

Sandhills Primary Elementary School
2018-2019 Student Handbook
Grow...Serve...Innovate!



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Our Purpose: *We empower our students to become reflective global citizens.*

Our Vision: *We seek to be a personalized system of learning.*

updated 8/9/18

TABLE OF CONTENTS

General School Information

Accreditation
Arrival and Departure Schedule
Attendance
Change of Address
Early Dismissal
Enrollment and Withdrawal Procedures
Fundraisers
Insurance
Student Fees

Academics

Agendas
Field Trips
Grading Policy and Reports
Homework
Make-Up Work
Media Center
Textbooks

Technology

Computer Network Policy
School Device Management Plan
Terms/Conditions of Computing Device

Health and Wellness

Accidents/First Aid
Chronic Illness
Health Room
Medicine Information
Parties and Celebrations
School Wellness: Nutrition

Food and Nutrition Service

National School Breakfast/Lunch Programs

Parent/Citizen Involvement

Parent Conferences
Visitors

Transportation

Transportation Declaration
Transportation Discipline

Safety and Climate

Board Policies
Bookbags
Deliveries
Discipline Policy - Lexington 4
Dress Code
Dress Code Violations
Emergency Drills
ID Badges
In-School Suspension (ISS)
Lockers
Out-Of-School Suspension (OSS)
Personal Items/Valuables
Release of Student Information
Search
School Telephone
Sexual Harassment
Smoking Policy
Student Affection

Use of Electronics/Cell Phones in School

Consistent Expectations for Lexington 4 Students

- Value the community of learners.
 - *Collaborate effectively with teachers and learners.*
 - *Take ownership of your learning and actions.*
 - *Demonstrate work ethic and perseverance.*
 - *Seek opportunities to lead by positive example.*

GENERAL SCHOOL INFORMATION

ACCREDITATION

SPES is accredited by the State Department of Education and AdvancEd. Because of this accreditation, our school maintains high standards concerning the curriculum, our school philosophy, and administration/faculty qualifications.

ARRIVAL AND DEPARTURE SCHEDULE

7:15 – Arrival - Drop Off Begins

7:50 - Tardy - Instruction Begins

2:30 – Dismissal Begins

3:00 – All car riders must be picked up.

ATTENDANCE

Absences and Excuses

In order for students to reach their full academic potential, they must attend school regularly. Parents/guardians are encouraged to work with school staff to resolve issues that prevent students from having regular school attendance. Lexington School District Four expects each student to attend his/her assigned school daily for the entire period of every school day except in cases of illness, family emergency, or other reasons specifically stated in this rule. A student who fails to attend his/her assigned school when he/she is physically and circumstantially able to do so and has accrued three consecutive unlawful absences or a total of five unlawful absences is truant. The district considers students present only when they are actually at school, on homebound instruction, or attending an activity authorized by the school, such as field studies, athletic contests, music festivals, student conventions, and similar activities.

If absent, a student must present a written excuse signed by a parent, guardian, medical or dental practitioner, or other appropriate person within **three (3)** days after returning to school. If a student fails to provide a proper excuse, the absence may be recorded as unlawful. Principals may require a student who has accumulated more than five absences in a semester or 10 absences in a year to provide a medical excuse for all medically related absences in order to receive course credit. Principals have the authority to review all absences in excess of 10 days and to use their own discretion for follow-up. Any student who provides a false excuse will be referred to an administrator for disciplinary action.

Lawful Absences:

District policy defines the following reasons for lawful absences:

- ill students whose attendance in school endangers their health or the health of others, as determined by a doctor or the school nurse.
- students who are chronically ill. A doctor's statement explaining that the student does not need to see a doctor every time the illness occurs must be turned in to the attendance office. Once the statement is on file with the school, the parent/guardian can inform the doctor of the occurrence of the illness, and the doctor can fax the attendance office the excuse or the original may be picked up from the doctor and given to the attendance office when the student returns to school. (Electronic/faxed medical excuses must be sent directly from the medical provider.)
- students who must keep medical or dental appointments. Called-in doctor's notes are not accepted. The student must be present with the medical practitioner for the absence to be excused, except in cases where the student has been determined to be chronically ill as explained above.

District policy defines the following reasons for lawful absences subject to the approval of the principal:

- students who have an immediate family member who is seriously ill. A parent/guardian note stating that the family member is seriously ill must be turned into the attendance office.
- students attending a funeral of an immediate family member. A parent/guardian note must be turned in to the attendance office.
- students participating in a recognized religious holiday of their faith.
- students who have prior permission to participate in school-sponsored or school-approved activities.
- students who have unusual or mitigating circumstance.

