent or guardian and excuse notes should be turned into the front office within three days of the students return.

Non-School sponsored Activity Excuse Guidelines

At Moultrie we have many students that are active in the community through sports, arts, and volunteering activities. While we do not want to penalize students for pursuing talents, academics must be our primary concern and excessive absences can negatively impact academics.

Per CCSD attendance policy, absences other than illness, medical appointments, court appearances, religious holiday, or death in the immediate family are not considered excused. However principals can approve absences due to extracurricular activities or extenuating circumstances.

Moultrie's guidelines on extracurricular activities and extenuating circumstances are as follows:

*These activities will be considered parentally excused if **ALL** of the following are met:*

1. Student has a **"B" average** in all classes at the time of the absence.
2. Parent has provided note requesting absence to the attendance office **at least 1 week prior** to the absence.
3. Activity, sport or competition must have an equivalent CCSD or collegiate representation or be through a recognized organization.
4. **Proof of participation** is provided to the attendance office **within 3 days** of absence. Proof can be note from coach or artistic director on organization letterhead or article mentioning student by name. Documentation is the responsibility of the parent. School staff will not access websites for proof of participation.
5. No more than 3 full days will be excused under these guidelines. These absence will count towards the total allowed by parents, which is 10 per state law. These absences are not in addition to the 10 allowed.
6. Students must not already have excessive absences or be truant by CCSD policy/state law.
7. *Absences due to these events that occur during the first 10 days of school, state testing periods or the last 10 full days of school will not be excused.*

Normal truancy policy will be in effect; therefore, parentally excused absences in excess of 10 full days will be considered as truant.

CCSD sponsored activities will be considered as school activities and will not count as absences from school, but must still have verification from the CCSD authorized coach or artistic director.

For more details on absences see the Moultrie website and the CCSD Code of Conduct.

BICYCLES/SKATEBOARDS

Riding bikes and skateboards to school is a great way to get exercise and cut down on pollution and traffic congestion. As always, student safety is our top priority. **All students that ride a bicycle or skateboard to and from school are required to have a proper helmet and wear it appropriately. In addition, students should use crosswalks and obey all traffic and crossing guard rules.**

Bicycles and skateboards are to be parked at the appropriate racks upon arrival on the school grounds. No one will be allowed to ride bicycles or skateboards on the campus prior to, during, or after the school day.

All bicycles and skateboards left at the racks MUST BE PROPERLY LOCKED, as the school cannot be responsible for lost/stolen bikes or skateboards. Scooters are **not** permitted on campus. Failure to abide by these guidelines will result in loss of privilege of having a skateboard or bicycle on campus.

BOOK-BAGS/BACK-PACKS

Under the Safe School Plan for Moultrie, students are not permitted to carry backpacks once the academic day has begun. Each grade level schedule includes locker times in which students visit their lockers to exchange their academic materials, exploratory items, and lunch items. Purses must be stored in lockers.

BUS TRANSPORTATION

Bus transportation to and from school is a privilege for those students who live more than two miles from school. **Students who ride the bus must obey the driver and all school rules, as the bus is an extension of the school. Safety regulations require that students remain seated and quiet during the time the bus is in operation. Students will be denied the privilege of riding the bus if they misbehave or fail to obey regulations.** Students may also be denied the privilege for the remainder of the school year if our efforts to correct a student's misbehavior are not successful. Please notify the front office in writing of any change in student transportation. The front office will verify any changes and give students permission slips for the bus driver as appropriate.

The bus loop area is reserved for bus transportation only. Parents are not permitted to pick up their children in this area as it is a major safety issue. Students are not allowed to enter the bus loop area unless they are bus riders.

To begin bus service for a student that has not ridden the bus during the year, parents must notify the school of their desire to make this change.

CAFETERIA

The Moultrie Middle School cafeteria is to be regarded in the same manner as your dining room at home. The cafeteria should at all times be a neat, clean, and pleasant place. All students in the beginning of the school year will be made aware of cafeteria procedures. Any student who demonstrates an inability to comply with cafeteria regulations will receive appropriate disciplinary action. To maintain a pleasant dining area for each grade level eating in the cafeteria, students will routinely take turns as table cleaners at the end of their lunch periods. Guidelines and expectations will be set and discussed by each homeroom teacher.

