



# **Pine Street Elementary School**

**Family/Student Handbook**

**#ForeverPine**

**#ThePowerofOne**

**500 South Pine St.**

**Spartanburg, SC 29302**

**864-594-4470**

**[www.spartanburg7.org/pine](http://www.spartanburg7.org/pine)**

## Mission, Vision and Beliefs



### ***Our Mission***

*We will Inspire and Equip our students for meaningful lives of leadership and service as world citizens*

### ***Our Vision***

*Our graduates will be creative, critical thinkers, collaborators, effective communicators and ethical citizens.*

### ***Our Values***

*Tradition / Excellence / Innovation / Hope  
Engagement / Well-Being / Relationships*

August 2021

Dear Pine Street Friends & Families,

It is my pleasure to welcome you to Pine Street Elementary School! It is going to be a great year of continued growth, success, and progress. First opened in 1929, this year marks our 92<sup>nd</sup> year serving and educating the students of this great community. We are proud of all our accomplishments, but we also will continue to strive to make new gains and reach even higher for excellence in all we do.

Our faculty and staff are ready to have students back in our classrooms and hallways – filled with excitement, energy, and renewed enthusiasm for growth in learning. I am honored to serve as the 7th principal of one of the finest elementary schools in South Carolina, and I am committed to promoting the best educational experience for all of our students and families. The success of our school is a result of the strong partnerships created with our parents, students, teachers, and the entire community.

Please keep this handbook/calendar in a convenient location that is accessible to the entire family. I suggest parents and children review the contents together as it includes the numerous programs, services, policies and high expectations set for all our students. **Remember to always check with your classroom teacher or call the main office if you have questions about dates or events printed within the calendar which are subject to change.** We feel that open and clear communication between school and home is vital to the success of our program.

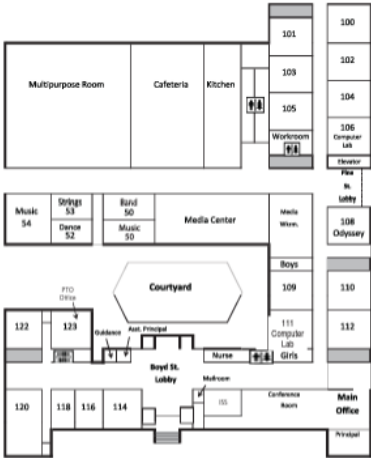
Your handbook was designed, created, and produced by our dedicated PTO volunteer staff. They work hard on behalf of all students and families of Pine Street School. Please join PTO and consider volunteering when you are able to do so.

As always, we hope to see you often at Pine Street School - visiting classrooms, helping with projects, having lunch with your student, and getting involved with our PTO or other groups. The education of our children is a partnership between us all. By working together, anything is possible! #foreverpine #powerofone

All the best~

Dennis Regnier, Principal

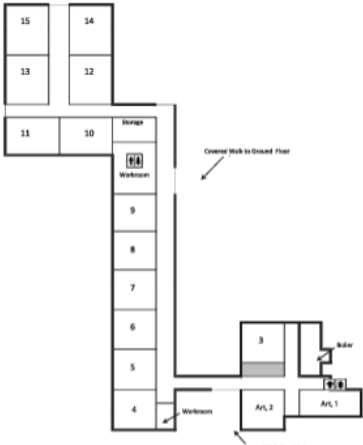
# Building Layout



**BOYD ST. GROUND FLOOR**



**BOYD ST. SECOND FLOOR**



**BOYD ST. LOWER LEVEL**

Dear Pine Street School families,

Welcome back to familiar faces and a warm welcome to all new families. I am so proud and honored to serve as your Parent Teacher Organization (PTO) president this year with an amazing group of parent volunteers, a dedicated PTO Board of Directors, wonderful teachers, and a new principal who is excited to see us grow together. We have a lot of exciting news to share with you! Please visit the PTO page on the school website ([spartanburg7.org/pine](http://spartanburg7.org/pine)) to keep up to date on Pine Street events, learn about PTO, sign up for PTO membership, and much more!

As we begin this new school year, we ask for your support so that we can continue to provide resources and enhanced learning opportunities to our students and Pine Street staff. Your membership allows the PTO to raise funds to provide a wide range of educational enrichment programs for our students. Funds raised through your membership dues and fundraisers help to purchase classroom supplies, provide curriculum based special days for each grade, subsidize field trips and assemblies, and support the clubs and groups that work hard for all Pine Street students. Over the years, the PTO has provided many learning opportunities and enrichment programs that would have otherwise been unavailable to our students.