Unlawful Absences

District policy states that an absence is unlawful if:

- students are willfully absent from school without the knowledge of their parent/legal guardian.

- students are absent without acceptable cause with the knowledge of their parent/legal guardian.

Medical Excuses

Medical excuses are accepted as documentation of a lawful absence. They must be submitted within 3 school-days of the student's return to school. Excused must be written and may be submitted electronically or by fax directly from the medical or dental practitioner. A phone call from the practitioner *cannot* replace the written excuse.

Medical excuses must on letterhead and include:

- the date the excuse is written.
- date of student's covered absence(s).
- telephone number where the practitioner may be reached.
- the practitioner or their designee's signature.

Absences outside of dates listed on the medical excuse must be documented by a parent note.

Parent Notes

In all cases where a student absence is not covered by a medical excuse, parents/guardians should complete the district absence form or provide a written, signed note documenting the reason for the absence within 3 school-days of the student's return to school. Parent notes must include:

- the date the excuse is written.
- date of student's absence.
- reason for student's absence.
- telephone number where the parent/guardian may be reached.
- parent/guardian signature.

Parent notes for illness will be accepted as documentation of a lawful absence for no more than 10 days each school year unless otherwise approved by the principal. Subsequent absences due to illness will require a medical excuse to be considered lawful.

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 are allowed to make up any work missed.

Attendance for Students, Ages 6 - 17

- Students must be present in order for the best possible learning to take place.
- Students who are tardy to school lose valuable instructional time.
- The State Compulsory Attendance Law requires parents to ensure their children attend school daily.
- The importance of being in attendance and being on time is an important lesson for students to learn at an early age. Students are forming habits that will carry over to their careers and personal lives.

Upon a child's accumulation of more than 10 unlawful absences, a referral may be made to the appropriate agency unless circumstances warrant a waiver.

Truancy

The district has developed policies and procedures to meet federal, state, and local guidelines for students who are chronically absent.

In general, the district will the framework below:

1. After three consecutive or a total of five **unlawful** absences, a student is considered truant. The school will notify the parents/ guardian of the absences in writing and set up a conference to discuss the reasons for which the student has been absent.
2. After two or more **unlawful** absences, a student is considered habitually truant. The principal or his/her designee will notify the parents/guardian of the absences in writing and set a meeting with the parent and student to develop an Attendance Intervention Plan. This meeting will also clarify lawful vs unlawful absences and communicate consequences of continued unlawful absences.
3. After two or more **unlawful** absences, the principal or his/her designee will notify the parents/guardian of the absences in writing and set up an attendance hearing at the district office with the district attendance officer.

4. Additional unlawful absences may result in a petition by the district to family court for a *School Attendance Order*. If the court accepts the petition, a hearing will be held in family court in which a judge may order the student to attend school and not accumulate additional unlawful absences. Also, the judge may make additional orders, such as that the student must not have any discipline referrals, tardies, or class cuts.
5. If two or more additional absences occur after family court has placed the student on a *School Attendance Order*; the district may fill a petition for ‘Contempt of Court’ with family court.

A South Carolina attendance policy that all South Carolina schools was implemented beginning in the fall of 2017. Under the guidance of the federal Office of Civil Rights, the South Carolina Department of Education is now requiring all districts to report students who are “chronically absent”. Chronically absent students are defined as having missed 10% of the total days within a school year. Research shows that students with a history of chronic absenteeism face a serious risk of falling behind in school, thus making it more difficult for them to succeed in the classroom. As part of these new requirements, South Carolina students will now be considered “absent” if they miss 50% of their instructional day for ANY reason, regardless of the classification of the absence as excused or unexcused. **This means Lexington Four students must be present for at least half of the instructional day to be considered “present” for that school day.** For SPES, these attendance requirements will look like this:

School	School Start Time	School End Time	Time <u>Required</u> in School to be Counted Present
SPES	7:50 a.m.	2:25 p.m.	3 hours, 18 minutes

CHANGE OF ADDRESS

The school office must have a current address and telephone number for all students. Correct information is particularly important in cases of emergency. **If the school does not have a current address and telephone number, administration may suspend the student until a current address and telephone number are received.** Parents should notify the school in writing of a new address and/or phone numbers.