CAR RIDERS

Parents are asked to drop off and pick up students who are car riders in the car loop beside Simmons St. **Students are not to be dropped off or picked up in the front of the school.** The only exception permitted will be in the cases of a student's prior arrangement for early dismissal, a late afterschool activity or with special administrative approval. Also, when a student arrives to school late, he/she must be accompanied by the parent who is signing in the student. No student will be allowed to sign himself/herself in or out.

CELL PHONES

Cell phones are the personal responsibility of students. They must be **turned off and put away in lockers.** The use of cell phones for calling, text messaging, chat, social media or peer communication, video-taping, audio recording, playing music, games, or videos, during the school day is prohibited during all academic times. The school cannot take time to search or investigate on behalf of students who lose cell phones. **Cell phones that are heard or seen in a student's possession during school hours will have the phone confiscated.** Any device that is confiscated for unauthorized or inappropriate use will be turned into the front office. For the first offense of a device being confiscated, the student will be allowed to pick up the phone at the front office at the end of the day. For the second offense, the parent or guardian will have to pick up the device. For the third offense, the school will retain the device until the end of the grading quarter and may only be picked up by the parent or guardian. Each offense after the third will have the same procedure as the third offense or at the discretion of the administration.

CLINIC/HEALTH CARE

The school clinic is limited to handling minor first aid cases. When students become ill at school, they will be sent home as soon as the parents can be contacted. Our clinic is staffed with a Registered Nurse five days per week. Office staff and parent volunteers care for sick children in the nurse's absence. Regularly scheduled medications will be administered to students according to clinic procedures. CCSD policy requires a student to be fever free for 24 hours without medication before returning to school after an illness.

CPR (CONTENT PARALLEL READING)

We will begin each day with silent reading of a novel or book that has been assigned by a content area teacher. Each nine weeks, another book will be assigned. These books will enhance and reinforce the curriculum that is being taught. In addition, every homeroom teacher will be reinforcing the reading standards through book discussions and instruction on Fridays. **In order for the program to be successful, it is important that all students have their reading material and report to school on time every day.** In addition, all students are expected to keep up with the assigned reading schedules, even in cases whereby the students may have missed the CPR period. Students will be held accountable for readings through teacher-made assessments.

DISCIPLINE PLAN

In any community of students, it is necessary for rules to be established and consequences developed for students choosing not to follow the established rules.

Moultrie uses various interventions and consequences to enforce appropriate behavior and classroom discipline. One of these is use of the Back in Control room or BIC. Students may be sent to BIC for repeated classroom interruptions after teachers have used classroom level interventions. The BIC teacher will have the student call home to explain the offense that led them to be removed from class and assign an appropriate consequence according to the discipline matrix. Students may also be sent to BIC for Dress Code, ID replacement, and other procedural issues. These are separate from behavior or discipline visits and will have additional consequences.

In all grades, severe or habitual misbehavior may result in ineligibility for field trips and other special events/activities. Extreme discipline problems may warrant automatic referral to the administration. Once students are referred to the administration, consequences for inappropriate behavior are generally much more severe, including In-School Suspension, After School Detention, Saturday School Detention, and Out-of-School Suspension.

Students in In-School Suspension are in BIC, isolated from their classmates. Teachers send assignments to the BIC room so students may complete their assignments and receive credit for them.

After School Detention are scheduled by administration from 3:30-4:30 pm throughout the week. Saturday School is held monthly from 8:00 – 11:00 am. During After School and Saturday School students are required to give something back to the school in the form of work detail inside and outside the building.

Students may be suspended out of school for one to five days. According to CCSD Policy, students suspended out of school are allowed to make up work missed during the suspension. Please refer to the CCSD Student Code of Conduct for information regarding levels of offenses and consequences.

