

Carlisle-Foster's Grove Elementary



Student Handbook 2018-2019



Dear Parents/Guardians and Students,

Welcome to the **2018-2019** Carlisle-Foster's Grove Elementary School family! At Carlisle-Foster's Grove, our goal is to provide a safe, inviting, child-centered learning environment. A great educational system provides many tools that help children learn. Parents and families are a big part of a child's success team because a great deal of learning goes on outside the classroom.

Academic achievement is the top priority as we focus to ensure that each child achieves his or her potential through diverse and challenging educational experiences. We recognize the importance that parents play in the educational process and ask for your interest and support during the upcoming year.

We hope this handbook and online events calendar will help to inform you of the rules, procedures, and events of the school. Please read the information carefully and review the contents with your child. We feel that clear communications between home and school is important to the success of our educational program. If you have questions or concerns at any time, please contact the school office.

Working together as a team, we will be able to accomplish the important job of educating our children as we prepare them for tomorrow's world. I look forward to partnering with you and the students at Carlisle-Foster's Grove Elementary School.

Sincerely,

Mrs. Cathy Garner
Principal

Spartanburg County School District Two, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the Americans with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in employment/provision of educational opportunities.

Contacts: Section 504—Dr. Nancy Turner; Title IX—Brantley Enloe.

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MISSION STATEMENT

The mission of Carlisle-Foster's Grove Elementary School is to educate children while developing competent life-long learners in a nurturing, innovative environment that allows each student to reach his/her maximum potential to be productive citizens.

BELIEFS

We believe...

- Student learning is the chief priority for the school.
- All students can learn and will be provided with a variety of instructional approaches to support their learning.
- Each student is a unique and valued individual who deserves appropriate opportunities to achieve his/her potential.
- Students must apply their learning in meaningful contexts to demonstrate understanding and solve problems.
- All students and staff are entitled to a safe and nurturing learning environment.
- Students, administrators, parents, and the community share in the responsibility of the educational success of students.
- Students must be prepared for living in today's ever-changing world.

School Colors: Royal blue and gold

School Mascot: Bear Cub (Cubby)

School Motto: Learning Today... Leading Tomorrow

School Wide Expectation: We encourage all students to strive for "Straight A's":

Achievement, Attendance, Actions, and Attitude

PBIS Matrix: We are CUBS! Careful Choices, Use Responsible Actions, Be in it to Win it, Show Respect

Carlisle-Foster's Grove Elementary School

"If children learned the 7 Habits at an early age, how different their lives might be and how different our world might be."

The Leader in Me by Stephen R. Covey

Habit 1: Be Proactive – I am a responsible person. I take initiative. I choose my actions, attitude, and moods. I do not blame others for my wrong choices. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind – I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.

Habit 3: Put First Things First – I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win – I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5: Seek First to Understand, Then to Be Understood – I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize – I value other people's strengths and learn from them. I get along with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

Habit 7: Sharpen the Saw – I take care of my body by eating right, exercising, and getting sleep. I spend time with my family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

SCHOOL CONTACT INFORMATION

Carlisle-Foster's Grove	578-2215
Cathy Garner	Principal
Norman Mayfield	Assistant Principal
Sharon Burgess	Secretary/Bookkeeper
Jane Gee	Secretary
Transportation	599-9564
District Office	578-0128

ATTENDANCE POLICY

All parents/guardians will be required to read, sign, and return a copy of the Spartanburg School District Two Attendance Policy to the school office for the 2018-2019 school year. The South Carolina Code of Regulations Section R-43-274 requires that all parents of children, ages five to seventeen cause their children to regularly attend a public or private school of this state which has been approved by the State Board of Education. Legislation requires schools to identify the reasons for students' absences and take necessary action to improve student attendance.

Each student who is absent must bring a written note or doctor's statement on the first day he/she returns to school, but no later than three days after the absence. The excuse should include date(s) of absence(s), the day the excuse was written, reason for absence, and signature of the parent or guardian. If a document is not presented to the school, the absence is marked unexcused.

