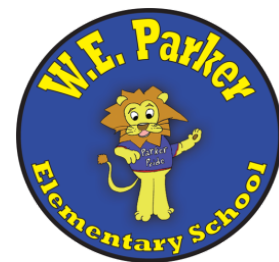




*Growing World Class Citizens by Engaging, Empowering, and Enriching
All Learners*



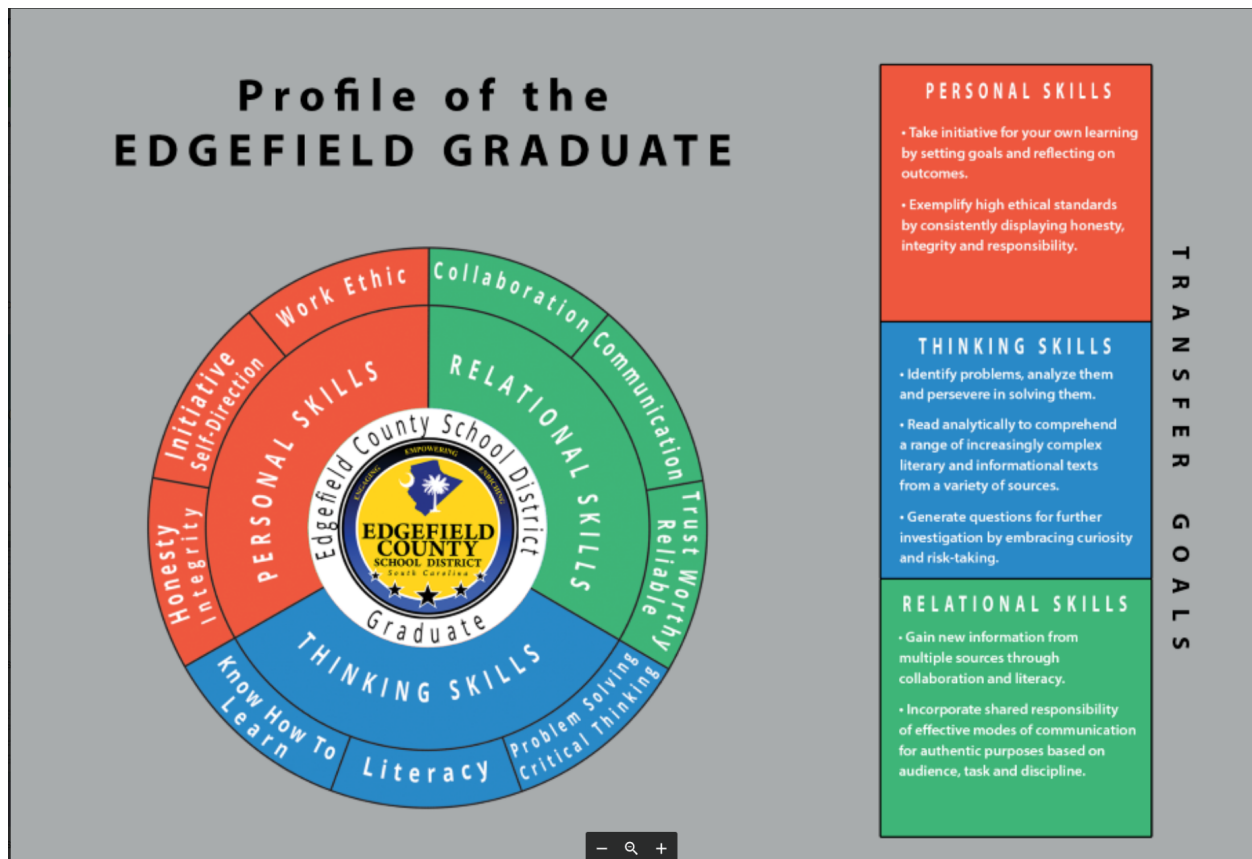
**2022-2023
Elementary School Parent and Student
Handbook**

Engaging, Empowering, and Enriching all Learners

Edgefield County School District:

Purpose: Growing World Class Citizens by Engaging, Empowering, and Enriching All Learners.

Direction: Creating World Class Citizens who are developing the thinking, personal, and relational skills needed for continued success in a changing society.



Engaging, Empowering, and Enriching all Learners

EDGEFIELD COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES



Ms. Robin Ball, Chair Term Expires: 2024
Address: 1811 Birch Drive
North Augusta, SC 29860
Phone: 803-640-2509
Email: rball@edgefield.k12.sc.us
Representing Zone 7



Mrs. Blair Massey
Vice Chairperson Term Expires: 2024
Address: 94 Stonehenge Circle, Edgefield, SC 29824
Phone: 803-637-3749
Email: bbmassey@edgefield.k12.sc.us
Representing Zone 4



Dr. Willie Campbell
Secretary Term Expires: 2022
Address: 2072 Lakeview Drive, Johnston, SC
29832
Phone: 803-275-4921
Email: wscampbell@edgefield.k12.sc.us
Representing Zone 1

The ECSD Board of Trustees meet on the second Tuesday of each month at 7:00 PM in the Board Room.

Edgefield County School District Office
3 Par Drive, Johnston, SC 29832



Mr. Jonathan T. Harling
Term Expires: 2022
Address: 335 Woodridge Road, Edgefield, SC 29824
Phone: 803-637-6239
Email: jtharling@edgefield.k12.sc.us
Representing Zone 2



Mr. Johnny Peterson
Term Expires: 2024
Address: 23 Peterson Lane, Edgefield, SC 29824
Phone: 803-430-3790
Email: jtpeterson@edgefield.k12.sc.us
Representing Zone 5



Ms. Deidra Tanks
Term Expires: 2024
Address: 220 Rainsford Circle, Trenton, SC
29847
Phone: 706-699-2168
Email: dntanks@edgefield.k12.sc.us
Representing Zone 3



Mr. Erik Drylie
Term Expires: 2022
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Augusta, SC 29860
Phone: 803-629-8889
Email: ejdrylie@edgefield.k12.sc.us
Representing Zone 5

DISTRICT CONTACT INFORMATION

Superintendent, Dr. Kevin L. O’Gorman

Stephanie Williams, Administrative Assistant
Mailing Address: P. O. Box 608, Edgefield, SC
29824

Location: 3 Par Drive, Johnston, SC 29832
Telephone: 803-275-4601

Assistant Superintendent, David Fallaw

Assistant Superintendent & Human Resources
Ashley Hatcher, Director of Finance
Lindsay Collar, Human Resources Coordinator
Location: 425 Lee Street, Johnston, SC 29832
Phone: 803-275-1122 Fax: 803-275-1128

Administration

Dr. Jason Holt, Director of Administration
Location: 3 Par Drive, Johnston, SC 29832
Phone: 803-275-4601
Tanja Bryan, Transportation Supervisor
Phone: (803) 275-1776

Adult Education/Parenting

Vickie Butler, Director of Adult Education
Renee Williams, Parenting Coordinator
Phone: 803-275-4158
Location: 117 Cardinal Drive, Johnston, SC
29832

Attendance and Registration Information

Patricia Faulk, Informational Data Coordinator
Rebecca Williams, Student Services Specialist
Location: 3 Par Drive, Johnston, SC 29832
Telephone: 803-275-4601

Child Nutrition

Connie Cunningham, Director of Child Nutrition
Location: 119 Cardinal Drive, Johnston, SC
29832
Mail: P. O. Box 178, Edgefield, SC 29824
Phone: 803-275-5788 Fax: 803-275-5789

Curriculum and Instruction

Stephanie Wallace, Director of Curriculum &
Instruction
Location: 3 Par Drive, Johnston, SC 29832
Telephone: 803-275-4601

Federal Programs and Assessments

Dr. Cherya Clark, Director of Federal Programs
Rebecca Williams, McKinney-Vento Liaison
Location: 3 Par Drive, Johnston, SC 29832
Phone: 803-275-4601

Office of Exceptional Children

Jerrilyn Johnson, Director of Exceptional
Children
Keri Reames, School Psychologist
Location: 3 Par Drive, Johnston, SC 29832
Phone: 803-275-4601

Facilities, Operations, and Transportation

James Courtney, Director of Facilities &
Operations
Location: 3 Par Drive, Johnston, SC 29832
Phone: 803-275-4601

Technology Services

Mitch Yonce, Technology Coordinator
Location: 3 Par Drive, Johnston, SC 29832
Telephone: 803-275-4601

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<p>Douglas Elementary School 215 S. E. Diggs Road Trenton, SC 29847 LaSonja Hagans, Principal</p> <p>Phone: 803-275-1752 Fax: 803-275-1751</p> <p>Website: https://des.edgefield.k12.sc.us</p>	<p>Johnston Elementary School 514 Lee Street Johnston, SC 29832 Tammy Martin, Principal Kevin Butler, Assistant Principal</p> <p>Phone: 803-275-1755 Fax: 803-275-1785</p> <p>Website: https://jes.edgefield.k12.sc.us</p>
<p>Meriwether Elementary School 565 Springhaven Drive North Augusta, SC 29860 Bruce Lee, Principal Mandy Lowe, Assistant Principal Derek Wrenn, Assistant Principal</p> <p>Phone: 803-279-9993 Fax: 803-279-8898</p> <p>Website: https://mes.edgefield.k12.sc.us</p>	<p>W. E. Parker Elementary School 41 Crest Road Edgefield, SC 29824 Charidy Quattlebaum, Principal Windie Burton, Assistant Principal</p> <p>Phone: 803-637-4020 Fax: 803-637-4058</p> <p>Website: https://wep.edgefield.k12.sc.us</p>

District Elementary School Information

Handbook Purpose

The ECSD provides this Student/Parent Handbook to each of our students so that students and their parents can become familiar with our schools' rules and regulations.