DRESS CODE AND UNIFORM POLICY

UNIFORM REQUIREMENTS

- Moultrie t-shirts or collared shirts with official Moultrie emblem (from Moultrie PTO)
- Moultrie specialty t-shirts – tie dye, chorus shirts, band shirts, or any school sponsored event shirt
- Solid (no patterns, stripes, or large logos) navy blue, tan khaki, white, or blue jeans long pants. No pajama jeans, jeggings, or any color leggings should be worn alone.
- Solid (no patterns, stripes, or large logos) navy blue, tan khaki, white or jeans shorts or skirts
- Moultrie sweatshirts (available through Moultrie PTO)
- Any shirt worn under a uniform shirt must be solid navy or solid white.
- A school issued student identification badge with the grade level color lanyard worn properly.

DRESS CODE

This general policy acknowledges that appropriate, decent, and non-distracting attire must be worn in an educational setting. The goal of this policy is to assist students in presenting themselves in a manner that is conducive to a safe and orderly learning environment. Families are encouraged to monitor their students' dress to ensure compliance.

1. Students may not wear any clothing that reveals skin between the upper chest and mid-thigh. Students may wear short-sleeved shirts. Shoulders must be covered at all times (no sleeveless shirts or tank tops). No clothing should have rips, tears, holes, or frayed edges.
2. Clothing must fit appropriately. Pants and shorts will be worn at the waist. Bottoms must not be too loose or too tight as deemed by administration.
3. Clothing must be appropriate for the educational setting. Undershirts, elastic waist athletic type pants/shorts/skirts are NOT acceptable attire outside the gym. See-through clothing or pajamas are not acceptable at any time.
4. No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.
5. Students may not wear accessories or jewelry that may be considered unsafe as determined by the school administration. This includes but is not limited to chains and spikes.
6. No purses are allowed except in lockers.
7. The minimum length of skirts, shorts, etc., must reach the point of the leg that is 5 inches above the crease in the knee. Skirts and shorts must be this length or longer even with leggings underneath. **Fishing shorts (Aftco, Chubbies, etc.) or girls athletic (Soffe) are not allowed due to fit and length.**
8. Students may not wear hats, sweat bands, goggles, bandanas, hair picks or any headgear on campus. The hoods on hooded sweatshirts may not be worn.
9. While on the Moultrie campus, students may not wear towels, blankets, or bandanas as accessories on clothing, around the body, or on book bags.
10. Heavy jackets may not be worn indoors. Any jackets, sweaters, or sweatshirts worn indoors must be solid navy or solid white and the uniform shirt must be visible underneath. Moultrie sweatshirts and fleece are encouraged and available for purchase through the PTO.
11. Health laws require students to wear shoes at all times. To prevent accidents, students should avoid wearing shoes that slide off easily. Open-toed and are acceptable but not recommended. All shoes must have a back or ankle strap. Flip flops, backless sandals (i.e.- Jack Rogers), bedroom shoes including slipper boots, and shoes with wheels are not permitted. Shoes with laces must be tied at all times. Athletic shoes are the most appropriate footwear for safety and comfort on campus.
12. Moultrie athletes will be in professional attire as described by coaches and administration on game days. Sleeveless, see-through, or mesh tops (basketball tank tops, football jerseys, cheerleading tops) must be worn with an appropriate shirt underneath.
13. A student's personal appearance, particularly with regard to hair color or style and facial piercings, will not be distracting to the learning environment as determined by the administration. Gauges are not allowed.

If a student violates the uniform or dress code, he/she will be required to make a phone call home from BIC and will be given the choice to wear a school-owned T-shirts or his/her parents must provide appropriate clothing within a short time period to correct dress code violations. These measures will be taken in lieu of the student being removed from the educational setting for the balance of the day whenever appropriate. Students who repeatedly violate the dress code will be subject to disciplinary action. Students are responsible for returning any school-owned shirts that they wear to the Main Office. A student who does not return the school-issued shirt will be charged a replacement fee.

** The same dress code applies during special events; however, students may be allowed to wear items based on the day's activities as approved by administration.*

ELECTRONIC DEVICES

Students are not permitted to have electronic devices other than cellular phones on school property during the school day without the written approval of the school principal. Students using or having electronic devices visible during the school day or after school hours inside of school buildings shall have their electronic devices confiscated and returned to student at the end of the school year, or earlier to a parent/guardian at the discretion of the administration. At no time may an electronic device be used for illegal or unethical purposes.