Our District Attendance policy requires that all students who are absent more than 10 days during an entire school year provide a doctor's note for all additional absences in order for the absence to be excused. It is the parent's responsibility to provide this doctor's note to the teacher or school office. Failure to comply will result in the student's absences being coded as unexcused.

After ten unexcused absences a complaint may be filed with the Family Court, and prosecution of the parent, guardian, or custodian may be pursued through District Court (Section R-43-274 of the South Carolina Code.)

Excused Absences:

- A. Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others.
- B. Absences due to an illness or death in the student's immediate family.
- C. Absences due to a recognized religious holiday of the student's faith.
- D. Absences due to activities in accordance with local school board policies.

Unexcused Absences:

- A. Absences of a student without the knowledge of his or her parents, or
- B. Absences of a student without acceptable cause with the knowledge of his or her parents.

Truancy:

A child ages six to seventeen meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

TARDIES

School tardiness is addressed in the district's policy as disorderly conduct, defined as those activities engaged in by the student which tend to impede orderly classroom procedures or the frequency of which disturb the classroom or school.

Please see the timeline of procedures for unexcused tardies below:

Amount of Unexcused Tardies	Procedure
3 unexcused tardies	phone call made home
5 unexcused tardies	letter sent home
10 unexcused tardies	letter sent home
15 unexcused tardies	phone call made home
20 unexcused tardies	intervention plan set-up
30 unexcused tardies	referral to truancy court

Students are required to be at school at 7:40 AM. Students will be marked tardy at 7:40 AM. **Parents must accompany their child to the front office and sign him/her in and then he/she will receive a tardy slip to enter class.**

*Please see the 2018 Truancy Letter from Barry Barnette, Solicitor (page 20)

LOCKED DOORS

All exterior doors are locked at 7:38 a.m. except front doors to the office. This is for security and safety reasons.

LEAVING SCHOOL DURING THE SCHOOL DAY

Please do not pick your child up before 2:15 p.m. unless it is necessary. All students leaving school early must be signed out in the office by the parent/guardian. If someone other than the parent/guardian is picking the child up, please notify the school prior to dismissal time. Students will not be released without the parents'/guardian's consent. When a student returns to school, he/she must sign back in upon arrival at school. In order to receive credit for a day, the child must be present at least until 11:00 a.m. or for half of the day. Students who must have early dismissal for medical appointments are required to bring a medical excuse to school the next day.

DAILY SCHEDULE

3K & 4K Schedule:

7:40 a.m. – 10:30 a.m.

Morning Class

11:30 a.m. – 2:15 p.m.

Afternoon Class

Grades K5-4 Schedule:

7:00 a.m. – 7:20 a.m.

Breakfast served

7:30 a.m.

Students enter classrooms

7:40 a.m.

Tardy bell-Class begins

10:30 a.m.

Lunch periods begin

2:15 p.m.

Bus and car riders dismissed

SCHOOL BREAKFASTS AND LUNCHES

Application forms for free and reduced meals are available in the school office. Local authorities determine eligibility for free or reduced meals. Breakfast is served from 7:00 a.m. – 7:20 a.m. Students must be in the cafeteria by 7:20 a.m. in order to be served. Students may bring juice. No canned soda, plastic bottles or glass containers are permitted. Food cannot be removed from the cafeteria. No fast food may be brought into the cafeteria. **Student Meal Costs:** Breakfast \$1.40 (\$.30 reduced) and Lunch \$2.35 (\$.40 reduced)

The District 2 charge policy for Elementary Schools is as follows: Student lunch accounts are limited to charges totaling \$10.00. The \$10.00 charge limit represents approximately five (5) days of lunch and/or breakfast meals. Students are not allowed to charge meals or a-la-carte items once the lunch account reaches the \$10.00 credit limit.

Parents owing over \$10.00 are requested to send a bag lunch from home or send lunch money with their student until the balance is paid in full. A courtesy school bag lunch that consists of a sandwich, fruit, and milk can be offered to a student if they do not have a bag lunch from home or lunch money.

Notices of money owed will be sent home weekly to keep parents advised of the student's lunch account balance.

"Whisper Zone" – A pleasant lunchtime is assured at CFG Elementary cafeteria by everyone, adults included, using their voices at a whisper. Cups located at each group of tables' clue students to the level of conversation allowed (red – silent, no cup – whisper). If a group of students is excessively noisy, they are warned and, if they persist, they do lose their privilege to talk during the rest of that lunch period. Students are encouraged to sit with friends who respect the need for a calm lunchtime for all. ***The first ten minutes of each lunch period are silent for each class.***

Lunchtime Visitors – CFG parents are welcome to join us for lunch throughout the year! However, we do ask you to send in a note to your child's teacher and let us know if you will be purchasing a cafeteria lunch. Also, let us know which lunch you will be purchasing since we have several options each day. Our crowds are large and our meals are cooked by lunch counts submitted. Parents may pay for their lunch in the cafeteria line. **Please remember: Fast food and carbonated drinks are not allowed in the cafeteria at any time.**

SCHOOL AND CLASSROOM VISITATION

All parents and visitors must report to the office. Faculty and staff have been instructed to stop anyone in the building without a visitor's pass. This is for the safety of our children. Class visits are a time for limited observation ONLY. Arrangements should be made with the teacher or school administrator prior to visiting a classroom for observation.

CUSTODY ISSUES

For everyone's safety, no student will be allowed to leave school with anyone other than those adults designated on the school's transportation form. In situations where there is a custody conflict between parents, it is necessary to have a copy of legal custody orders on file in the school office. Otherwise, children will be dismissed to either biological parent. Photo identification will be requested from the person who signs out a child.

BEFORE AND AFTER SCHOOL RULES

1. Go to the assigned area and sit in an orderly fashion.
2. Read quietly while waiting.
3. Remain in the assigned area until dismissed by the supervising teacher.
4. Follow directions of the supervising teacher.

HOMEWORK

Homework is an extension of the classroom. It provides needed practice, while developing responsibility. Students could possibly have homework each day except Friday. Teachers adhere to the following guidelines for total daily assignments: K5 to 2nd grade – 15 to 30 minutes per day, 3rd grade – 30 to 45 minutes per day, 4th grade – 45 to 60 minutes per day. Students should spend some time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading. Students are expected to begin work on long-range projects as soon as assigned to avoid running out of time when the assignment is due. The parent's role is to provide time and space for quiet, productive work, as well as to provide encouragement and reinforcement if the child encounters difficulty.

MAKE-UP WORK

Provisions for making up work missed should be arranged with the teacher(s) at the earliest time possible. Parents may call the school office **before 9:00 a.m.** to request make-up work. This work may be picked up in the office after 2:30 p.m.

MEDIA CENTER

The Library Media Center is open from 7:20 a.m. until 3:00 p.m. every day so students can exchange books, do research and read periodicals. In addition, all students visit the library during their designated class activity time. Books are checked out for one week and can be renewed one time. Please help your child to keep up with his/her library books and return them to school on time.

iPad Parent Guide

The Spartanburg School District Two website provides technology information to familiarize students and their parents/guardians with the district's new personalized digital learning initiative, **EXCEL!** During the 2018-2019 school year, the district will continue EXCEL by providing all students in grades 3–12 with the technology tools they need to be college- and career-ready. You may use the following link to access more information about the district's digital learning initiative- EXCEL. <https://www.spart2.org/cms/one.aspx?pagelid=409257>

PHYSICAL EDUCATION

All students are expected to participate in physical education classes each week unless excused in writing by a physician.

SPECIAL SERVICES

The special services of a school psychologist, nurse, hearing or speech clinician, occupational therapist, mental health counselor and ESOL teacher are available to students. Parents and teachers may request these services through an administrator or guidance counselor.

ADDRESS AND EMERGENCY NUMBERS

It is important that we have your current address, home phone number, and work numbers at all times. This information is especially important in case of an emergency. Please notify the school secretary immediately upon changing your address or phone.

SCHOOL TELEPHONE

Parents who wish to speak to a teacher may contact the school at 578-2215 and request to leave a message on the teacher's voice mail, realizing that messages will be checked after 2:15 p.m. dismissal each day. Teachers may not leave their instructional duties in their classrooms for telephone conferences between 7:30 a.m. and 2:20 p.m. Note: **Students may use the school phone for emergencies only.** Arrangements for after-school activities should be made before the child leaves for school in the morning.

TEXTBOOKS

The state provides free textbooks for students in elementary school. If a textbook is lost or damaged by a student, he/she must pay the assessed amount.

LOST AND FOUND

Please write your child's whole name on his/her book bags, coats, sweaters, etc. to make identification easy. All lost and found articles will be placed in a storage area near the cafeteria.

EMERGENCY CLOSING OF SCHOOLS

The following plan has been devised when weather conditions require a decision as to whether schools will be open or closed:

1. Listen to your radio or TV for an announcement.
2. If you do not have a radio, arrange to call a friend about the announcement, or have him/her call you.
3. Do not phone the school, district office or radio station.
4. If the children are in school, listen to your radio for the announcement of school closing. **Please do not call the school.** The telephone lines should be kept open for important messages.

EARLY SCHOOL CLOSINGS

The decision to close school during the day is a district decision and parents are urged to listen to their radio or TV for an official announcement. In the case of school closing during the school day, the following procedures will be followed:

1. Students riding buses will be transported home by the buses they normally ride.
2. Parents desiring to pick up their child/children must come to the office to sign them out.

SCHOOL PARTIES

Classroom parties will be held two times during the school year, Christmas and Valentine's Day. No other parties will be given at school.

SCHOOL PICTURES

Individual student pictures are made twice during the school year. A convenient package is provided for the students to purchase. The school receives a percentage of all sales, and money is used to buy supplies and materials for the school. Please check the calendar for the school picture dates that have been set for the year.

DELIVERY OF ITEMS TO STAFF AND STUDENTS

The district policy does not allow personal deliveries (flowers, food, etc.) to staff and students. Also, no fast food may be brought into the cafeteria.

SPARTANBURG DISTRICT 2 DRESS CODE

The orderly conduct of the education process requires that the clothing and grooming of students not be distracting, disruptive, or provocative. Therefore, the following shall not be allowed:

- Unusual hairstyles
- Extensive and unusual use of cosmetics
- Low neck and/or open back dresses, shirts
- Open midriff blouses or shirts
- Halter tops, or sheer see-through blouses
- Hats
- Short-shorts
- Items that promote or advertise drugs, alcohol, tobacco or use of weapons
- No shoes with high heels; regular tennis shoes are encouraged
- No tennis shoes with wheels

For clarification:

- Sleeveless shirts must be at least one inch wide across the shoulder
- No portion of any undergarment may be visible

EDUCATIONAL FIELD TRIPS

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students are required to have written permission prior to going on the field trip.

BACKGROUND CHECKS

To ensure the safety of our students, Spartanburg County School District Two conducts background checks on all employees and school volunteers. The cost of the SLED check is at the expense of the volunteer and/or chaperone. If you wish to chaperone during a field trip or volunteer in the school, please contact the school to make arrangements for a SLED check to be completed.

PERSONAL BELONGINGS AT SCHOOL

Toys, iPods, radios, beepers, cell phones, etc., should not be brought to school. This eliminates theft, classroom distractions, and arguments. Items brought to school will be taken by the teacher and kept until the parent arranges a time to stop by the school and collect the item.

MONEY AT SCHOOL

Children should not bring money to school except for specific purposes. Money sent to school should **always** be placed in a sealed envelope with the student's name, amount, teacher's name, and the purpose written on the envelope. Lunch money may be sent to the cafeteria on a weekly or monthly basis and should always be sent in an envelope.

PARENT-TEACHER ASSOCIATION (PTA)

Our school has an active PTA organization which supports our school and its activities. All parents are encouraged to participate. A parent volunteer program is one of the PTA's activities within our school. Volunteers are needed for various jobs in order to assist students, teachers, and administrators in our school.

During the school year, our PTA will sponsor fundraisers to help fund and purchase items for the school. Your PTA fundraising dollars help purchase and fund:

Computers	Furniture	PTA Mini Grants
Field Trips	Classroom Books/Materials	Teacher Appreciation Items
Book Fair	Field Day Activities	
Cultural Arts Programs	Reading Incentive Programs	
Playground Equipment	Special Programs	
Spartanburg Junior Writing Project Scholarships	Science Materials	

Ways you can volunteer:

Copies for teachers	Assist Hospitality Committee
Field Trips	Book Fair
Read to Me	Carnival
Fundraising	Classroom Reading
Standardized Test Monitoring	Santa Shop

GRADING GUIDELINES

South Carolina/District/School Grading Scale:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60– 69

F = 59 and below

(70% minimum on content expected for grade level)

Determination of grades:

- 90% determined by minimum of 5 major tests
- If more than 5 major tests are given, major projects can count as a test grade.
- 10% determined by classwork, minor quizzes, reports, fact tests, projects, homework, participation, etc.

PARENT-TEACHER CONFERENCE

The district schedules two evenings for parent conferences following the first nine-weeks grading period. If you would like to request a parent conference, please contact the teacher for an appointment. The principal and guidance counselor are also available for conferences upon request.

PROMOTION POLICY

We will adhere to the District Two promotion policy to determine promotions and retention. Parents will be notified after the second nine-weeks grading period if their child is not meeting requirements for promotion.

REPORT CARDS AND INTERIM REPORTS

Report cards are issued four times each year at the end of each nine-weeks grading period. Interim reports are issued during the midpoint of each nine-weeks grading period for all students. All report cards and interim reports should be returned to the teacher the next day. Parents are encouraged to communicate with teachers. For school information, check out the Spartanburg School District Two website: <http://www.spartanburg2.k12.sc.us>

EXPECTATIONS FOR THE SCHOOL

1. Students will treat teachers, staff and peers with respect.
2. Students will keep hands, feet, and objects to themselves.
3. Students will be prepared each day with supplies and homework.
4. Students will walk quietly in the hallways.
5. Students will show respect for school and personal property.
6. Students will dress appropriately for school. Hats are not to be worn in the classrooms.
7. Toys, gum, radios, walkman, gameboys, and pagers will not be permitted at school.
8. Students will not be allowed to sell any items at school.
9. The following items are not allowed at school:
 - a. Firearms
 - b. Knives
 - c. Fireworks
 - d. Matches
 - e. Glass containers
 - f. Any item that might injure others
10. The use of and/or possession of tobacco and tobacco-released products are strictly prohibited.

CHANGES IN DAILY TRANSPORTATION

If a child is to leave school other than his/her regular way, or at a different time, parents must write a note to the teacher to inform him/her of the change. Students without a note will not be permitted to go without the parents'/guardian's permission. Please make arrangements and inform the children **before** they come to school to avoid confusion.

Please avoid calling the school to notify children of transportation changes unless it is an emergency.

CAR TRANSPORTATION

Please follow these rules to ensure safety during car drop off and pick up.

1. One lane only for morning unloading.
2. Pull to the end of the loading area so additional cars may load or unload.
3. Students should exit and enter cars from the sidewalk side. Students should not walk in front of or behind other cars.
4. Park only in the parking areas. Do not block driveways or entrances.
5. Never allow children to walk through the traffic alone.
6. Be aware of students walking to and from school.
7. **Students are not to be dropped off at the main entrance of the school.** Students in Kindergarten and 1st grade will enter the building at the front kindergarten loop entrance and students in 2nd – 4th grades will enter on the gymnasium side of the building. This will ensure that traffic will continue to flow properly.

BUS TRANSPORTATION

IMPORTANT NOTICE TO ALL BUS RIDERS: Due to most buses being at or near capacity, parent notes authorizing students to ride on an unassigned bus can no longer be honored automatically. Permission to ride a different bus cannot be granted except in critical circumstances that should be discussed with the school principal in advance. Unexpected riders can result in overcrowded buses or extra routes. With parent authorization, students have in the past been allowed to ride home with a friend on the friend's bus. To keep numbers within capacity, only students assigned to a bus will be allowed to ride that bus unless an exception is granted for an unusual situation that can be accommodated. We appreciate your understanding as we implement this change with student safety in mind. The following are bus rules:

1. Students will obey the bus driver.
2. Students will remain seated and facing forward while the bus is moving.
3. Students will keep their hands and feet to themselves.
4. Students will not fight, scuffle, or create any distractions on the bus.
5. Objects must not be thrown from the bus windows.
6. Eating and drinking are not permitted on the bus.
7. Inappropriate language or gestures or loud talking are not permitted.
8. Students must not mark or deface the bus.
9. Treat the bus driver and other riders with respect.

SCHOOL WIDE RULES

1. Respect yourself and others.
2. Leave unnecessary items at home. (This includes toys.)
3. Follow directions.
4. Dress appropriately.
5. Respect school property.
6. Be on time, use time wisely, and come prepared.

PBIS

Our school-wide behavior system is PBIS. PBIS stands for Positive Behavior Interventions and Support. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS allows each school to design, implement, and evaluate effective school-wide classroom, non-classroom, and student specific expectations. PBIS is not a program or a curriculum. It is a pro-active approach to creating a safe and productive learning environment where teachers can teach and students can learn. Our school-wide matrix is discussed with students and displayed throughout our building reminding them of school expectations. You can also find the matrix on our school website. Our PBIS acronym is "CUBS." C-Careful decision making, U-Understand expectations & accept responsibility, B-Be in it to Win it, and S-Show respect. The matrix explains expectations for the classroom, hallway, cafeteria, restroom, recess, dismissal, bus, and assemblies. Students will be rewarded for meeting school expectations.

ACTIONS LEADING TO SUSPENSION OR EXPULSION

Some of the breaches of conduct that may lead to suspension or expulsion are as follows:

- a. Theft
- b. The use of obscene language or gestures
- c. Deliberate refusal to obey a teacher
- d. An illegal walkout from a classroom or a school building
- e. Physically abusing a student or member of the staff
- f. Possession of a weapon, such as a knife or gun
- g. Distribution of materials unauthorized by the principal
- h. Possession, selling, or consumption of drugs or alcohol
- i. The willful destruction of school property
- j. Deliberate failure to attend classes after reporting to school
- k. Fighting, threats, bullying
- l. Unauthorized use of school property
- m. Being disrespectful to school personnel
- n. Repeated small violations

HARASSMENT, INTIMIDATION AND BULLYING

Our school recognizes that a safe and civil environment in school is necessary for students to learn and achieve high standards. Therefore, harassment, bullying and intimidation are prohibited on school premises, on the school buses, at official school bus stops and at all school-sponsored events. This includes:

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

Consequences for students who engage in harassment, intimidation, or bullying may include, but not be limited to, mandated counseling, in-school suspension, out-of-school suspension, and expulsion from school, based on the severity of the incident.

Any person who has reliable information that a student has been subjected to harassment, intimidation, or bullying shall report the incident to the school principal for investigation.

STUDENT-CONDUCT AND BEHAVIOR EXPECTATIONS

Cafeteria

1. Students will keep the area around their plates and seat clean.
2. Students will use good table manners.
3. Students will not touch other students' food or table items.
4. Students will stand in line quietly and courteously while waiting to get food or return trays.
5. Students will talk in quiet voices.

Restrooms

1. Students will not play or fight in the restrooms.
2. Students will not place paper in the sinks, on walls, or use paper in any way that is not appropriate.
3. Students will not write on walls or doors.
4. Students will respect the privacy of other students.
5. Students will not carry materials into the restroom that could get them into trouble.

Halls

1. Students will display courtesy when opening doors or passing other students.
2. Students will not touch or vandalize any property in the halls.
3. Students will not loiter in the halls.
4. Students will walk with their classes in a straight line on the right side of the hallway.

Playground

1. Students will not fight on the playground.
2. Students will display sportsmanlike conduct while on the playground.
3. Students will not hit, kick, push, or throw objects that may endanger others.
4. Students will not have sharp objects on the playground.
5. Students will help keep the playground free of litter.
6. Students will follow directions of teachers.

HEALTH INFORMATION

HEALTH SCREENINGS

All K5, 1st, 2nd and 3rd grade students will have hearing and vision screenings by the school nurse within two months of enrollment.

Also, all K4, K5, 1st, and 3rd grade students will receive yearly dental screenings. This is a free service provided by Healthy Smiles. Preventive dental hygiene services are offered to all students at school. A registered dental hygienist will clean teeth, apply fluoride, and sealants every six to eight months. There is a charge for this service that is provided by Health Promotion Specialists. A parent/guardian must sign a consent form in order for a student to participate.

ACCIDENTS AND EMERGENCIES

Every effort is made to prevent accidents. However, in case of an accident, the procedure is as follows:

1. Only the school nurse, substitute nurse, or trained first responder will administer first aid to students.
2. In all cases of accidents/emergencies, every effort will be made to contact the parent/guardian immediately.
3. However, if we are unsuccessful in reaching parents, the school will follow your directions on the blue health form to secure an individual to pick up your child.

CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME DUE TO ILLNESS:

1. Temperature of 100 degrees or higher within the past 24 hours, with or without medication.
2. Undiagnosed skin rash.
3. Vomiting or diarrhea within the past 24 hours.
4. Thick, yellow or green drainage from eyes.

HELP YOUR CHILD STAY HEALTHY AND READY TO LEARN

The best protection from disease is prevention. You can prevent many diseases by making sure your child receives immunizations, gets well check-ups, and by encouraging your child to wash hands frequently, especially after using the restroom and before eating. Remember: Do NOT touch the T-Zone!

STUDENT MEDICATIONS

1. All medications will be given by the school nurse, substitute nurse, or trained unlicensed personnel.
2. Medications will only be given at school if they are ordered to be given four times a day, at a specific time, or as needed.
3. All medications will be brought to the school by the parent/guardian in the original container dispensed by the pharmacy.
4. The parent/guardian must complete and return a permission form for each prescription and non-prescription medication to be given at school. One permission form per school year will suffice for medications unless medication/dosage changes.
5. If you anticipate your child's need to take medication at school, you may ask the pharmacist for two prescription bottles/inhalers/epi-pens which will provide one for home and one for school. A current prescription bottle/box will need to be kept at school.
6. Asthma inhalers are kept in the health room. The student will be allowed to use the inhaler as prescribed by the physician. If other arrangements need to be made, please contact the school nurse.
7. Epi-pens are kept in the health room. The epi-pen will only be given as prescribed by the physician. If other arrangements need to be made, please contact the school nurse.

Spartanburg County School District Two Educational Rights and Privacy Notice

Directory Information

Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays on the World Wide Web (a part of the internet), or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, etc.).

The Family Educational Rights and Privacy Act authorizes Spartanburg School District Two to release “directory information” (i.e. student’s name, address, telephone number, date and place of birth, photograph, subjects of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, the most recent previous school attended, and other similar information. If for some reason you object to your child’s inclusion/identification in publicized school recognitions/events/activities, you must, within 15 days of this notice, notify the principal in writing of the specific type of the above-referenced directory information to withhold.

Education Records

Individual student’s records are not available for public inspection. However, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

1. *To inspect and review the student’s education records within 45 days of receipt of written request for access*

Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *To request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading*

(FERPA provisions do not apply to grades and educational decisions made by school personnel)

Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

3. *To consent to disclosures or personally identifiable information contained in student’s records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks to intent to enroll.

4. *To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*

The contact information for the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605



Spartanburg District 2
Notification of Use of Public Benefits
(Medicaid) or Insurance To Pay For
Services Under the IDEA

This notification is to inform you of the intent of the Spartanburg District 2 and the South Carolina Department of Education (SCDE) to bill Medicaid and/or third party insurance and receive payment from Medicaid and/or any third party insurer for health-related services, as permitted under Part B of the Individuals with Disabilities Education Act (IDEA), and as set forth in your child's individualized education program (IEP). The district or agency and the SCDE may also bill Medicaid for psychological evaluation services, nursing services, and other health-related treatment services billable to Medicaid without the requirement of an IEP. The district or agency must provide this notice to you prior to requesting your consent to bill Medicaid and/or any third party insurance and once a year thereafter for services that the district or agency will provide in the future.

This document also serves as notice that the district or agency and the SCDE will release and exchange medical, psychological, and other personal identifiable confidential information, as necessary, to the Department of Health and Human Services and any applicable third party insurance carrier regarding health-related services provided to your child.

Medicaid reimbursement for school based health-related will not affect any other Medicaid services for which your child is eligible. The district or agency cannot bill Medicaid or your child's insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk loss of eligibility for waived programs. Your child will receive the services listed in the IEP regardless of whether you enroll your child in public or private benefits or insurance programs and whether or not you provide consent for the district or agency to bill Medicaid for services. Your refusal to allow access to Medicaid or any third party insurance carrier does not relieve the District or agency of its responsibility to ensure that all required services are provided at no cost to you.

Any previous, current, or future consent to bill Medicaid or insurance was voluntary and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District or agency and the SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child's treatment and provision of health-related services.

2018 Truancy Letter

State of South Carolina

Spartanburg County Court House
180 Magnolia Street
Spartanburg, S.C. 29306
Phone (864) 596-2575
Fax (864) 596-2386



Cherokee County Court House
Floyd Baker Blvd.
Gaffney, S.C. 29340
Phone (864) 487-2576
Fax (864) 487-2753

BARRY J. BARNETTE

Solicitor, Seventh Judicial Circuit

August 1, 2018

Dear Parent or Guardian:

The school districts of Spartanburg County and the 7th Circuit Solicitor's Office are working together to keep our kids in school. The partnership utilized Spartanburg County Truancy Court to examine the problems associated with children who are chronically absent from school and develop a long-term action plan for improvement that involves both the student and the parent or guardian.

The eleven-year-old deferred prosecution program is a remarkable success with school districts, court officials and parents working together to keep children in school. Fewer children are being referred to Family Court for truancy prosecution. Children who were once considered truants are returning to school.

The momentum must continue. As a former school teacher and a veteran prosecutor, I see the life-changing impact that occurs when someone makes the decision to drop out of school. Our state defines truancy as a student who has incurred three (3) or more consecutive unlawful absences and/or five (5) unlawful absences.

If a child classifies as a truant, the child and their parents will meet with school officials to discuss the truancy issue and an intervention plan developed by the school, parents and the child. If the conditions of the intervention plan are not met and the child continues to incur unlawful absences, the school will refer the child and their parents to Truancy Court. Once Truancy Court becomes involved with the case, the child and the parents will be notified by letter.

The child and their parents will be required to attend a hearing at which time the hearing officer, case manager, school officials, and officers of the court will be present. At the hearing, the hearing officer orders the child and their parents to meet certain conditions in addition to the requirement that the child attend school. Other conditions ordered by the hearing officer may include mental health counseling, good behavior at school, drug and alcohol assessments and testing, and community service. Failure by the child to attend school and/or the parents to cooperate with the program will result in the child and the parents' case being referred to Family Court for prosecution.

Each child deserves a fulfilling education, and Truancy Court will ensure every effort is made to help that happen.

Sincerely,

A handwritten signature in cursive script that reads "Barry J. Barnette".

Barry J. Barnette
Solicitor

BJB:sop