For the PTO to be effective and truly representative of the school, everyone's participation is essential. Many parents feel that they cannot participate in the PTO because they cannot come to meetings or be on campus during the day. We want everyone to feel that they are part of the Pine Street community. Whether you have 30 minutes or a couple of hours, your ideas, your time, your talents and your voice are all truly needed. We can match your time constraints and interests to needed tasks. There are endless possibilities in the ways you can help.

Keep in mind that by volunteering at our school, you will get to enjoy interacting with our children, meet other parents, and accomplish things that truly make a difference. We have many ways in which parents, grandparents and local businesses can contribute to the Pine Street community. Research shows that students whose parents are involved in their education have better grades and fewer discipline problems. We promise that the time you give to the PTO and the school will be worth your while—and fun! Please consider volunteering - it really does make a difference in the lives of all our students!

On behalf of the entire PTO Board of Directors, I would like to thank you in advance for all your support. If you have any questions at all, please do not hesitate to contact us. Have a wonderful, productive and fun school year, and know that we are so happy that you are part of the Pine Street family.

Sincerely,

Niki Bagwell

[pinestreetpto@spart7.org](mailto:pinestreetpto@spart7.org)

President: Niki Bagwell

Vice President: Becky Smith

Secretary: Beth Hray

Treasurer: Cairn Livingston

# Spartanburg School District Seven

610 Dupre Drive (29307) \* PO Box 970 Spartanburg, SC 29304 \* 864-594-4400 \* [www.spartanburg7.org](http://www.spartanburg7.org)

Mr. Jeff Stevens, Superintendent

## School Policies

**ATTENDANCE:** Please refer to the Elementary Code of Conduct given to you at the beginning of the school year for all attendance requirements. (<https://www.spartanburg7.org/Page/6524>)

- Excused absences include illness, family death or certain religious holidays. An excuse from a parent/guardian or doctor should be turned into the Main Office each time a student misses school. Excuses must be submitted within 5 days of a student's return to school. Parents are permitted to write five excuses per SEMESTER. Absences in excess of five can only be excused with a doctor's note.
- Unexcused absences include pleasure trips, truancy and activities that could have been taken care of after school. **In accordance with the S.C. attendance regulations, a student cannot exceed 10 unexcused absences and receive credit for the school year.** If a student accumulates five unexcused absences or three consecutive unexcused absences, parents will be contacted and a conference scheduled.
- Make up work (tests and homework) that were missed during an absence should be made up within five days after the student returns. Parents may call the office and pick up make up work between 3:00 p.m. and 4:00 p.m.

In order to receive credit for the school day, a student must arrive at school no later than 11:00 a.m. or if leaving early, must depart no earlier than 11:30 a.m. A student will not be considered for Perfect Attendance with 5 or more unexcused tardies or early dismissals.

**DISCIPLINE:** The philosophy of School District 7 proposes that most disciplinary problems will be handled between teacher, child and parent in a calm and reasonable manner. The philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. Because of their nature, some problems affect learning opportunities of other children, necessitating immediate action on the part of the administration.

A copy of the Spartanburg County District 7 Code of Conduct is available to all families on the district website. Parents should read this handbook with their children. The ultimate goal of classroom discipline is to teach and promote self-discipline, with an emphasis on conflict resolution. (<https://www.spartanburg7.org/Page/6524>)

**DRESS CODE:** Appropriate and non-distracting attire shall be worn in an educational setting which includes off-campus activities such as field trips, performances and school-sponsored events.

**APPROPRIATE ATTIRE:** • Skirts, shorts and “skorts” must be at least fingertip length or longer when standing (leggings or tights do not substitute for length). • Clothing must cover undergarments. • Pants, shorts, skirts and skorts must be worn at the waist. • Shoes and shirts must be worn at all times.

**INAPPROPRIATE ATTIRE:** • Hats, head scarves, bandanas, and sunglasses should not be worn inside the building. • Tank tops, tube tops, halter tops, and tops with string straps unless covered by a shirt or blouse. • Bare midriffs and backs or see-through garments. • Non-human hair color • Leggings and tights worn as pants. • “Sagging” pants or pants worn below the waist-line. • Clothing/jewelry may not display alcohol, tobacco or controlled substances advertisements. Clothing may not display vulgar writing, symbols, sexual preference or violence (while the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate and students will be asked not to wear the clothing/jewelry).