FIRE DRILLS/DISASTER ALERTS

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. An evacuation plan is posted in each room showing the route of evacuation for that particular room. In any emergency situation, students are to remain quiet and follow teachers' instructions concerning moving to a designated area, etc.

GRADING SCALE AND PROMOTION/RETENTION

All grades will be reported by a numerical system:

100-90	A
89-80	B
79-70	C
69-60	D
59 and below	F

Students and parents are encouraged to review together all interim reports and report cards in order to determine the likelihood of the student passing or failing. Grades can also be monitored through Parent Portal, our online grade system. At the first sign of a grade below 75 on an interim report or report card, parents should call the school to schedule an appointment for a conference with the student's teachers. **DO NOT WAIT UNTIL APRIL TO BE CONCERNED WITH LOW GRADES!** We are here to assist you and will be available to meet with you to discuss your student's progress prior to the end of each semester.

GUIDANCE SERVICES

Counseling is available to all students. Many issues, both school-related and personal, can be helped by counseling with a qualified person. Moultrie has counselors who offer the following services: conflict resolution, educational planning, and analysis of test scores, career information, study hints, group and individual counseling. Appointments to visit the counselor should be made through the guidance office during homeroom. Students must always have a pass to see a counselor. Parents may contact a counselor by calling 843-849-2819.

HALL PASSES

STUDENTS ARE NOT ALLOWED IN THE HALL WITHOUT A PASS. All students will be given an agenda at the beginning of the school year. There are pages in this book designated as hall passes. Students must have a hall pass completed and properly signed in order to be out of the classroom for any reason. Replacement agendas can be purchased in the main office for \$7.

HOMEWORK

It is the policy of Moultrie Middle School that regular and meaningful homework assignments are educationally valuable and necessary. In addition to reinforcement of skills attained through drill exercises, homework assignments should encourage students to conduct research and to think independently. Generally, the amount of homework time spent by students per day should be:

6 th grade	45-60 minutes
7 th and 8 th grades	60-90 minutes

In the event of an absence from school, students may check the teacher or team website to obtain daily homework assignments. It is the student's responsibility to obtain all work assignments missed and to make arrangements to make up missed tests. Teachers will assist students in this process.

LIBRARY/MEDIA CENTER

The library is open every school day for circulation and reference use. An appropriate pass from a teacher or an administrator is required when students visit the library.

IDENTIFICATION BADGES

Student identification badges (IDs) are considered part of the Moultrie student uniform and must be worn with the Moultrie uniform. This is a safety procedure and a way to ensure that we know all our students here at Moultrie. Students are to wear their school issued ID badge with lanyard at all times. ID should be worn outside of the outer layer of clothing so that it is visible at all times. Students should not write on or deface the ID in any way. Students that deface the ID will have to purchase a new ID. Teachers may use stickers to indicate privileges but students should not alter their ID in any way. Students may wear pins such as Honor Roll, Principal's List, Reading Awards, etc. on the lanyard.

If a student forgets his/her ID, he/she may get a temporary ID for \$1.00 from the BIC room. Temporary IDs are good for one day only. A replacement IDs is \$5.00 and includes a lanyard. Replacement lanyards are \$1.

LOCKERS

Homeroom teachers will assign lockers and combination locks for his/her students. It is important that students do not share lockers, and it is the responsibility of the original owner to monitor his/her locker for the content at all times. Lockers must remain locked at all times. Homeroom teachers will have the student combinations should a student forget it. Teachers and teams will set appropriate locker times for students to use their lockers. Books and possessions should not be left on the floor on or around lockers in the halls. Lost locks are \$10.

LUNCHES/FOOD ON CAMPUS

Lunches will be served every day with the option to buy extra milk. Applications for free or reduced lunches are available in the school office. Families are encouraged to pay for lunches in advance. Students may purchase lunches and all special items with the balance in their lunch account. **The cafeteria will credit students' accounts for change from a \$20 bills. Change will not be given to students from \$20 bills.**

Students may eat only in the cafeteria. **Gum and candy are prohibited anywhere on school grounds.** Students are not to chew gum/eat candy or have it in their possession. The sale of non approved food, candy, or gum, etc. will not be tolerated. Teachers and administrators will confiscate these items if discovered on campus.