The district administration and/or the Board of Trustees may amend, modify, or discontinue at any time the policies, rules and regulations to which it refers. Please refer to the district website for more information on all school board policies.

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GENERAL INFORMATION

ADDRESSING YOUR CONCERNS

At times, a parent/guardian may have concerns about his or her child's performance or about a discipline issue. Here are steps you need to follow to address a concern.

Step One: The parent/guardian should first discuss the issue with the specific teacher by telephone or in person after making an appointment.

Step Two: If this telephone or meeting does not resolve the parent's/guardian's concerns, the parents/guardian should contact the school administration and discuss the issue by telephone or in person after making an appointment.

Step Three: If the issue remains unresolved, the parent/guardian may contact the district office and speak with the staff member who works with the area concerned.

ARRIVAL TIME

Students should **arrive at school no earlier than 7:05 a.m. Please do not drop students off before this time, as no supervision is available.** Children who wish to eat breakfast should arrive no later than **7:30 a. m.** This does not apply to students riding a late bus. Each school will provide more information regarding morning drop off points and early morning procedures.

BOOKBAGS

Due to safety, only students in grades 3, 4, and 5 may have rolling book bags. Students in these grades have many textbooks that have to be brought home on a regular basis, unlike the lower grades. If a student displays inappropriate behavior (running, hitting, bumping, tripping) with their book bag, they will lose their privilege to have a book bag with wheels.

CELL PHONES

Students are not allowed to have cell phones or use cell phones at school. Cell phones will be confiscated and only returned to a parent/guardian after 24 hours has elapsed for the first offense. If a second occurrence is reported, the phone will be confiscated and kept until the end of the school year.

CHANGE OF ADDRESS

The school office must have a **current** address and telephone number for all students. Correct

information is very important in emergencies. **Two proofs** of residency will be required to verify the new address. If we do not have current contact information and/or we receive returned mail, we will assume that the parents live out of district and will begin an investigation into the matter. If an emergency should arise and the school has no working number, the local authorities will be notified to locate the parent/guardian.

CHANGE OF PLANS

Anytime there is a change in your child's regular routine (ex. transportation, daycare, etc.), the school must have a written note from the parent/guardian indicating the change. The note will verify the change as well as allow us to provide the safest and most efficient service for your child. The note must be given to the teacher first thing in the morning. School is not responsible for messages not received.

No changes will be accepted over the phone or fax for your child's safety.

CHECKS

Checks written to pay for your child's lunch, pictures, lost or damaged books, and any school fundraising should be made payable to the school. Please write your child's name on the check so we can ensure that your child receives proper credit for your payment. If a check is returned for any reason (closed account, stopped payment, or insufficient funds), a minimum of a \$25.00 handling charge will be assessed. **"POST DATED" CHECKS ARE NOT ACCEPTED.**

COMMUNICATION

There are many opportunities for communicating with and responding to the community, including each school's newsletter, marquee, teacher weekly newsletters, family folders, our interactive websites, and email/phone availability to all faculty and staff. The district's School Messenger System allows us to send out a message to each of our students in a matter of minutes. Please "like" the district's Facebook page and your local school's Facebook page to get notices. Please help us by keeping us posted on any changes in your contact information. Please ask your child or check book bags daily to make sure you receive all notifications from the school!

PARENT PORTAL/POWERSCHOOL

What is PowerSchool?

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PowerSchool is a student information system (SIS) which provides real-time student data. Students' schedules, attendance, and grades are all viewable from any wi-fi connected device, including a cell phone.

Parents/guardians will be provided with an Access ID for their student once they are an active student in PowerSchool. This Access ID will allow parents/guardians to create a Parent Portal account. Please ask the front office clerk at your child's school for more information if needed.

ENROLLMENT/PROOF OF RESIDENCE

School enrollment is completed through the Online Enrollment tool. If your child is returning to ECSD, please register through the registration link in your Parent Portal account. New to ECSD students should make an appointment with a school or the District office to complete the registration process. The following documentation will be required to complete the registration process:

Photo ID (parent/legal guardian)

Child's State Issued Birth Certificate - The birth certificate issued at the hospital is not the legal birth certificate. Legal birth certificates /long forms may be obtained for children born in South Carolina from the DHEC offices in Aiken and Greenwood.

You can also order a birth certificate online for any state at usvitalrecords.org (select the state). The cost is \$34.00.

Child's Certificate of Immunization : Properly signed Certificate of Immunization, Conditional Certificate of Immunization or Religious Exemption Certificate provided by the Health Department)

Two Proofs of Residency (Select one from each category)

Category A: Choose one proof from this section and provide a copy for documentation:

Tax receipt showing that both property and dwelling are located in the Edgefield County School District.

Mortgage Statement or Receipt

Rental or Lease Agreement-showing the address of the dwelling, the property owner's name, address, and telephone number. (Statements from apartment complexes or other multiple family dwellings need to be on letterhead stationery showing the appropriate information as mentioned. RENT RECEIPTS WILL NOT BE ACCEPTED.

Category B: Choose one proof from this section and provide a copy for documentation:

Electric/gas bill

Water/sewer bill

House insurance invoice

PARENT-TEACHER CONFERENCES

Conferences are valuable and desirable for the benefit of the student. Parents are encouraged to call for an appointment. Teachers often request a conference to discuss a student's academic progress and behavior. Conferences are scheduled before or after school hours, and during a teacher's planning. Parents may call the school office or email teachers to request a conference. Telephone calls are an excellent means of having an informal conference. From time to time, your child's teacher may call to update you on your child's work. Please note that although phone conferences are encouraged, phone calls will be forwarded to teacher voicemail during the instructional day so as not to interrupt teaching and learning. Edgefield County School District will hold parent conferences in accordance with the district's calendar.

CONFIDENTIALITY

Confidentiality of information about the child and family will be maintained at all times. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, principal, teaching staff and licensing agency. Information concerning the child will not be made available to anyone by any means, without the expressed written consent of the parent/ guardian. All student records are in a secure location and kept in a confidential manner. They are only available to the South Carolina Department of Social Services, the school principal or other school personnel on an as-needed basis, the child's teacher, or parent/guardian upon request. Access to records is limited to the above unless requested by a court order.

CRIMINAL BACKGROUND CHECKS

Each year volunteers must undergo a SLED check **through ECSD prior to volunteering**. This applies to field trips, assisting with field day, parties in the classroom, etc. Parents are responsible for paying for their own SLED check. SLED checks **MUST** be completed **at least three weeks prior to the event**, so it is suggested that you do this at the beginning of the year if you plan to be an active volunteer. **The**

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cost is \$8.00. This covers you at all ECSD schools. Please visit the ECSD webpage and click on Parents, then click Secure Volunteer to pay online.

CUSTODY CONCERNS

A student may be picked up from school by a parent, guardian, or by **only the persons listed on the emergency contact card**. Anyone picking up a student must be verified by the prime custodial parent or guardian (the person with whom the child resides). If one parent is not allowed to pick up a child based on a signed court order, the school must have a copy of the court order on file in order to prevent the parent from picking up the child.

DELIVERIES

The school will not be able to accept deliveries of balloons or flowers during the school day. This also includes special occasions such as Valentine's Day. Please refrain from sending these items to your child at school. We ask that you plan for these special deliveries at your home.

DISMISSAL

Please refer to your school's dismissal procedures. Students will not be signed out within 30 minutes of dismissal. Learning occurs up until the last minutes of the school day. If your child leaves early, he or she may miss important reviews and information.

DISTRIBUTION OF LITERATURE

No pamphlets, posters, or literature of any kind may be distributed on school grounds without prior approval from the district office.

FIELD TRIPS

Field trips are planned for each class during the school year at teacher discretion. Students must have a signed permission slip from the parent along with a "consent to treat" form in case of emergency while on a trip. Students will not be allowed to attend the field trip without these documents on file. If your child is unable to participate after paying for a trip, it may not be possible to refund the payment. Some field trips require advance payments for reserved seating. If this is the case, the cost cannot be refunded.

FINANCIAL OBLIGATIONS

In order for students to participate in field day and other end of the year activities, parents must have resolved all fees owed to the cafeteria, library, or for other "Lost/damaged" items.

Students must have returned all school items such as chrome books, text books, library books, and any other school/district owned items.

FOOD SERVICES (Breakfast and Lunch)

The Child Nutrition department is comprised of a team of food and nutrition professionals that are dedicated to our students' health, well-being, and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices. Meals, foods, and beverages sold or served at schools meet state and federal requirements that are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition guidelines.

The ECSD provides free breakfast for all elementary students. Breakfast will be available for students beginning the first day of school from 7:05 AM – 7:35 AM. All private transportation students must be in the cafeteria by 7:30 AM in order to eat breakfast. Students may purchase lunch in the cafeteria or bring their lunch from home. Extra milk may be purchased daily. **If lunches need to be kept hot, please send them in the appropriate containers as students will not be able to warm meals in the microwave. Cold items should be packed in appropriate containers with an ice pack.**

Please take advantage of the options to prepay your student's meal accounts. Prepaid meal accounts help the lunch lines go faster and give students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might be lost, stolen, or used for other things other than lunch. To set up an online account or to view menus and more information about online payments, visit https://www.edgefield.k12.sc.us/departments/child_nutrition. Go to the website, and click on pre-pay options. If you have questions, contact your local school cafeteria manager or the Child Nutrition Office.

FREE/REDUCED MEALS

Families may apply for free or reduced price meals throughout the school year. Elementary students will be allowed to charge a total of five (5) meals. A letter will be sent home with the student that he/she will not be allowed to charge any more meals before receiving an alternate meal. The five charges must be paid in full before the child is allowed a regular lunch.

Student Lunch Prices

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\$2.40 per day Full Pay
\$.40 Reduced Pay
\$.50 Extra Milk

FUNDRAISING

Schools will keep fundraising to a minimum so that the efficiency and effectiveness of the educational process is not impaired. Fundraising campaigns must be approved by the principal. No student or organization may sell, distribute, or advertise services, written materials, or items from private sources at school without the principal's approval.

HOMELESS

Who is homeless?

The Federal McKinney-Vento Homeless Assistance Act defines children and youth who lack a fixed, regular, and adequate nighttime residence as homeless. This includes children in addition, youths who:

- share the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
- live in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- live in emergency or transitional shelters;
- are abandoned in hospitals;
- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- live in cars, parks, public spaces, abandoned buildings, substandard housing (e.g., housing that lacks any one of the fundamental utilities, does not have working a kitchen or plumbing, is overcrowded, or infested), bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied youth who qualify as homeless because they are living in circumstances described above.

Students whose living situations meet this definition have educational rights and are eligible to receive services under the McKinney-Vento Act.

INSURANCE

Student insurance is available on an optional basis. Plans and rates vary, and information is distributed during registration or when school begins. The school/district is not responsible for medical expenses and/or personal property loss.

MATERIALS FEES

Materials fees are \$25.00 for the school year. Please make checks payable to the school. The school will work very closely with parents in the collection of school fees. Should you have several children from one family, or if you are experiencing economic difficulties, please contact the school principal to discuss alternatives and set up a payment plan. **These funds help supply additional consumable resources not covered by local and state funds.**

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act is a federal law that affords parents/guardians and students over 18 years of age (eligible students) certain rights with respect to student education records.

RIGHTS UNDER FERPA

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The federal Family Policy Compliance Office administers FERPA. For more information on FERPA, visit their website:
www.ed.gov/policy/gen/guide/fpco/index.html.

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to the following:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior

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- Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers
 - Religious practices, affiliations or beliefs of the student or parents
 - Income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of the following:
- Any other protected information survey, regardless of funding
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law
 - Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
3. Inspect, upon request and before administration or use, the following:
- Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - Instructional material used as part of the educational curriculum

NOTIFICATION OF RIGHTS UNDER PPRA

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Lexington Four has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his/her child out of participation in the specific activity or survey. The district will make this notification to

parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales, or other distribution
 - Administration of any protected information survey not funded in whole or in part by ED
 - Any non-emergency, invasive physical examination or screening as described above
- Parents who believe their rights have been violated may file a complaint with the following: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

PARTIES (BIRTHDAY AND OTHER)

Parties are an important part of the social development of the student; however, we do limit the number of parties to two a school year. Surprise and birthday parties are not permitted. A treat can be sent to school to be shared with the class at lunchtime. Balloons and flowers are not permitted in the classroom or on the bus. We encourage healthy treats for our students. **Due to food allergies, all food items must be store bought with a label that identifies the ingredients.** Items will be returned that do not meet the guidelines.

Students passing out party invitations must have an invitation for every child in the classroom or they cannot pass them out at school. Students will not be allowed to pass out invitations to students outside of their classroom.

PERSONAL PROPERTY

Personal property such as lunchboxes, book bags, coats, caps, gloves, etc. should be labeled with the student's name for identification if the item is lost. The school is not responsible for any personal items that become lost or stolen. See your school for the location of their Lost and Found items. All unclaimed items will be donated to charities at the end of each nine weeks.

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PETS/ANIMALS ON CAMPUS

Pets/animals of any kind are not allowed on school grounds unless approved by the district office.

PLEDGE OF ALLEGIANCE

State law requires that each school set aside time for the "Pledge of Allegiance." Any student, however, who does not wish to say the "Pledge of Allegiance" does not have to participate and will not be penalized. That student may leave the classroom, remain in his/her seat, or express non-participation in any form, as long as that form does not materially infringe upon the rights of others or disrupt school activities.

REPORTING ABUSE AND NEGLECT

Any principal, assistant principal, school teacher, school attendance officer, nurse, or counselor who has received information in his/her professional capacity which gives him/her reason to believe that a child under the age of 18 has been or may be abused or neglected as defined by law **must** report such a situation. These individuals may make the report to a law enforcement agency in the county where the child resides or to the county department of social services.

Other school employees who have reason to believe that a child under the age of 18 has been or may be abused or neglected as defined by law may also report or cause a report to be made, and are encouraged to do so, as stated above.

The State of South Carolina provides both civil and criminal immunity to those reporting suspected child abuse or neglect.

SCHOOL IMPROVEMENT COUNCIL/TITLE I PLANNING TEAM

The School Improvement Council and Title 1 Planning Team is a group of parents, community members, and teachers who work together to advise the administration and the Title 1 Curriculum Facilitator. Two thirds of the members are elected and serve staggered two-year terms. One-third is appointed. Each school holds Title I Planning Team/School Improvement Council meetings to evaluate the work Title I is doing at each school. All parents and community members are invited and encouraged to attend. We welcome your input and feedback. Would you like to be part of this team? Please contact the school office for more information.

SCHOOLWIDE TITLE I PROGRAM

Title I is a federal program that offers supplemental funds to school districts to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education. Title I serves our four elementary schools (Douglas, Johnston, WE Parker and Meriwether). Each of these schools operates a school-wide Title I program. School-wide programs provide greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance. Once a school receives an allocation, funds are utilized based on the needs of that school. In Edgefield County, Title I generally provides class-size reduction teachers, teacher assistants, computer-assisted instruction, Response to Intervention personnel, parent involvement activities, Parenting and Family Literacy Program and more.

For further information, please contact Dr. Cherya Clark, 275-4601.

TECHNOLOGY USE

The district's computer network system is designed to enhance curriculum and student educational needs. The system serves all individual classrooms. Students, under no condition, are to access the system without permission, tamper with the system and/or diskettes containing software programs, or abuse the system in any manner. The use of the system for obscene, profane, or vulgar purposes is strictly prohibited. Students violating the computer network system policy will be subject to disciplinary action. The system coordinator and network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Edgefield County School District computers. Edgefield County School District intends to provide access to the Internet as a tool for educational activities. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, radio, and movies. Students using the district network are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others

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- Damage computers; alter computer systems or computer networks
- Violate copyright laws
- Use another's password
- Give out his/her name, address or phone number
- Trespass in another's folders, work, or files
- Intentionally waste limited resources
- Employ the network for commercial purposes
- Engage in any conduct related to instruction that teachers or administrators deem inappropriate
- Hacking the system – this may include but is not limited to attempting to breach any security in place such as accessing secured data or other people's data, interrupting operation of the computer and/or network, stealing data or programs, pirating software, accessing "other" accounts and/or disc space.

TELEPHONE MESSAGES

Please make sure that your child has all of your important family information before he/she comes to school each day. Students and teachers will not be called to the phone during the instructional day. Only those telephone messages, which are an emergency, will be delivered to students. School is not responsible for messages not received.

TEXTBOOKS

All textbooks are on loan to students for their use. Students are responsible for all textbooks issued to them and for all library books checked out to them. Textbooks should be covered at all times. If a textbook or library book is lost or damaged by a student, the student must pay the assessed value of the book before receiving another book. Students will be given one copy of consumable books. Students will be charged \$20.00 to replace a consumable book. All money collected for lost or damaged books is used towards the replacement cost. If a book is found after payment, the money will be refunded.

TOBACCO POLICY

Possession and/or use of ***tobacco products*** on campus, school related field trips, and on the school bus are prohibited by school board policy. Smoking paraphernalia of any kind will not be allowed on campus and/or in the building at any time. Tobacco

paraphernalia includes cigarettes, cigars, chewing, and/or smokeless tobacco of any kind, matches, lighters, rolling papers, etc. Students who are caught **SMOKING or HAVE POSSESSION OF** tobacco paraphernalia items will be referred to the administration for disciplinary action. **Visitors on campus are expected to abide by this policy.**

TOYS

Please do not allow your child to bring personal items such as toys, iPads, iPods, electronic games, fidget spinners, yo-yos, stuffed animals, baseball/Pokémon cards, etc. These items are easily lost and can cause a disruption to the instructional program. If a child brings a toy and causes a disruption, it will be taken, and a parent or guardian will have to pick it up.

TRANSPORTATION DECLARATION

A Transportation Declaration must be completed online for each student attending ECSD schools. Parents or guardians must declare whether their child will be transported by personal car, day-care van, or ride a school bus. A specific address for bus pick up and drop off must be provided. For safety, reasons and overcrowding, temporary transportation changes or requests to go to a different location cannot be accommodated. If family circumstances change during the school year, which require a permanent change for transportation, you must file a new Transportation Declaration. Only the parent/legal guardian can make changes to a student's Transportation Declaration. The transportation policy and bus rule are also available in the online registration.

BUS REGULATIONS

Riding the school bus is a privilege, not a right. Safely transporting students to and from school is of the utmost importance. Students who ride the bus are under the supervision of the bus driver and are expected to follow the school district transportation regulations. Students are to remain seated and display conduct that will not divert the attention of the driver. Failure to follow transportation regulations or failure to cooperate with the driver may lead to temporary or permanent suspension from riding the bus. It is our goal to provide safe transportation for all students throughout the year. Bus drivers are not supervised by the elementary schools' administration. All concerns regarding bus drivers, routes, and times should be directed to the Edgefield County School District Transportation

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Office at 803-275-1776.

VISITING THE SCHOOL/USE OF CELL PHONES

To insure our students' safety and to protect instructional time, we ask all visitors to report to the office upon arriving. Please sign in and receive a visitor's pass. When you leave, please stop by the office and sign out. If you wish to speak with a teacher, please make sure to call in advance and schedule a time to meet.

Cell phone use in our hallways is prohibited during the regular school day. If you are on your cell phone, you will be asked to return to the front office to finish your call. **CELL PHONE USE IN THE CARLINE IS PROHIBITED!**

Due to media concerns and confidentiality, please do not take videos or pictures of students unless you have permission from the school or it is your own child.

VOLUNTEERS MAKE A POSITIVE DIFFERENCE

Volunteers are a great help with our instructional program and assist with other activities. Volunteers may be used in many capacities including:

- Listening to students read or reading with students
- Assisting with field trips
- Helping in the lunch room, media center, or in learning centers
- Mentoring
- Providing exhibits or lecturing on special topics
- Creating material and games for the classroom
- Organizing parents for special projects

If interested, please contact your child's school. You will need to complete a background screening. You may do this online by visiting the district website and clicking Secure Volunteer under the parent tab.

WITHDRAWAL OF STUDENTS

If you are moving, please try to notify the school office several days in advance in order to expedite the necessary paperwork. A parent/legal guardian must accompany a student withdrawing from school.

All textbooks must be returned and all financial obligations including school fees, cafeteria debts, and library fines must be paid at the time of

withdrawal. You will have ten days to register your child in their new school. If a request for records is not received, your child will be considered truant and the district truancy officer will contact you.

STUDENT ATTENDANCE

Age of Attendance

SC Code of Laws Section 59-63-20 states it is not lawful for any person who is more than 21 years of age to attend any of the public schools of this state except that:

- 1) Persons over 21 years of age may attend night schools;
- 2) When a pupil is in the graduating class and becomes 21 years of age before graduation, he/she is permitted to complete the term, if otherwise qualified to do so;
- 3) Three and four-year-olds may attend optional child development programs, and all three-year-old, four-year-old, and five-year-old children with disabilities in accordance with their individual education program, may participate in any public education preschool program, including optional child development programs. Children with disabilities served in four-year-old optional child development programs may be counted for funding under both funding sources.
- 4) Students may enter kindergarten in public schools of this state if they will attain the age of five on or before September first of the applicable school year or have substantially initiated a public school kindergarten program in another state that has a different attendance age requirement from South Carolina; and
- 5) Students may not enter the first grade in public schools of this state unless they will attain the age of six on or before September first of the applicable school year or have substantially initiated a first grade program in another state that has a different attendance age requirement from South Carolina or have attended a public school kindergarten program for one full school year.

ABSENCES FROM SCHOOL

The Board of Trustees for Edgefield County believes that attendance is a key factor in student

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achievement. Any absence from school represents an educational loss to the student. Students are expected to attend school every day except in cases of illness, or other reasons specifically stated in district policy. An elementary student is considered in attendance when present for at least three hours and fifteen minutes of a school day. Students will be allowed no more than ten (10) days total absences for the school year unless the student has been or is enrolled in the District Homebound Program. Medical documentation will not be accepted more than three (3) school days after the student returns to school. Excuses for a student's absence should be sent directly to the office. Violations of these regulations may result in non-promotion unless excused by special provisions of the Edgefield County School Board. Students who fail to attend school when they are physically and circumstantially able to do so are truant. Such a student is in violation of the South Carolina Compulsory School Attendance Law for children between the ages of 5 and 17.

ABSENCES/EXCUSES

A written statement from a parent/legal guardian, physician, dentist or other recognized licensed/certified medical practitioner or legal officer is required for each absence. The statement should be dated and state the date(s) of the absence(s); state the reason for the absence(s); and provide a telephone number of the parent/legal guardian.

LAWFUL ABSENCES:

- Students who are ill and whose attendance would endanger their health or the health of others.
- Students in whose immediate family there is a death.
- Students may be excused for recognized religious holidays of their faith.
- Students may be excused from attendance in accordance with School Board Policies.
- Students who have prior permission to participate in school-sponsored or school-approved activities.

UNLAWFUL ABSENCES:

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent without acceptable cause with the knowledge of their parents.

- Students absent without a valid written excuse.

INTERVENTION FOR UNLAWFUL ABSENCES

- Upon a student accumulating three (3) consecutive or a total of five (5) unexcused absences, the student is considered truant. A letter will be sent to the parent/guardian requesting a meeting.
- With the parents/guardian and/or student to develop a plan to improve attendance.
- Upon two more unexcused absences, the student will then be considered a habitual truant and a District Attendance Plan will be implemented with the District Truancy Officer, parent/guardian, and student.
- Upon one more unexcused absence, District/School Administration may send the student (ages 12-17) to the Edgefield County School District Alternative Program for a minimum of 45 school days. Refusal to attend the Alternative Program will result in an automatic referral to court.
- Once at the Alternative Program, if a student accumulates an additional unexcused absence, the Truancy Officer will refer parents/guardian and student to court.

EARLY DISMISSAL

Students are encouraged to remain in school for the full day/ 7:45 AM-2:10 P.M. Scheduling appointments after school hours are strongly encouraged to avoid loss of instructional time. Should the need for an early dismissal arise, such as a medical/dental appointment or family crisis, the student should bring a written note stating: (1) the reason for early dismissal, (2) the name of the person who will pick up the student, (3) the time of dismissal, and (4) a telephone number so the note can be verified, if needed. This note should be turned in no later than the morning of the day for the early dismissal. The person picking up the student must be listed in our student database as a person allowed to pick up the child and will need to show a picture ID. Students will be called to the office for early dismissal upon the arrival of the parent/guardian or designated adult.

Students may not be signed out after 1:45 p.m.

After the deadline, parents will have to wait until the regular dismissal time, and the child will be dismissed with the car-riders to the carline pick-up area. The administration may develop an attendance

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plan for students with frequent early dismissals. Three or more unexcused early dismissals may be recorded as an absence.

LATE ARRIVAL

Instruction begins promptly at 7:45 a.m., and all students should be in their classrooms ready to learn at this time. Students arriving after 7:45 a.m. are considered tardy, and a parent must come in the office to sign in the student. If a student is persistently tardy, parents will be notified and appropriate disciplinary action will be taken.

PERFECT ATTENDANCE

A student must attend for a minimum three hours and fifteen minutes, (3 hours 15 minutes) of the school day for the entire school year without habitual tardiness and/or early dismissals in order to be considered for perfect attendance.

SCHOOL- SPONSORED EVENTS

School-sponsored events are not considered as absences. The student who has a signed parent permission form will be allowed to go on the trip. Students will be allowed to make-up any missed assignments.

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is

important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
 - Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
 - Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
 - If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
 - Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent
- Avoid medical appointments and extended trips when school is in session

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1 or 2 days a week doesn't seem like much but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing just...	That equals...	Which is...	And over 13 years of schooling that's...
10 mins per day	50 mins per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 mins per day	1 hr. 40 mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

EVERY DAY COUNTS

If you want your child to be successful at school then, YES, attendance does matter!

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HEALTH AND WELLNESS

ECSD is committed to providing a healthy school environment that offers children nutritious food choices, provides sequential and integrated nutrition education, and connects meaningful physical activity to students' lives outside of physical education. As part of the district's wellness practices, all schools limit student access to unhealthy snacks and beverages in accordance with state law and board policy.

Some students are diabetic and others have food allergies that include peanut, wheat, soy, and dairy.

STUDENT HEALTH SERVICES

Recognizing that healthy students learn better, the school district has a licensed nurse in each school: The purpose of school nursing is to enhance the educational process by the modification or removal of health related barriers to learning and by promotion of an optimal level of wellness. School nurses accomplish these activities in partnership with students, parents, school staff, and the Edgefield Medical Community. All school nurses are licensed and attend annual in-service education directly related to student services. In addition, all are Red Cross certified in CPR and AED trained. If you have questions or concerns about your child's health or school nursing services, please contact your school nurse. It is especially important to report any illness or condition that your child has that may require medical support during the school day.

ALLERGIES

If a child has severe food or other allergies, parents should notify in writing the school nurse and the child's teachers. Written procedures for the school to follow in an emergency, a list of foods or items that the child needs to avoid, and physician's signature must be submitted. If a child needs a special tray or drink, a Request for Alternate Meals Form must be completed. Please see the school [nurse to complete this form](#).

CONTACTING PARENT/GUARDIAN

When a student's illness/injury appears serious, the school makes every effort to contact the parent/guardian and/or family physician immediately. If the school cannot contact the parent/guardian and/or family physician, the school calls the county emergency service and asks them to transport the student to the nearest hospital emergency room. (The parent/guardian is responsible

for the cost of the ambulance.) In extreme emergencies, the school nurse or principal may arrange for the immediate hospitalization of an injured or ill child. They will attempt to contact the parent/guardian in advance. When the parent/guardian is not immediately available, a school representative accompanies the injured/ill student in the ambulance or follows the ambulance to the emergency health-care facility and remains at the emergency health-care facility with the student until a parent/guardian, other family member or family physician arrives. No school will send an ill or injured child home alone.

CHRONIC ILLNESS

Students who suffer from a chronic illness or medical condition that is being treated by a doctor should provide a physician's note advising the school of the student's condition, i.e., asthma, diabetes, extra bathroom privileges, etc. The note will be placed in the student's attendance file, and a copy will be provided to each teacher. All absences still require normal documentation. The chronic illness verification note must be updated annually.

ILLNESSES THAT RESTRICTS A STUDENT FROM ATTENDING SCHOOL

The DHEC Office of Health Services' School Exclusion list is posted yearly. This is a list of illnesses restricting a student from attending school. A complete list is on file in the school nurse's office or online at www.scdhec.net. Should your child experience any of the following, please keep him/her home from school for the recommended time:

- ✓ Any child who becomes ill at school and sent home due to fever (100.0 or greater), vomiting, diarrhea, or becomes ill during the night with one of these symptoms, must not attend school for at least 24 hours from the last episode.
- ✓ A child should not attend school for suspected conjunctivitis with symptoms of pink or red conjunctiva (white of eye) with white or yellow discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids. He/she may return after the first treatment and/or with a medical note from the doctor.
- ✓ A child may return 24 hours after treatment has been initiated for streptococcal pharyngitis (strep throat).
- ✓ A child may return after the first treatment for head lice.

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INDIVIDUAL HEALTH CARE PLANS OR INDIVIDUAL HEALTH PLANS (IHPS)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the Office of Exceptional Children at 275-4601. Medication Policy

All prescription medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. If your child brings over the counter medication, it must be brought to the Health Room before school starts. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication on field trips.

LICE

If a teacher suspects a child of having head lice, he/she will notify the school nurse or principal's designee. If the student has live bugs, school personnel will notify the parents by telephone or in writing with recommendations for treatment procedures. The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions:

- The student shows evidence of treatment as determined by the school.
- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice.

MEDICAL HOMEBOUND INSTRUCTION

The district offers homebound instruction for those students of legal school age who, because of an accident, illness, or other medical condition, are unable to attend school even with the aid of transportation. To be eligible for homebound instruction, a licensed physician must complete the

district's required Medical Homebound Application certifying that the student is unable to attend school even with transportation, but that he/she may be expected to benefit from homebound instruction.

MEDICATION

If your child is taking any medications and should it become necessary for them to take medication during school hours, please follow the SCHOOL MEDICATION POLICY listed below:

- ✓ In order to avoid unexpected reactions, the first dose of medication should be given at home.
- ✓ The medicine should be hand delivered by the parent to the school nurse.
- ✓ The medicine should be brought in the original container with the proper label.
- ✓ Ask your child's healthcare provider to use the District's Permission for Medication form to write an order for the medication (for prescription medication as well as over-the-counter medication).
- ✓ A parent/guardian will also need to sign the medication form.
- ✓ The school nurse will administer the medication.
- ✓ A medication record will be maintained in the school health room.
- ✓ Parents/guardians are responsible for knowing the expiration date of any medication brought to school and replacing the medication before the expiration date.
- ✓ OVER THE COUNTER MEDICATIONS may be provided by the parent/guardian if it is in the original container, clearly labeled with the student's name, and accompanied by written parental permission.
- ✓ A limited number of OTC medications are provided in the health rooms at each school. A permission form, signed by the parent/guardian and specifying the type of OTC medication that can be administered to a child must be on file prior to the nurse administering the OTC medication.

School nurses are legally required to administer only medications with FDA approval. No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes but is not limited to Pepto-Bismol® (bismuth subsalicylate), Excedrin®, and OTC cold medications. If your child forgets to take a morning dose of medication, school

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nurses are not allowed to give that dose at school. Parent/guardians may come to school health room and administer the missed dose.

Per state regulations governing our CERDEP (4K) program, the school nurse is only allowed to administer OTC medications that is supplied by the parent. (See 4K handbook)

Along with the above guidelines, if a medication must be given on a long-term daily basis (i.e.: ADHD meds, etc.) or must be kept at school due to emergencies (i.e.: inhalers, EpiPens, etc.) we must have a doctor's order and parental permission form on hand. These medications must be brought in by the parent/guardian and signed into a log in the nurse's office and will be kept in the health room for use. Please see the school nurse to obtain proper permission forms.

STATE IMMUNIZATION REQUIREMENTS

A child cannot be admitted to any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption. Immunizations required by SC Law are Tetanus containing vaccine (Dtap, DT, or TD), Polio, Measles (two doses), Rubella (German measles), and Mumps, Hepatitis B immunizations are required for students entering all grades. The Varicella (Chicken Pox) vaccine or history of disease is required for all students admitted to K5 through 10th grade. If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department. A parent/guardian or adult authorized by the parent/guardian must accompany a student 16 or under who requires shots. Students enrolling during the school year, from out-of-state have 30 days to comply; failure to comply will result in disenrollment. Parent/guardians are responsible for keeping immunization records current.

STUDENT EMERGENCY INFORMATION

On the first day of school, your child will be given an Emergency Information Sheet to be completed by a parent/guardian. This is very important. Please print all information clearly. This will be the only way we have to reach, you in case of an emergency at school. **If at any time, any of this information should change, please notify your school nurse immediately.**

STUDENTS WITH SPECIAL DIETARY NEEDS

U. S. Department of Agriculture's nondiscrimination regulation (7 CFR 15b), as well as the regulations

governing the National School Lunch Program and School Breakfast Program, require that substitutions to the regular meal are made for children who are unable to eat school meals because of disabilities, when that need is certified by a licensed physician.

A "person with a disability" is defined as any person who has "a physical or mental impairment which substantially limits one or more major life activities, has a record of impairment, or is regarded as having such impairment."

Determinations of whether a participant has a disability that restricts his or her diet are to be made on an individual basis by a licensed physician.

A child's parent/guardian and physician must complete a Medical Statement to Request Special Meals and/or Accommodations form and return it to the school office to be processed and distributed to ECSD Child Nutrition personnel to make the substitutions as prescribed.

The completed original request for special meals/accommodations will be filed in the student's permanent record. The nurse will forward copies to the site manager for planning (production records), preparation, and serving, as well as to the Child Nutrition office to be entered on the child's POS pop-up screen and rosters.

Student documentation for "Special Meals/Accommodations" shall be maintained in the manager's office at your child's school.



Health & Wellness

INSTRUCTION AND ACADEMICS

For information regarding Early Childhood, Kindergarten, Gifted and Talented, as well as other instructional programs and instructional materials, please refer to the Board Policy manual on the district website, by clicking here:

<https://www.boardpolicyonline.com/?b=edgefield>

GUIDANCE

A comprehensive developmental guidance program is administered at each school. Developmental guidance is an integral part of the educational process and must be consistent in purpose with the philosophy and objectives of the elementary school in which it operates. It is an organized effort of the school to help all children develop their maximum potential, both academically and socially.

The developmental guidance approach considers the nature of human development and centers on positive self-concepts. It recognizes that feelings, ideas, and behaviors are closely linked. The approach also helps students learn more effectively and efficiently. The guidance program includes one full-time school counselor who provides specialized counseling services and interventions. Common goals for the students include the following:

1. Understanding the school environment
2. Understanding self and others
3. Understanding attitudes and behaviors
4. Decision making and problem solving
5. Interpersonal and communication skills
6. School success skills
7. Career awareness and educational planning
8. Community pride and involvement.

The counselor is available to talk to students about these things and can be reached by calling the school.

Parent/guardians or students may call or leave a voice mail if they would like an appointment or to express a concern. If a student does not want classmates to know, a private appointment can be arranged. Students can let their teacher know they need to see the counselor.

SPECIAL EDUCATION

In keeping with its responsibility to educate all students in the district, the board will provide special education programs for students with various disabilities. The board believes that students with exceptional educational needs should be served in regular classrooms whenever possible. To this extent, the board views special education as an integral part of the general education program offered to all students. Every student has a right to an appropriate educational program in which he/she can experience success. If a student has a disability, his/her success may be contingent upon an adjustment to the techniques and materials of instruction to meet his/her individual needs.

The district will provide special programs in accordance with state and federal laws and regulations.

SPEECH AND LANGUAGE SCREENINGS

Speech-language therapists are trained in identifying deviations, delays, or disorders in a child's articulations. The speech-language therapist also evaluates and treats language delays and disorders, as well as stuttering and voice concerns. If a parent has concerns about a child in any of these areas, he/she should contact the child's teacher.

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SECTION 504

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that the child with a disability has equal access to an education. The law requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a parent/guardian must provide a doctor's statement that states the student has a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent/guardian or legal guardian, the student (if able), and others who know the student or know about the student's disability such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs are met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your child's school.

SYSTEMATIC INTERVENTIONS/MTSS

The district uses a multi-tiered process that provides research-based interventions (academic, social-emotional and behavioral) to address the needs of each child. Based upon both formal and informal assessments, students are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Decisions concerning appropriate interventions are made by the school MTSS team, consisting of various school professionals. Once the team determines a student is in need of intervention, parents/guardians are notified, and a written plan outlining a specific timeline for implementing the appropriate agreed-upon intervention is developed. Progress is closely monitored to determine the effectiveness of the intervention. The team makes a decision to continue, to end, or to modify the amount of time the intervention is delivered as well as its frequency.

TESTING

Various benchmark and state assessments are administered throughout the school year to provide teachers and parents/guardians with information about a student's progress. It is important during testing days for students to be present at school. We recommend that any necessary appointments are made after testing for that day. A schedule for testing will be listed on the monthly newsletter/calendars and website. The school will use the results of the tests to strengthen the instructional program and to assess academic needs.

GRADING/ASSESSMENT

The primary purpose of grading is to inform students and parents/guardians of the quality of work being done and of progress being made. A checklist of the S.C College and Career Ready Standards is used for evaluation in kindergarten and first grades. On the report card for grades two through five for all core subjects [English Language Arts (ELA), math, science, and social studies] numerical grades are used.

GRADING

Weighting of course grades will be set by the school administration in PowerSchool to ensure uniformity of grades across the district.

The district utilizes the same numerical grading system based on the **South Carolina Uniform Grading Policy** throughout the district.

- A = (90 – 100)
- B = (80 – 89)
- C = (70 – 79)
- D = (60 – 69)

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F = (59 and below)

If the student is working on curriculum below grade level, this will be noted with a comment the report card. All gifted and talented and elective subjects (PE/health, art, music, etc.) will be grades with successful (S) 80-100, Progressing (P) 60-79, or Needs Improvement (N) 59 and below.

HONOR ROLL

The board directs the certified staff to develop criteria and procedures for these recognition programs in honor of scholarship or distinguished service by students in any school activity. The criteria and procedures will make clear the relationship between the honor and the relevant goal or goals of the schools. There are currently two classifications for the school honor roll for grades 2-5.

- High Honor Roll - Students with all As and Ss on their report cards
- Honor Roll- Students with As, Bs (not a B average)
- Both High Honor and Honor Roll will be computed based on student's nine-week average at the end of each of the four nine-week grading periods. Non-academic subjects will be included for the honor roll. These are but not be limited to, the following: gifted and talented, physical education, health, art, music.

REPORT CARDS

Report cards in k-5 are sent home four times a year. (See school calendar for dates.)

MAKE-UP WORK

Make-up assignments for absences must be completed and submitted to the teacher within ten (10) class meeting days after the student returns to class. In cases of extended illness, teachers may provide additional time for students to complete assignments. Teachers also may schedule make-up examinations beyond five (5) class-meeting days normally allowed for make-up work. It shall be the student's responsibility to contact the teacher for make-up assignments. Make-up assignments may vary from actual class work.

PROMOTION and RETENTION OF STUDENTS

The district affirms academic excellence for students. This promotion/retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next. This policy will be applicable to all students who are in the regular school program. Their Individual Educational Plan (IEPs) will govern students functioning in special education programs. The district will administer this policy fairly, equitably, and consistently in schools.

PROMOTION

GRADES 1 AND 2

The District will promote or retain students in grades one and two based on the following criteria:

- Schoolwork
- Teacher judgment
- Progress on state academic standards

GRADES THREE THROUGH EIGHT

District will promote students in grades three through eight based on the following criteria:

- schoolwork
- teacher judgment
- progress on state academic standards
- state assessment program

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RETENTION

Any decision to retain a student in the same grade level will be made following considerable deliberation and consultation. A student will be retained only when the student has not demonstrated appropriate grade level competencies and the action of retention would be in the best academic interest of the student and will be based on the professional judgment of the school-based instructional personnel, with the ultimate decision made by the principal.

READ TO SUCCEED/STATE-MANDATED RETENTION IN THIRD GRADE

- ❖ A student will be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the year as indicated by a score at the lowest achievement level on the state summative reading assessment. Parents/Legal guardians of each student not demonstrating third-grade reading proficiency will be notified in writing during the second grading period that the student is being considered for retention and a conference will be held prior to a determination regarding retention. Students eligible for retention under this requirement may enroll in a summer reading camp provided by the district in an effort to meet the required reading proficiency level prior to being retained.

Parents/Legal guardians may designate another person as an education advocate to act on their behalf to receive notification and to assume the responsibility of promoting the reading success of the child.

GOOD CAUSE EXEMPTIONS

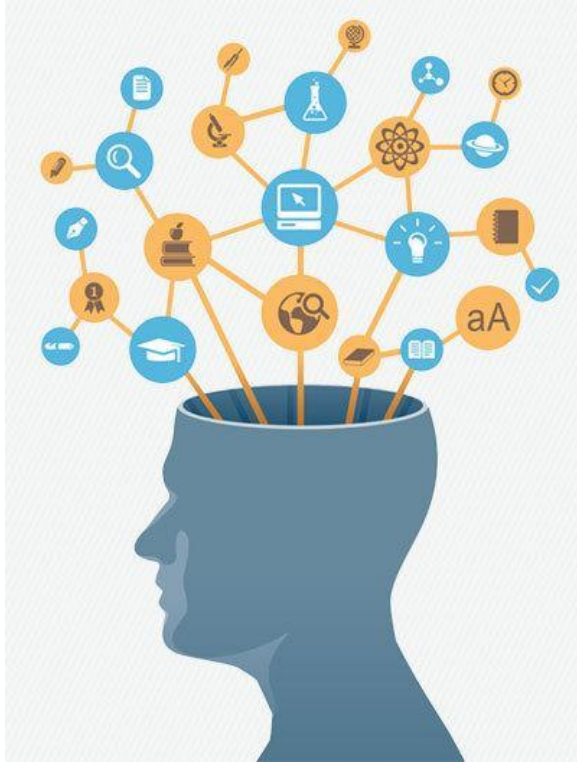
A student may be exempt for good cause from mandatory retention but will continue to receive institutional support, services, reading intervention appropriate for their age and reading level. Students who may qualify for an exemption include, but are not limited to, those:

- with limited English proficiency and less than two years of instruction in an English as a second language program.
- with disabilities whose IEP indicates the use of alternative assessments or alternative reading interventions, and students with disabilities whose IEP or Section 504 plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency.
- who demonstrate third-grade reading proficiency on an alternative assessment approved by the State Board of Education and which teachers may administer following the administration of the state assessment of reading.
- who have received two years of reading intervention and were previously retained.
- who demonstrate mastery of the state standards in reading equal to at least a level above the lowest achievement level on the state reading assessment through a reading portfolio.
- who successfully participate in a summer reading camp at the conclusion of the third grade year and demonstrate through either a reading portfolio or an alternate assessment that the student's mastery of the state standards in reading is equal to at least a level above the lowest level on the state reading assessment.

APPEALS OF RETENTION DECISION

After meeting with the principal, parents/guardians may appeal retention decisions to the Director of Instruction within two weeks of being notified that their student is being retained. The letter must state the specific reason(s) why the parent/guardian disagrees with the decision. The Director of Instruction will make a decision within five working days after receiving the written appeal and will send written copies of the decision to the parent/guardian and to the principal.

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SAFETY AND DISCIPLINE

The district will take precautions to protect the safety of all students, employees, visitors and others present on district property or at school-sponsored events. The practice of safety is an integral part of the instructional program -- including fire prevention and emergency procedures and drills. Each school has a crisis management plan in place and a response team. Each school has personnel trained in first aid, CPR, and AED. All staff have received intruder training.

VISITING THE SCHOOL/USE OF CELLPHONES

To insure our students' safety and to protect instructional time, we ask all visitors and parents/guardians to use the main, front entrance to the building where you will be buzzed into the front office. If travel beyond the office is necessary, you will be asked to sign in and given a visitor's pass to travel to the designated area. When you leave, please stop by the office, and sign out. If you wish to speak with a teacher, please make sure to call in advance and schedule a time to meet.

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To insure the privacy of our students, cell phone use in our hallways is prohibited during the regular school day. If you are on your cell phone, you will be asked to return to the front office to finish your call.

ALL VISITORS IN THE SCHOOL BUILDING MUST WEAR AN IDENTIFICATION BADGE

Threats (S.C. Code 16-3-1040)

It is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written, verbal, or electronic threat to take the life of or to inflict bodily harm on the teacher, principal, or their immediate families. Any person violating this law, upon conviction, will be punished by a term of imprisonment of no more than five years.

Trespassing/Disturbing School (S.C. Codes 16-17-420 and 16-11-520)

Anyone on any school campus without a visitor's pass is trespassing. Anyone who interferes with or disturbs in any way or in any place students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools.

Administrators will contact the proper authorities about trespassing/disturbing school violations.

EMERGENCY DRILL PROCEDURES

Fire, tornado, earthquake, chemical spills, and intruder drills are held at regular intervals throughout the school year. An emergency evacuation map is posted in each classroom. Teachers will discuss the emergency route and procedures at the beginning of the school year.

EMERGENCY SCHOOL CLOSINGS/DELAYED STARTS

When inclement weather or unexpected emergency occurs prior to the school day, the district administrators will decide if school will open or remain closed. Decisions to delay or cancel school are based on the best interest of students and employees. Each parent /guardian needs to have a backup plan for when these arise. This decision will be broadcast by 6:30 a.m. on CSRA area radio and television stations. If inclement weather or other emergencies occur during the school day, again, district administrators will decide if schools will remain open for the remainder of the day. You will receive a call over our Crisis Communication system notifying you of any emergency and/or school closing. Please make sure that we have the appropriate contact information on file. Please do not call the school to obtain closing information as this ties up our phone lines and makes it impossible for us to get information that we need regarding closing procedures. Parents /guardians are encouraged to have a plan of action in case of inclement weather or an emergency closing.

DELAYED STARTS

Usually when we have a delay, it is a two- hour delay. Start time for all elementary schools will be 9:45 AM. Breakfast will not be served and lunch will be the main menu with no choices.

Edgefield County Schools Discipline Code of Conduct - Elementary

Acts of disruptive conduct may include, but are not limited to, the following:

- **Level I - Simple Disorderly Conduct**
- **Level II - Disruptive Conduct**
- **Level III - Criminal Conduct**

Depending on the action of the student, in concert with the level of the offense, administrators should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and impose the appropriate consequence and/or establish an intervention plan and/or behavioral contract. Consequences that may be applied in cases of each level of disruptive conduct listed above may include, but are not limited to, the following:

Parent Conference (PC) - A parent conference may be held in person, virtually, or over the phone to discuss the student's actions and appropriate response or consequence. Together, the school and parent, will create a restorative plan to support the student in making positive choices and moving forward from the incident.

Lunch Detention (LD) - Lunch detention will be held in a designated area of the school. During this detention the student and a staff member will have restorative conversations to support the student in making positive choices and moving forward from the incident.

Administration Detention (AD) - Administrative detention will be held in a designated area of the school and at a designated time frame. During this detention the student and a staff member will have restorative conversations to support the student in making positive choices and moving forward from the incident. Students who do not attend their assigned AD will be referred to administration for further action, aligned with the discipline process.

In School Suspension (ISS) - ISS is typically used for offenses that are more serious or when simple disorderly conduct becomes excessive. Students are expected to complete their assignments or any assigned work while in ISS. Students who misbehave during ISS will be referred to administration for further action that may include out-of-school suspension.

Out-of-School Suspension (OSS) - OSS is used for serious offenses when a student's presence at school may disrupt the learning process. The decision to use OSS will be at the discretion of an administrator.

Recommended for Alternative Placement (RAP) - The purpose of an alternative program is to provide an educational option for students with risk factors that impede their progress in the traditional school environment. Please be aware that students that have been suspended from school or enrolled in the Alternative Program are barred from all school campuses and school-sponsored activities. Failure to comply with these rules will result in additional disciplinary action and may also result in contacting law enforcement.

Recommended for Expulsion (RE) - Students who are recommended for expulsion will receive a minimum consequence of immediate out-of-school suspension (OSS), possible criminal prosecution, and may be subjected to a district level hearing that may result in an expulsion. Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board (Policy JKE and AR-JKE). A student may be expelled for any reason listed in the student behavior code JICDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the board or the state board of education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus and cannot ride a school bus.

A Behavior Intervention Plan will be developed after three ISS and/or two OSS consequences have been assigned. Excessive ISS and OSS offenses may result in a recommendation for alternative placement or expulsion.

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Level I – Simple Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

Consequences may be changed at the discretion of the administration.

EXAMPLES *	Power School Code	OPTIONS FOR CONSEQUENCES (based on age and severity of offense)		
		1st	2nd	3rd
1. Possession or distribution of obscene literature, pictures, or devices	018	PC+ISS/ or OSS (1 day)	PC+ISS or OSS (2-3 days)	PC/ISS/OSS (3-5 days)
2. Forgery/tampering – changing, signing or altering records or documents of the school by any method	011	PC/LD/AD/ISS (1 day)	PC+AD/ISS (2-3 days)	PC+ISS (3 days)
3. Cutting class – an unauthorized absence from an assigned class or related activity	160	PC/Warning/AD and/or ISS (1 day)	PC+ISS (2-3 days)	PC+ISS (3 days)
4. Gambling – participation in games of chance for money and/other things of value	630	PC/LD/AD/ISS (1 day)	PC+ISS/OSS (1 day)	PC+ISS/OSS (3 days)
5. Truancy – 3 consecutive unlawful, 5 unlawful absences	151	SEE ATTENDANCE PROCEDURES		
6. Inappropriate behavior	017	PC/ISS/OSS (1 day)	PC+ISS/OSS (2-3 days)	PC+ISS/OSS (3-5 days)
7. Leaving class without permission	320	PC/Warning/LD/ AD/ISS (1 day)	PC+ISS/OSS (1-2 days)	PC+ISS/OSS (3-5 days)
8. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	006	PC/LD/AD/ISS (1 day)	PC+ISS/OSS (1 day)	PC+ISS/OSS (2-3 days)
9. Cheating/Plagiarism <i>(Take paper, teacher calls the parent/guardian, and give the lowest recorded grade with Administrative Referral)</i>	190	PC/LD/AD/ISS (1 day)	PC+ISS/OSS (2-3 days)	PC+ISS/OSS (2-3 days)
10. Unauthorized use of or display of electronic devices and/or cell phones	330	PC/Warning	PC+/LD/AD/ISS (1 day)	PC+/LD/AD/ISS (2-3 days)
11. Failure to complete assignments or carry out directions	275	PC/Warning/AD and/or ISS (1 day)	PC+ISS (2-3 days)	PC+ISS (3 days)
12. Hit/Kick/Push or Horseplay	014/405	PC/LD/AD/ ISS (1 day)	PC+AD/ISS (1-3 days)	PC+/OSS (2-3 days)

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13. Disrespectful/Inappropriate Language (including profanity) or gestures towards peers.	420/016	PC/Warning/LD/AD (1 day)	PC+/AD/ISS/ Parent Pick-up (1-2 days)	PC+/ISS/OSS (2-3 days)
14. Gang Signs	250	PC/LD/AD/ISS (1 day)	PC+/AD/ISS (1-3 days)	PC+/OSS (2-3 days)
15. Disrupting Class	007	PC/Warning/LD/AD (1 day)	PC+/ISS/ Parent Pick-up (1-2 days)	PC+/ISS/OSS Parent Pick-up (2-3 days)
16. Computer Violation	220	PC/Warning/LD/AD (1 day)	PC+/AD/ISS (1-2 days)	PC+/ISS/OSS (2-3 days)
17. Bite/Pinch/Spit	003	PC/Warning/LD/AD (1 day)	PC+/ISS/ Parent Pick-up (1-2 days)	PC+/ISS/OSS Parent Pick-up (2-3 days)

Level II – Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

Consequences may be changed at the discretion of the administration.

EXAMPLES *	Power School Code	OPTIONS FOR CONSEQUENCES (based on age and severity of offense)		
		1st	2nd	3rd
1. Threatening students - written /verbal /electronic or assault to other students	027	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP/RE (5-10 days)
2. Threatening adults – written/verbal assault to school personnel or visitors	027	OSS (1-5 days)	OSS+RAP (5-10 days)	RE
3. Vandalism – cutting, defacing, or in any way damaging property (minor)	760	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
4. Stealing or Possession of stolen goods	017	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
5. Smoking/Tobacco – use or possession of tobacco products (including electronic cigarettes/vapor pens) on school premises	230	PC+/ISS/OSS (1 day)	PC+OSS (2-3 days)	PC+OSS+RAP (3-5 days)
6. Trespassing	750	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
7. Possession of/or use of fireworks	010	ISS/OSS (1-5 days)	OSS+RAP (3-5 days)	RE

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8. Leaving school without permission	310	PC+ISS/OSS (1-5 days)	PC+OSS (1-5 days)	PC+OSS+RAP (3-5 days)
9. Fighting, instigating a fight or physical abuse	009	ISS/OSS (1-5 days)	OSS (3-5 days)	OSS+RAP (5+ days)
10. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	013	ISS/OSS (1-5 days)	OSS (3-5 days)	OSS+RAP (5+ days)
11. Indecent exposure	019	ISS/OSS (1-5 days)	OSS (3-5 days)	OSS+RAP (5+ days)
12. Possession of contraband	004/018	OSS (1-5 days)	OSS (3-5 days)	OSS+RAP (5+ days)
13. Computer Violation (major)	220	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
14. Defiance/Insubordination – refusal to comply with a school personnel request	270	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
15. Bullying, retaliation for direct, indirect, and cyber bullying/false accusations of bullying,	651/652	ISS/OSS (1-5 days)	OSS+RAP (3-5 days)	RE
16. Severe disrespect or directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward adults, school staff, or visitors	420	OSS (1-5 days)	OSS+RAP (3-5 days)	RE
17. Possession of over the counter medication	031	OSS (1-5 days)	OSS+RAP (3-5 days)	RE
18. Possession of/or use of alcohol or other dangerous drugs or controlled substances	680	OSS (1-5 days)	OSS+RAP (3-5 days)	RE

Level III – Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

EXAMPLES *	Power School Code	CONSEQUENCES	
		1st	2nd
1. Extortion/Coercion/Blackmail – obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	600	OSS+RAP (5+ days)	RE

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2. Bomb Threat/Intentional false fire alarm	260/350	RE	RE
3. Possession/Use transfer of dangerous weapons – any weapon, firearm, *knife, gun, BB gun, pellet gun, mace,*box cutters, instrument or article that might be injurious to a person or property	789	OSS+RAP/RE (5+ days)	RE
4. Major vandalism exceeding \$100.00 in damage	760	OSS+RAP (5+ days)	RE
5. Assault – an intentional, unlawful act to do violence to another person	510 520	OSS+RAP (5+ days)	RE
6. Arson	500	OSS+RAP (5+ days)	RE
7. Use of/Possession/Possession with intent to distribute/Selling illegal drugs, prescription drugs, or alcoholic beverage, including paraphernalia/ facsimile (materials passed as illegal drugs) and CBD oils and materials	570 Distribution 575 Usage 580 Possession	OSS+RAP (5+ days)	RE
8. Sexual Offenses	025 610 690 720	OSS+RAP (5+ days)	RE

As a reminder, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be disciplined according to the nature and degree of the offense or act at the discretion of the administration.

*Weapons – Knives (Student action and Potential Consequences)

Weapon	Intent	Consequences 1st Offense	Consequences 2nd Offense	Consequences 3rd Offense
Knife with blade less than 2”	Possession, Self - Reported	Parent Contact or Conference	OSS (5 days)	RAP/RE
	Possession, Shown to others	OSS (5 days)	OSS (5+ days)	RAP/RE
	Possession, Threat to others	RE & Law Enforcement	RE & Law Enforcement	RE & Law Enforcement
Knife with 2.5” blade	Possession, Self - Reported	Parent Contact or Conference	OSS (5 days)	RAP/RE

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	Possession, Shown to others	OSS (5 days)	OSS (5+ days)	RAP/RE
	Possession, Threat to others	RE & Law Enforcement	RE & Law Enforcement	RE & Law Enforcement
Knife with 3" or greater blade	Possession, Self - Reported	Parent Contact or Conference	OSS (5 days)	RAP/RE
	Possession, Shown to others	OSS (5 days)	OSS (5+ days)	RAP/RE
	Possession, Threat to others	RE & Law Enforcement	RE & Law Enforcement	RE & Law Enforcement

Extenuating, Mitigating, or Aggravating Circumstances

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Discipline of Disabled Students

Disciplinary process

Federal and state laws and regulations require the public schools to meet the individual educational needs of disabled children to the extent that current educational expertise permits.

Weapons (Firearms) and Drugs

It is unlawful for a student to possess a dangerous weapon or drugs on school premises. This includes actual possession, as well as constructive possession. Constructive possession would include placing a weapon or drugs in a location on school premises where another student may have access to the weapon. All students must be aware that it is illegal to have a weapon or drugs in their vehicle while it is parked or operated on school premises. A dangerous weapon is any type of firearm, knife, blackjack, metal pipe, or pole, razor, metal knuckles, or any other type weapon, device, or object that can be used to inflict bodily injury or death.

The Edgefield County School Board will expel any student who brings a weapon to school. For purposes of this policy, a weapon means a firearm. The term firearm is defined extensively, in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary). The school board may expel all students who distribute any controlled substance on school grounds. (Board Policy JICH and JICI) In addition to disciplinary action which will be taken, it is the policy of this District to report the possession of a dangerous weapon to the appropriate law enforcement agency for prosecution in the criminal courts.