The administration will make the final judgement in the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student’s dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of Dress Code will be treated as disruptive behavior in violation of the District’s Behavior Code.

**SCHOOL BUS TRANSPORTATION:** Students will need to abide by the Code of Bus Conduct distributed to you by the District 7 Transportation office. Parents are urged to talk to children about the importance of proper conduct on the bus. Serious offenses are dealt with by the discipline code and may result in temporary suspension from the bus. According to S.C. law, bus transportation is provided for students living more than 1-1/2 miles from the school. **For specific questions regarding bus transportation, please telephone the District Transportation office at 864-594-4423.**

**Student Cell Phone/Personal Device Policy:**

While highly discouraged, ***students are allowed to have a cell phone (personal device: iPad, watch); however, the device must be off and in the students’ book-bag at all times during the school day.*** A phone may not be used during school hours, 7:30-2:30. Should a student have their phone on or on their person, the phone will be given to the school principal for authorized guardian to pick up. Repeat offenses will disallow the privilege of bringing the cellphone to school and an office referral

## **COMMUNICATION:**

**VISITORS:** You are welcome to visit the school at any time. All parent visitors should report to the school's Main Office to sign in and get a visitor's pass before going into the school.

**MESSAGES TO STUDENTS:** If it is necessary to get a message of emergency to your child, you may call the office and leave a message with the secretary. Your child will be given the message by end of the day. Emailing the teacher(s) directly can help with this process.

**CONFERENCES:** No form of written report can possibly be substituted for a conference with your teacher. Please be sure to schedule such a conference by contacting your child's teacher. The principal, assistant principals, and guidance counselors are also available for conferences as requested. Call or email to schedule a conference.

**PARENT BULLETINS and/or PROGRESS REPORTS:** Many reports are sent to you regularly by your child's teacher. Please examine these reports carefully and note any incomplete classwork or homework.

**POWERSCHOOL PARENT PORTAL:** Student Information System, parents will have real-time access to student attendance and grade information. Due to the confidential nature of the Parent Portal, passwords and ID's will not be distributed over the phone and they will not be issued to students. A parent or guardian must personally pick them up in the front office and must also show a valid picture ID.

**PERIODIC EMAILS and PHONE MESSAGES** will be distributed electronically through our newsletter communication system and it will also be posted on our website and Facebook page. The INFORMATION BOARD/MARQUEE on the corner of Pine and Boyd Streets also contains a posting of some upcoming events. When necessary, automated phone messages and/or email messages are distributed to notify parents of upcoming events, changes to the school calendar or early release procedures. It is vital that each family maintain a record of current phone numbers and email addresses on file in the office.

**SOCIAL MEDIA:** Check our school website ([pinestreet.spartanburg7.org](http://pinestreet.spartanburg7.org)), Facebook, Instagram and Twitter accounts for updates and announcements.

**FIELD TRIPS:** Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. There is sometimes a fee to cover expenses related to the trip. Students are required to have written permission from a parent prior to going on the field trip. Children may not be permitted to call home if they forget a permission form. All trips are chaperoned by school personnel and may be assisted by parent volunteers. Students are transported on District school buses. Students who owe money to the cafeteria will not be permitted to attend field trips.

**TEXTBOOKS, TECHNOLOGY, AND STUDENT FEES:** Students are issued textbooks for their use at the beginning of the school year. Students are responsible for the care of their books and, if



abused or lost, they must pay for them at full price. Each student has a book number for each textbook assigned and these are kept on file. Some grade levels use supplemental instructional materials, which are purchased for a nominal fee. **SCHOOL INSURANCE:** School insurance is offered during the first three weeks of school. Purchase of this insurance is optional, but parents are encouraged to participate if needed. Students may be covered for accidents during the school day or purchase 24-hour coverage. Please refer to the packet given to you on the first day of class for further information. All injuries need to be reported to a teacher or health room nurse at the time they happen. Forms for claims are available in the office. **DEVICE INSURANCE (\$25) coverage for device usage and TECHNOLOGY FEE (\$25) can be paid in the Main Office or through your child's teacher at the beginning of the year.**

**GRADING:** The purpose of grading is to measure student achievement. Progress reports are sent home at least every three weeks. Report cards are sent home at the end of each nine-week period. Report cards, as well as interim bulletins, should be reviewed with your student, signed, and returned to the teacher the next day.

In Kindergarten and First grade, the following grading symbols are used:

- M - Mastered
- P - Progressing
- S - Not Yet
- NA - Not Yet Assessed

From the Second grade on, the literal grading symbols with their numerical equivalents are as follows:

- A 90-100 (Excellent)
- B 80-89 (Good)
- C 70-79 (Average)
- D 60-69 (Below Average)
- F 59 & Below (Failing)

Students in grades 2-5 are eligible to be on the Principal's Honor Roll after each nine-week grading period. Students must make A's, B's and S's in core subjects and related arts classes.

**STATE TESTING:** Census Tests are given to students in grades 3-5 to measure the established statewide standards for English Language Arts, Mathematics, Science and Social Studies. Student performance levels are established to reflect the continuum of knowledge and skills exhibited by students and will be determined by the state.

## **SCHOOL DAY & SCHEDULE**

**START OF SCHOOL DAY:** All students should be “Seated & Ready to Learn” at 7:45 a.m. Students arriving on buses are escorted directly to the cafeteria. A teacher from each grade level is on duty in the hallways by 7:15 a.m.

Students are considered tardy if arriving after 7:45 a.m. and must report to the office for a tardy slip.

**END OF SCHOOL DAY:** The end of our day is 2:30 p.m. Bus riders are dismissed at 2:25, day-care, vans, walkers and car riders are dismissed at 2:30. Children not picked up by 2:50 will be sent to the office. Parents must sign students out from the office if arriving after 2:50 p.m.

**RETENTION AFTER SCHOOL:** Students may be required to remain after the release time for one hour or less to complete assignments, to receive special instruction, or for disciplinary reasons. You will be notified if your child is to remain after school so that you may arrange transportation.

**EARLY RELEASE:** In order to avoid interruption in the educational program, we ask your cooperation in not picking up your child(ren) during school hours. Whenever possible, medical and dental appointments should be made after school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher stating the reason and time for early release. All notes should state the student’s first and last name, the teacher’s name and if the student will be returning the same day. Please report to the office prior to 2:15 p.m. to sign out your child. The child will be called to the office to meet you. Students will not be released for early release after 2:15 p.m. Identification will be required for all adults picking up students. Only adults listed on the student information card will be allowed to pick up the student.

**LOST & FOUND:** Students should not bring extra money or other valuables to school. Any article found on the school grounds will be placed in the Lost and Found area in the cafeteria. Wallets, rings, glasses, and other valuables will be kept in the Main Office. Unclaimed items are donated to charity periodically during the year. **Please write your child’s name in coats, on labels of sweaters, in lunch boxes and book bags.**

**INCLEMENT WEATHER:** The following plan has been devised when weather conditions require a decision as to whether schools will be open or closed: 1. Do not telephone any radio, TV station or school official. 2. Watch Local TV for an announcement (Look for Spartanburg 7). The announcement will typically be made no later than 6:15 a.m. on the day concerned. 3. An automated phone call and/or email from District 7 staff will also be sent out. 4. If children are in school, all parents will be contacted via our automated system (Phone calls/email), or you may come by the office for your child if you feel conditions are unsafe. The decision to close school early is a District decision. Parents are urged to listen to radio or TV for an official announcement. Please do not telephone the school and tie up telephone lines until an

announcement is made. In case of school closing during the day, students riding buses will be transported home by the buses they normally ride.

## **TRAFFIC FLOW & STUDENT EXITS**

**CAR RIDERS MUST BE PICKED UP AT THEIR DESIGNATED EXITS.** If you have more than one child at Pine Street, the older children go to the younger child's designated pick-up area so that you will only have one stop. Please refer to the carpool map on the following page. At the close of the school day, students should exit & be picked up as follows: 2nd, 3rd and 4th GRADERS EXIT ON THE PINE STREET SIDE OF THE BUILDING. K, 1st and 5th GRADERS EXIT ON THE BOYD STREET SIDE OF THE BUILDING.

**PINE STREET** is a one-way entrance with two lanes. To pick up children use:

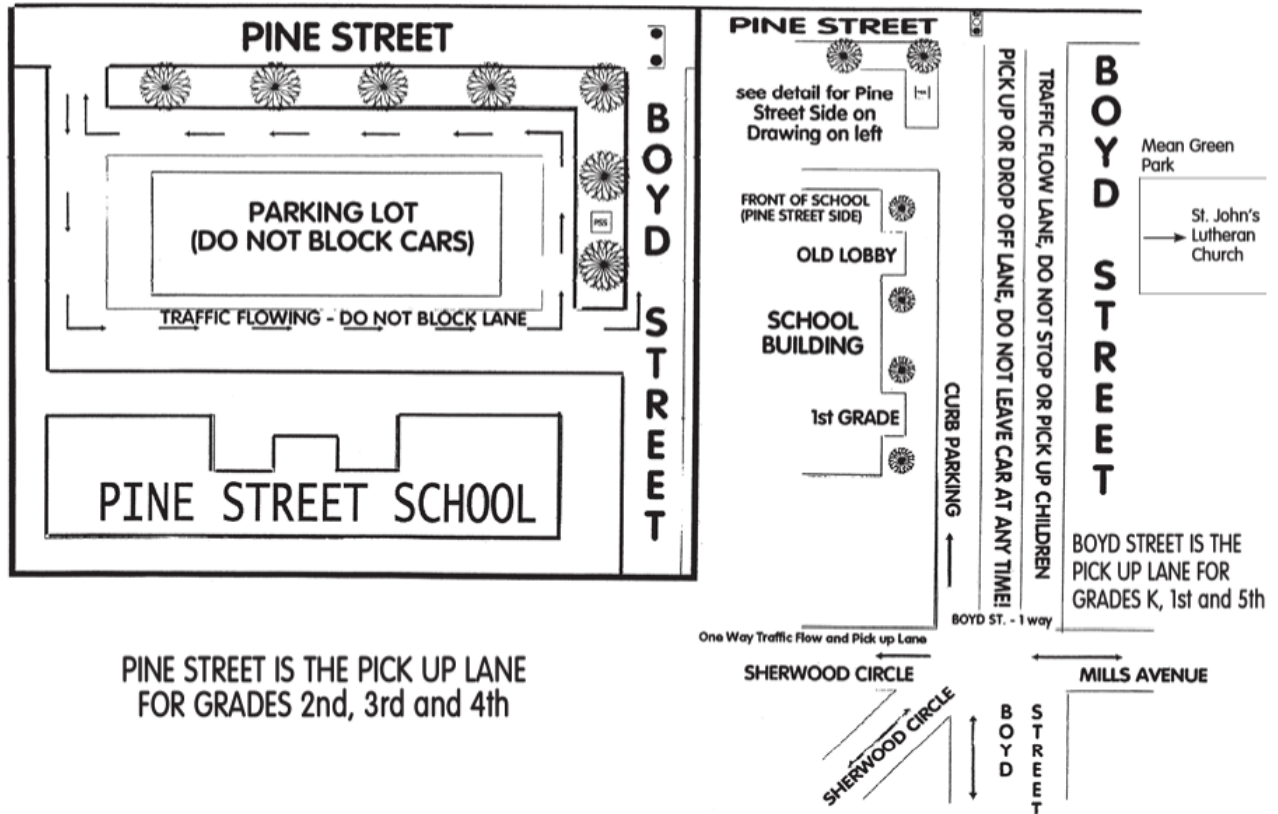
- Curb Lane (the bus/van loading lane and car lane). Please pull forward within the loading zone and you may wait in your car to pick up your child. Do not exit your car. Generally, buses will be gone by 2:30. **Please have your child exit and enter on school side of car.**
- Outside Lane (Left-hand lane) UNDER NO CIRCUMSTANCES MAY ANYONE STOP IN THIS LANE, OR ENTER OR EXIT YOUR CAR IN THIS LANE. PLEASE NEVER STOP TO LET A CHILD IN OR OUT IN THIS LEFT HAND LANE. When exiting to Pine Street there are two options. TO TURN RIGHT onto Pine Street, continue around the design of the parking lot and exit right onto Pine Street. TO TURN LEFT onto Pine Street, exit onto Boyd Street and then use the traffic light to make a left turn onto Pine Street.