MEDICATION

If a child needs to take medicine during the school day, the following steps are required:

- Request a CCSD Medication Policy form from the school office. (Also available on www.ccsdschools.com. (See Families tab then Nursing Services tab).
- Present the form to your child's physician and request that it be filled out and signed. Fill out and sign the parent portion of the form.
- Bring the completed form and the medication in a properly labeled prescription bottle to the school office. Please note that ALL medications that are to be taken for longer than two weeks require a physician's form. All prescription medications must be sent in a pharmacy labeled prescription container.
- Over the counter medicines must be sent in a sealed bottle with an intact manufacturer's label. The school nurse will administer the following over the counter medications: acetaminophen, ibuprofen, hydrocortisone cream, antifungal cream as needed to students whose parents give permission on the **Emergency Card**. Any other medications will require a doctor's order on CCSD forms. ***We will NOT give any medications sent in envelopes, zip lock bags, etc.*** We cannot verify the contents of these containers and therefore it is not safe for us to give them. Please notify the school nurse if you have any questions.
- Please note that it is a violation of Charleston County School District Board policy for your child to be in possession of any type of medication unless these procedures have been followed. This includes all prescription drugs, over the counter drugs, inhalers, and emergency medicines. All medication must be

brought to the main office by the student's parent. **Under NO circumstances may a student have any type of medication in his/her possession (including book-bags, pocketbooks, pockets, etc) while on school grounds. Students in possession of any kind of medication on campus may be referred for disciplinary actions.**

- No student shall carry medicine in school except for students given permission to do so to guard against a life threatening condition. Self monitoring/ self medicate is only for emergency medications like inhalers, epipens, and diabetes care. Permission will be granted only after careful review by the school district in consultation with the registered school nurse and the student's parent/legal guardian and physician or legal prescriber. A Health Management Plan must be completed.

PARENT INVOLVEMENT

We appreciate the critical role parents play in the education of their children. Your interest in your child's education helps to make our teachers much more effective in the classroom. There are many ways you can be involved at Moultrie, and we encourage you to take advantage of these opportunities! Please call the school if you need information about participating.

PARENT PORTAL

Parent Portal allows you to access up-to date information on your child's grades and attendance. You will be able to simply click on your child's grade in a class and see the complete list of assignments and grades; and be able to e-mail your child's teachers by simply clicking on their name within the grade book. To access the Parent-Portal, you will need access to a computer with internet access and a working e-mail account, to which you alone have access.

Send the following information to:

MOMSParentPortalHelp@charleston.k12.sc.us

- 1) Your child's full legal name – as it appears on their birth certificate
- 2) Your full legal name
- 3) Your current address
- 4) Your best day-time contact phone number

We will verify your information and e-mail you a Private Access ID and Password and Information on how to access and maximize the PowerSchool Parent Portal.

PERSONAL PROPERTY/LOST AND FOUND

A student's personal property is his/her own responsibility. Students are not allowed to bring large sums of money or electronic devices. These items will be confiscated and held until the parent/guardian picks them up from the main office. Lost articles are kept in the lost and found in the cafeteria. Periodically throughout the school year and at the end of the school year, unclaimed clothing items will be donated to charity.

My MAP Scores 2016-2017

	Math	Reading	Writing	Lexile Level
Fall				
Winter				
Spring				

My SC Ready and PASS Scores for Spring 2016

ELA	Writing	Math	Science	SS

My Passwords for Computer Programs

Program	Password	Hint	Comments

Nurse pass

Name _____

Date/Time **Teacher initial** **Reason to clinic**
initial **Parent signature**

Nurse Comments

Time out/ RN

Quarter 1

					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No

Quarter 2

					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No

Quarter 3

					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No

Quarter 4

					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No
					Yes/ No

Special Medical Pass Issued by nurse only:

Date:	Date:	Date:	Date:
Expires:	Expires:	Expires:	Expires: