



Midlands STEM Institute

“Home of the Mighty Mavericks”



Family Handbook

633 Mobley Highway, Winnsboro, SC 29180

Midlands STEM Institute

“Home of the Mighty Mavericks”

Office Hours: Monday-Friday

8:00 a.m. – 4:00 p.m.

(803) 815-1524

Our Mission

**The mission of Midlands STEM Institute is to produce
Academically and physically fit STEM proficient students.**

Our Motto

Is

Showing Respect

Being Responsible

and building healthy Relationships

Our Mascot

Maverick

Our Colors

Red, White and Blue



Administrator:

Mrs. Marie Milam – Executive Director
mmilam@midlandsstem.org

Office Staff:

Arndt, Crystal- Admin. Assist. / Front Office
Loflin, Susan- Executive Secretary
Pitzer, John- IT Director
McFarlan, Allison- STEM Coach
Robertson, Takisha- Power School Admin.

Cafeteria:

Young, Nathelma- Food Service
Mozie, Lillie - Food Service Manager

Custodial:

Maldonado, Carola- Custodian
Gladney, Joe Wayne- Custodian

Support Staff:

Gaskey, Lee- Technology Coach (K-9)
MacNaughton, Beth – Occupational Therapist
Bell, Andrew - PLTW
Wilson, Tanya- Speech Pathologist (K-9)
Young, Bridgette – Guidance Counselor
Irby, Sharon – Bus monitor

Early Childhood:

Cunningham, LeTichia- Teacher (K-1)
Gamble, Edith- Teacher (1-2)
Lucas, Candice- Teacher Asst. (K-1)
Stilton, Melissa- Teacher (1-2)

Elementary:

Smith, Karen - Teacher (3-4)
Young, Will - Teacher (3-4)
Shephard, Samantha- Teacher Asst.
Clack, Donna - Teacher Asst.
Cabbage, Jane- Reading Coach (K-2)

Middle School:

Lewis, Angela- Teacher (Math/ELA)
Miner, Emily - Teacher (S.S.)
Herzog, Heather - Teacher (ELA)
Modala, Sabitha - Teacher (Science)

Special Services:

Rudrapati, Sharath - Coordinator
Boyd, Reubenna - Teacher Asst.
Thorpe, Jenifer – Special Ed. Asst.

Related Arts:

Foster, Zora – Music
Glass, Jerrod - Health & Physical Ed.
Nelson, Helenna- Business Ed.
Bell, Leigh - Art

Mandarin:

Peng, Ye- Teacher (K-9)

After School:

Brown, Kelly- Coordinator

Wright, Alexis- Assistant

Wright, Alexandria - Assistant



***After School Program:** Midlands STEM provides a quality after school program that is conveniently located at the school.

***Arrival Procedures:** Our morning arrival and afternoon dismissal procedure goals are to provide a safe and organized environment, provide for student accountability and to conduct arrival and dismissal in an orderly and timely manner. Drivers should expect traffic congestion in the mornings and afternoons. When students arrive at school, they should report directly to the cafeteria for breakfast or to a designated area.

**Students are not to be drop off before 7:30 a.m. in the front of the school.
Supervision does not begin until 7:30 a.m.**

If a staff member is not present, do not allow your child to unload. Please park in the parking lot and walk your child into the building.

At no time are children to exit from the left side of the vehicle.

If you re dropping off your child before 7:30 a.m., **You Must** park your vehicle and walk your child into the building.

***Attendance:** Students should be attending in school each day for optimum learning to take place. Students will be excuse from school only for the following reasons: illness, medical or dental appointments, death in the immediate family, recognized religious holidays, participation in approved school events or activities, unusual circumstances approved by the principal.

Within three days of an absence, students must bring a written note, which explains the reason for the absence and is sign by the parent, guardian, or physician.

Only 7 parent notes are allowed within one calendar school year.

Tardy Students: Students are tardy if they are not in class by 8:00 a.m. Parents must escort students into the building to sign them in at the front office. Students will be given a tardy pass to take to their homeroom teacher. **Three (3) tardy's result in an hour in afterschool detention.**

A child is typically considered truant if he has three unlawful absences in a row or five unlawful absences in one year.

***Bullying:** Bullying behavior disrupts a school's ability to educate students and threatens public safety. All students have a right to learn in a safe, supportive environment that is free from harassment, intimidation, and bullying. Reports of being or witnessing bullying should be reported to an adult immediately.



***Change of Family Information:** Parents are ask to keep mailing addresses, ALL phone numbers, email addresses, place of employment, legal custody rights, and emergency contact information up to date and accurate at all times. Please notify the school office immediately in the event of any changes with these important family information issues.

***Conferences:** Regular conferences and/or conversations between parents and teachers provide an excellent opportunity to discuss the many details about the child's school experiences that can not be conveyed on the nine weeks progress report. Parents are encouraged to schedule conferences with teachers to share information about their child and to gain a better understanding of how their child is performing at school.

*** Delayed Openings and Emergency School Closing:** Inclement weather may cause a delayed opening or early school closing. On a two-hour delay, school begins at 10 a.m. Local radio and TV stations will have information regarding specific instructions about such matters.

***Discipline:** Our school must be a place where effective learning can occur. We maintain standards of conduct and discipline because students and staff have a right to a safe and orderly learning environment. Students are expected to conduct themselves properly at all times within the school, on the playground or any school site, while going to and from school or on any school related outing. Students are expected to monitor their own behavior by making good choices and accepting consequences for poor choices.

Disciplinary procedures will be progressive in nature. Specific consequences for infractions may include but are not limited to verbal reminders, verbal reprimands and/or removal from group/reassign seating or line order, participation in formal practice session, conference with

parent, or referral to administration. No weapons (including pocketknives) or look-alike weapons (including toy guns) are allowed at school. Any student who brings a weapon to school faces disciplinary action, which could include suspension and/or expulsion. Students may not use cell phones at school. They will become confiscated property and parents will be notified.

School personnel commit to maintaining close communication with parents regarding disciplinary issues involving their children. Parents are asked to support the school's efforts to maintain a safe and orderly learning environment by enforcing all disciplinary policies. Staff members and parents will work together to correct any disciplinary problems that may develop.

Corporal punishment will not be administered by anyone at Midlands STEM Institute.

***Dismissal Procedures:** Parent should remain in the car to pick up student from the schools cross walk. Cars must have a school issued vehicle tag hanging from the rear view mirror or clearly displayed on windshield. Two car tags are issued per student at the beginning of the year. A Staff Member will assist students in the car. **We ask that you do not walk up to get your child out of line unless he/she walks to school.**

***Early Dismissal:** Please avoid early dismissals except in emergencies since students who leave early miss valuable information and teachers may not be able to stop their instruction to prepare missed assignments or homework. However, if a parent must pick up his child during the school day, he must come to the office and properly sign the child out of school.

No early dismissals will be made after 2:30 p.m.



***How many absences are allowed?** There are two types of absences from school: lawful and unlawful. Whether an absence is considered lawful or unlawful depends on why your child missed school. A child may typically have ten lawful absences from school each year.

***Illness at School:** If a child becomes ill at school or if an injury occurs that needs medical attention by a physician, a parent will be contacted and will be responsible for taking the child home and/or seeking medical attention. If, in the best judgment of the school administrator that an ambulance is needed to quickly transport a child to a hospital, appropriate emergency medical personnel will be authorized and called by the school administration. This special assistance will be the financial responsibility of the parent.

Emergency contact numbers must be kept current at all times. Notify the front office immediately if your child is diagnosed with problems such as asthma, diabetes, epilepsy, heart or kidney problems, head lice, etc.



***Lost and Found:** Lost and found articles such as coats, lunchboxes, and book bags are stored in the Lost and Found area. Unclaimed items are donated to a charity at the end of each month.

***“One Call Now”:** is a telephone messaging system that allows the school to notify parents of special announcements, emergencies, student absences.

***Parent and Teacher Organization (PTO):** This association of parents and staff members is designed through school programs. Meetings will promote pertinent information and family fun opportunities. Fundraising efforts will support the needs of the school. PTO family membership is \$5.00 annually per family.

Parents are always welcome to observe in the classrooms. However, we require that you call the teacher or administrator ahead of time to schedule a time for observation. We value our instructional minutes and need to keep interruptions at a minimum. When observing in the classroom, parents should not bring small children who may easily become restless or disruptive. If you need to speak with a teacher, please schedule a time for a conference. Teachers cannot hold conferences while students are coming in the room during arrival time.

***PowerSchool:** PowerSchool is a communication tool that facilitates communication between home and school. Through PowerSchool parents can access information about attendance and grades. Parents are ask to come into the office to obtain activation using parent portal.

Read to Succeed Literacy Requirements:



SECTION 59-155-160. Mandatory retention:

Beginning with the 2017-2018 School Year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS). **This is a state law!**

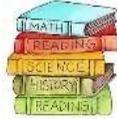
***School Safety:** Our school safety measures are extensive. We work diligently throughout the year to ensure our school’s emergency plan is current and that all staff members are prepare for all types of contingencies. Emergency drills for fire evacuation, tornado, earthquake, and intruder/lock-down situations are conducted on a regular basis.

***Smoke Free Campus:** Midlands STEM Institute is a smoke-free campus. Parents, visitors, and staff members are not permitted to smoke on the campus.

***Snacks:** Students may bring healthy snacks and water to enjoy during designated times in the classroom during the school day. Clear water bottles are preferred.

***Technology:** There are specific guidelines for which is and is not permissible with technology. Students will be asked to sign and return an “Acceptable Use Agreement” at the beginning of the school year. Student cell phones are not permitted during normal school hours (7:00am – 3:30pm) or in any after school events. All cell phones are subject to be confiscated.

***Textbooks:** Books are provided through the State Department of Education and are issued to students at no cost. Students are responsible for the books and **must pay for lost books and fines for damaged books.**



***Visitors:** Parents and visitors are welcome to visit during the school day. We believe there is no better way for you to learn about our school than by volunteering and attending your child’s school activities and events. For the safety of our students, all visiting adults must enter the building, using the main entrance doors and provide a picture ID at the front office.

***Weekly School Newsletters:** will be sent home electronically through emails. The School newsletter can also be found on the school website.

***What happens when your child is considered truant?** Once your child has had too many unlawful absences from school, the school must do certain things to help make sure your child attends school. The school must meet with you and your child to find out why your child keeps missing school. The school will make a reasonable effort to meet with you and your child through home visit, written messages and emails as necessary. **The school will work with you and your child to come up with a written intervention plan that tries to address why your child is absent.**

Midlands STEM Institute does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle the nondiscrimination policies: For questions pertaining to Section 504, Individual Education Plans (IEPs), or questions pertaining to Title IX, contact the Executive Director of the school at 633 Mobley Highway, Winnsboro, SC 29180. This institution is an equal opportunity provider.