**BOYD STREET** is one-way going toward Pine Street from 7:00 a.m. to 3:00 p.m. each school day. Traveling up Boyd Street towards Pine there are three options for you at carpool time:

- Curb Lane: There will be staff members and safety patrol to welcome and dismiss students. Drivers are asked to pull all the way forward within the loading zone for safe dismissal. You may stop and pick up your child in this lane, but under no circumstances should you exit your vehicle. **Please have your child exit and enter on school side of car.**
- Outside Lane is the through traffic lane (far right hand lane). UNDER NO CIRCUMSTANCES MAY ANYONE STOP IN THIS LANE, OR ENTER OR EXIT YOUR CAR IN THIS LANE PLEASE NEVER STOP TO LET A CHILD IN OR OUT IN THE RIGHT HAND LANE.
- ST. JOHN'S LUTHERAN CHURCH is located at 415 Pine Street, and next to PSS. They are delighted to share their parking area with us, but request that we park only in the regulation parking spaces in the back lot for the safety of all concerned. The front parking lot is reserved for church parking only. Also, the church will post signs on days this parking area will be closed.

- SHERWOOD CIRCLE is a one-way exit from 2:00-3:00 p.m. on school days of lowing south towards Twin Drive away from the crossing guard.

## TRAFFIC AND STUDENT DROP OFF / PICK UP PROCEDURES



## HEALTH, CAFETERIA & MEDIA

**HEALTH ROOM** (Phone: 594-4505) Pine Street is fortunate to have a health room located in the lobby area, staffed by a registered nurse. The major objective of the health room is to facilitate positive student responses to normal development, promote health and safety, intervene with health problems, and actively collaborate with others to build student and family capacity for self-management.

- A S.C. Certificate of Immunization is required for admittance to school.
- All prescription medication must be in a pharmacy labeled container. Parents must complete and sign the District 7 Prescription Drug Form.
- Parents will be notified when a student is ill and must make provisions for immediate transportation. In the event of an emergency, every attempt will be made to locate a parent before EMS transports the injured child to the proper facility.
- Students will be sent home if they have a temperature greater than 100 degrees or if the nurse feels the child is too sick or uncomfortable to remain at school.
- All students will receive a health card at the beginning of the school year. Please complete and include all emergency numbers and update the information as needed. This provides the nurse with necessary information. Parents are required to have a conference with the school nurse if your child has any chronic illnesses or special health needs. Some criteria for when your child is too sick to come or return to school:
- A fever of 100 degrees or higher within the last 24 hours. When a fever is accompanied by a sore throat, nausea and vomiting, listlessness or a rash, the child may be contagious. Students must be fever-free for 24 hours without medication before returning to school after an illness.
- Any communicable disease. Please see the "South Carolina Exclusion List."
- Vomiting or diarrhea within the last 24 hours.
- Untreated head lice or scabies.

### HEALTH SCREENINGS:

- Speech & Language screenings are performed for all K-1st students, as well as when requested by parents or teachers.
- Hearing Tests are performed annually for students in all grades except 4th Grade when and recommended by a parent or teacher.
- Vision screening is done using the Snellen eye chart for all grades except 4th Grade and when recommended by a parent or teacher.
- **Parents will be notified if a more extensive exam is needed by your physician.**

## **CAFETERIA (864-594-4471)**

In accordance with the SCSD7's wellness policy, Pine Street Elementary School is committed to providing a school environment that promotes and protects children's health and well-being. In doing so:

- Any food served during the school day will adhere to food safety and security guidelines.
- Parents may provide food (including lunch and snacks) during the school day for their child only.
- Students will be provided with daily physical activity time in the form of PE or recess. The school may provide limited exceptions to these guidelines if deemed necessary.
- A student usually pays in advance for meal tickets and each day, as that ticket is used, the cash balance is subtracted. There is no credit. All monies for lunch are handled in the cafeteria, not the office, and checks should be made payable to Pine Street School. For example, currently, a 90-day lunch ticket would be \$189.00. At the start of school, you will receive an application for free and reduced meals as outlined by the National School Lunch Program.
- **\*Students may not be allowed to attend field trips or participate in extra-curricular activities if money is owed to the cafeteria.**

**CAFETERIA RULES:** No carbonated drinks or glass bottles. Commercial bag lunches are discouraged. Students must leave the area around them free from trash after eating and practice proper table manners. Students should talk in a quiet manner when speaking to others at the table and respond when the "quiet" signal is given. Parents, grandparents, and relatives may join a student for lunch, but please notify the teacher the day before or send a note with your child that morning. Visitors may use the student or teacher cafeteria line. Special tables are provided for students and their guests.