* In an effort to establish a safe and productive learning environment, if a student realizes they are in possession of an unauthorized object or substance they should immediately report it to administration. The administrator will conduct a thorough investigation and if circumstances dictate consequences could be lowered or dropped from a Level III offense.

Suspended or Expelled Students

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A student who is suspended or expelled cannot enter the school grounds (except to attend a prearranged conference with an administrator), cannot attend any school functions (regardless of the fact that they are open to the general public), and cannot ride on a school bus (which is seen as an extension of school property). Trespassing violators will have additional days of out-of-school suspension applied to their disciplinary actions and may possibly face criminal charges. Expelled students must reapply in writing for admission to the Principal. (Readmit conferences are held before school starts the following year.)

Students are reminded that any unlawful activity outside of school could result in suspension or expulsion from school.

* Students who are guilty of breaches of conduct may be suspended or expelled if the offense does not already carry such punishment. Though not specifically mentioned in this list of breaches of conduct, any act which is detrimental to the good order, best interest, and physical safety of the school may be punished according to its nature and degree at the discretion of the administration.

Cheating/Plagiarism

Cheating and/or plagiarism are defined as an effort to claim credit for work that is not one's own, or to assist another person to do so. It includes, but is not limited to the wrongful giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another student on any academic work which is considered in any way in the determination of the final grade. Any student found to be in violation of this policy will adhere to the consequences listed in the discipline code Level I-C. Students in violation of plagiarism are required to submit a written reflection to the principal and their teacher. More information will be provided during the administrative conference.

Bullying

Edgefield County School District prohibits acts of harassment, intimidation or bullying of a student by students/third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or other school-related vehicle, at an official school bus stop, at a school-related activity on or off school property, or at a function where the school is responsible for the student.

Harassment is unwanted acts of aggression toward others. Under federal civil rights laws, harassment is unwelcome conduct demonstrated to others that is based on race, national origin, color, sex, disability or religion; that is severe, pervasive or persistent; and that creates a hostile environment or an unsafe environment.

Intimidation is to create fear of harm in individuals for themselves, others or their personal properties.

Bullying is unwanted, mean behavior among school-aged children that involves a real or perceived power imbalance. Bullying has four critical elements: 1) the behavior must be repetitive; 2) it must be intended to harm; 3) there must be a difference of power (physical, social or otherwise) between the bully and victim; and 4) the bully gains control over the victim. In order to prove bullying, three of the four must be present.

The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school.

Edgefield County School District encourages all employees, parents, students and community members to help the district prevent bullying. All school employees must report alleged violations of this policy to the principal.

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Students who feel they have been subjected to harassment, intimidation or bullying are encouraged to file a complaint in accordance with district procedures.

Schools will investigate complaints promptly and thoroughly, while protecting the identity of the victim or reporter of bullying or harassment to the extent allowed by law. The district prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation or bullying.

The district will not allow anyone to make a false accusation against another person as a means of harassment, intimidation or bullying. A student who commits one or more acts of harassment, intimidation or bullying may receive consequences/ appropriate remedial actions that may range from positive behavioral interventions up to and including expulsion and/or referral to law enforcement.

Administrators determine the consequences according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem and protect the victim of the act.

The district may take disciplinary action if the problem behavior is initiated off-campus through use of electronic methods, the internet or web-based resources.

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE

The following rules and regulations have been adopted by Edgefield County District. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop 10 minutes prior to the scheduled time. As per SC law **“Riding a school bus is a privilege, not a right.”**

Bus Discipline Policy

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The school administrators are available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student's should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the lights are activated on the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

Transportation Of School Related/ Non Related Items

Under the Laws and Rules for the Operation of School Buses in the State of South Carolina, band instruments that will be allowed on the bus are those that are small enough to be held on the student's lap. Instruments may not be in the aisle or take the space of a student. No rolling book bags that are larger than 24”s in height or 12”s in width will be allowed. No animals or any other objects of a dangerous or objectionable nature are transported in the school bus when children are being transported. All items carried on should be small enough in size to fit on the student's lap. This is necessary to ensure that all items are kept under the control of the student at all times in case of an accident or an emergency.

Assigned Buses Only

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Dept. authorization. Temporary changes may be made by school administrators for authorized emergencies only.

Level I - Behavioral Misconduct

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Behavioral misconduct is defined as those activities which tend to impede orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of behavioral misconduct with enforcement procedures or sanctions to be applied shall include, but are not limited to, the following **depending upon severity**. **All final disciplinary actions are left to the discretion of the administration.**

Level I Offenses

- Behavioral misconduct on bus
- Getting on or off bus at other than the designated stop
- Eating and/or drinking on the bus
- Littering on the bus
- Minor violation of any safety procedures (standing, sitting improperly, etc.)
- Riding a different bus without permission from administration
- Making loud noises - yelling, etc.
- Pushing, tripping, or general horseplay
- Encouraging misbehavior
- Using unauthorized electronic devices

Level I Consequences

1st referral - warning and contacting parents.

2nd referral - suspended from the bus for up to three days and contact parents.

3rd referral - suspended from the bus for up to five days and contact parents.

4th referral - suspended from the bus for up to ten days and contact parents.

5th referral or more - suspended from the bus for ten or more days.

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include, but are not limited to, the following. **All final disciplinary actions are left to the discretion of the administration.**

Level II Offenses

- Possession and/or using any tobacco products, electronic cigarettes, vapors, etc on the bus
- Throwing objects on or out of the bus
- Refusing to sit in assigned seat
- Using profanity, abusive language, or obscene gestures towards others
- Severe violation of safety procedures (having head, arms, hands, extended from the bus etc.)
- Vandalism (minor) - writing or marking seats, etc.
- Disrespect/refusal to obey bus driver (depending on severity)
- Harassing, threatening, or intimidating another passenger
- Pushing, tripping, or general horseplay (depending of severity)

Level II Consequences

1st referral - suspended from the bus for up to three days and contact parents

2nd referral - suspended from the bus for up to five days and contact parents

3rd referral - suspended from the bus for up to ten days

4th referral - suspended from the bus for up to thirty days and parent conference

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5th referral - suspended from the bus for the remainder of the school year

****Transportation Supervisor be involved in conference that result in suspensions of 30 days or longer ****
Level II violations may also result in out-of-school suspensions and/or restitution of property.

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of Trustees. Level III violations may lead to a student's immediate removal from the bus at the school or bus transportation office. Acts of criminal conduct may include, but are not limited to:

Level III Offenses

- Fighting on the bus
- Physically abusing or hitting another passenger
- Possessing, using, or distributing explosives and/or fireworks
- Carrying a weapon or any object that might be used as a weapon
- Persistent uncontrollable conduct
- Possessing, using, or distributing alcohol, drugs, paraphernalia and/or look-alike drugs on the bus
- Pushing or tripping that leads to injury
- Threatening or intimidating the bus driver
- Vandalism (major) - cutting, defacing, or in any way damaging property(seats, interior and/or exterior)
- Sexual misconduct

Level III Consequences

A student, who commits any level III offense, will receive a minimum consequence of suspension from the bus for fifteen days, possible criminal prosecution, and may be subjected to a district level hearing that may result in a recommendation for expulsion. Consequences for level III may also include, but are not limited to:

- Suspended from the bus for up to fifteen days
- Suspension from the bus up to 30 days
- Suspension for the remainder of the school year and conference with parents.

****Transportation Supervisor must be involved in conferences for bus suspensions of 30 days or longer.***
Level III violations may also result in out-of-school suspension, recommendation of expulsion, notification of law enforcement authorities, and/or restitution of property.

**DRESS CODE
ELEMENTARY SCHOOL**

APPROPRIATE AND NON-DISTRACTING ATTIRE SHALL BE WORN IN THE EDUCATIONAL SETTING. THIS INCLUDES OFF-CAMPUS ACTIVITIES SUCH AS FIELD TRIPS, PERFORMANCES AND SCHOOL-SPONSORED EVENTS.

1. APPROPRIATE ATTIRE

- Skirts, shorts, and skorts must be at least two inches below fingertip length or longer when standing (leggings or tights do not substitute for length)
- Leggings/tights/thermal tights may only be worn under dresses, shirts, or skirts of the appropriate length described above. **LEGGINGS OR TIGHTS MAY ALSO BE WORN UNDER JEANS THAT HAVE HOLES TO COVER SKIN.**
- Clothing must cover undergarments
- Pants, shorts, skirts, and skorts must be worn at the waist
- Shoes, shirts and pants must be worn at all times

2. INAPPROPRIATE ATTIRE FOR ALL STUDENTS

- Hats, hoods on clothing or jackets, head scarves, bandanas, and sunglasses should not be worn inside the building (this does not apply to designated spirit days assigned by the administration)
- Tank tops, tube tops, halter tops and tops with string straps, unless covered by a shirt or blouse
- Bare midriffs and backs
- See-through garments
- Garments that have open holes higher than the knee, **UNLESS TIGHTS ARE WORN UNDER THEM, COVERING SKIN**
- Leggings/jeggings and tights worn as pants
- “Sagging” pants, shorts worn below the waist-line
- Clothing/jewelry may not display alcohol, tobacco, or controlled substance advertisements. Clothing may not display vulgar writing or symbols that are sexual in nature or which illustrate violence. Also, 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

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- clothing/jewelry. • NO shoes with wheels and/or cleats inside the school building
- Flip Flops (refrain from wearing because of safety concerns)

3. HAIR STYLES AND COLORS

- All students are asked to refrain from hair styles/colors that are potentially distracting in a school setting (any action related to hair styles/colors is at the discretion of administration).

NOTE: The administration will make the final judgment on 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 result in the disruption of or interference with the school environment and student safety. 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 the Dress Code will be addressed as outlined in the District's Behavior Code. *****Exemptions to the dress code may be made by the principal in certain religious or medical circumstances.**