**MEDIA POLICY:** Occasionally, our students, faculty, and staff may be photographed, interviewed, and/or identified for publication, broadcast transmission, and/or electronic display by the news media or school and district officials. All releases will be performed in accordance with school district policy and privacy laws. As such, only directory type information will be provided. This information includes name, school, grade level, teacher, participation in officially recognized activities, etc. If you have any questions or concerns, please contact your school principal.

## EDUCATIONAL POLICIES & SERVICES

### MEDIA CENTER (864-596-8480)

- Our school media center is a vital part of our instructional program. Weekly classes are scheduled for K-3rd grades. All other grades are on a flexible schedule. The media center is open from 7:30 a.m. to 3:00 p.m. Any student using the media center before 7:45 a.m. or after 2:30 p.m. must have permission from their teacher or be accompanied by a parent. Students are allowed to check out one book at a time in Kindergarten and 1st grades, two books for 2nd & 3rd graders and up to three books for all other grades. To maintain an adequate collection, students and parents must cooperate to see that materials are returned in good condition and on time. If materials are not returned, a charge equal to the current replacement price is made. Those who forget to return a book are not allowed to check out a book in its place until the book is returned. Parents will be notified if a book is overdue.
- The Pine Street PTO sponsors the “Adopt a Book” program. Donations can be made to the library in honor/memory of a special child, adult or teacher and are a great idea to commemorate a child’s birthday.

**ACCELERATED READER** is a program designed to encourage reading and comprehension for our 2nd-5th graders. Regular “Star” tests determine a student’s reading level and goal. Students then earn points by taking computerized tests on selective reading books (which are based on their reading level) in either the media center or their classroom. Summertime reading is also encouraged and tests may be taken in the media center on specified dates during our summer school session. A list of eligible books is available at the media center, the public library or the school web site. Progress reports are sent home at a minimum every three weeks and a grade level appropriate party is given for those who meet their reading goals.

**ODYSSEY** consists of a series of programs provided by Spartanburg School District 7 to meet the needs of gifted and talented students in grades 3-12. At the elementary level, “Odyssey I” serves academically talented and gifted students in 3rd grade. “Odyssey II” serves academically talented and gifted students in grades 4 and 5. As defined by the state of South Carolina, the gifted and talented are students that have the academic and intellectual potential to function at a high level in one or more fields of study. Introductory brochures are available at our District Office or parents are welcome to call the ODYSSEY office at 864-594-6170.

- Odyssey I is conducted on our campus for 180-200 minutes a week.
- Odyssey II students are bused to Jesse Boyd once a week for instruction

**SCHOOL GUIDANCE COUNSELORS** assist parents, students and teachers. During the school year, classes receive group guidance dealing with the following topics: character education, building self-concept's, decision making skills, study and organizational skills, career awareness and drug awareness. Small group guidance is available to discuss special problems and mediation. Students are also seen on an individual basis.

**SPECIAL EDUCATION:** Support services offered by District 7 provides educational opportunities for all students including those with special physical, mental and emotional needs. School psychologists provide individual evaluation and diagnostic services, as well as consultation with teachers, parents, and students. Speech and language therapy is available for students who qualify. More information about psychological services and special services may be obtained by calling one of the school guidance counselors.

**SERVICES FOR STUDENTS WITH DISABILITIES:** The Department of Special Education in Spartanburg School District 7 offers a continuum of services for students who have a qualifying disability under the realm of the Individuals with Disabilities Education Act (IDEA) Assistance is also provided for students who are disabled and qualify for services according to Section 504 of the Rehabilitation Act of 1973 (Section 504). Should assistance be required regarding information or access to these services, please contact the school guidance counselor or the Department of Special Education.

**HOMEBOUND INSTRUCTION** is available for students who are not able to attend school for an extended period because of a physical disability. These students may be assigned a teacher who will instruct them at home or in hospitals. The homebound program is an extension of the regular school curriculum and is available only during the 180-day school year.

**HOMEWORK:** The amount and frequency varies among grade levels and subjects taught. All teachers feel that homework is important and beneficial. Keeping students after school to make up homework is done at the discretion of the individual teacher. Each grade will send home their policy concerning homework/class work at the beginning of the school year.