EARLY DISMISSAL/TARDIES

Per district policy, students may not be signed out early within 30 minutes of dismissal time. After the deadline of 2:00, parents will have to wait until the regular dismissal time at 2:30. Repeated school tardies and/or early dismissals from school can negatively affect your child’s academic performance.

Students are encouraged to arrive at school on time and remain in school for the full day. Should the need for an early dismissal arise, such as a medical/dental appointment or family crisis, the person picking up the student must come to the office to sign the student out. They should be listed in our student database as a person allowed to pick up your child and **they will need a picture ID.** Early sign outs would be appropriate for medical/dental appointments or family crisis.

Students arriving to school after 7:50 a.m. must report to the main office with a parent or adult for a pass to class.

The administration may develop an attendance plan for students with frequent tardies and/or early dismissals from school.

ENROLLMENT AND WITHDRAWAL PROCEDURES

The parent/legal guardian must be present to enroll a student and complete the registration form. The following documents are necessary for enrollment:

1. Copy of the student’s birth certificate, long form
2. South Carolina Immunization Form
3. Copy of the student’s Social Security Card
4. Proofs of residence in Lexington District 4: Two (2) acceptable proofs of residence include one proof from each of the following categories:
 - Category A: Tax receipt showing that both property and dwelling are in Lexington 4; mortgage statement or receipt; rental or lease agreement showing the address of the dwelling and the landlord’s name, address, and telephone number.
 - Category B: Cable television, telephone, electric, gas, or water bill.

5. Withdrawal form from the student's previous school.

Only the parent/legal guardian on record as enrolling the student will be able to withdraw the student from school. The parent/legal guardian must also accompany a student withdrawing from school. All textbooks must be returned and all financial obligations including school fees, Chromebook damages, library fines must be paid at the time of withdrawal.

FUNDRAISERS

All fundraisers must be approved by the SPES principal. Students are not allowed to sell any items, including candy, at school unless it is part of a school-approved fundraiser.

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.**

STUDENT FEES

Student fees are assessed at \$10.00 per year.

ACADEMICS

AGENDAS/FOLDERS

Each student is provided with an agenda or folder that goes home and back to school each day. The purpose of this is to:

- record any homework assignments
- record notes from teachers
- provide an effective and regular means of communication with parents

It is each child's responsibility to have his/her agenda or folder every day. Please review daily to communicate with teachers.

COUNSELING SERVICES

SPES has two school counselors to help with servicing students and their families in this area. The school also has on-site counselors from Lexington County Mental Health. In order to receive services from Lexington County Mental, the child must be enrolled in the program.

If you have questions about either service, please contact the school for more information or for information regarding Lexington County Mental Health call 359-7206.

FIELD STUDIES

The administration must approve all school-sponsored trips. The student must provide a permission form signed by a parent/guardian to the teacher in charge of the field trip prior to being allowed to participate in the field trip. Refunds are not given for field trips.

GRADING POLICY AND REPORTS

The goal of the district is to ensure that all assessment practices for both formative and summative assessments are compatible with our emphasis on learning. The primary purpose of a grade is to communicate in summary form a valid representation of a student's learning in relation to an 'essential understanding'.

Students at SPES receive interim reports at mid-term and report cards at the end of each nine weeks. The purpose is to keep parents informed of the student's progress. **Grades and attendance can also be accessed using the Power School Parent Portal: <https://ps.lexington4.net/public/>**

For 1st and 2nd grade, progress reports and report cards are a checklist based on the SC Curriculum Standards. The codes for the checklist of competencies are as follows:

Introduced (I): Student has been introduced to the competency.

Emerging (E): Student is developing knowledge of the competency.

Practicing (P): Student is practicing the competency.

Secure (S): Student can apply the competency independently.

For 3rd and 4th grade, students are assigned a numeric percent grade which corresponds to a letter grade. The SC Uniform Grading Scale is used at SPES as it is in all SC public schools.

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MAKE UP WORK

Parents are asked to call the main office to request assignments if a student has been absent for two or more consecutive days. Teachers will permit students to make up work missed during an absence as long as the student/parent makes appropriate arrangements with the teacher no later than the student's third day back at school. The student must complete the work within 10 days of his/her return to school. It is the student's responsibility to secure and complete all assignments within this time frame.

MEDIA CENTER

The daily functions of the library/media center are to provide materials and services appropriate to school curriculum; to provide materials and services that meet the information and recreational reading needs of our students; to assist learners in becoming effective users of information; and to foster the love of reading.

General Information:

- Students may have two books checked out at a time.
- Books may be checked out for a two-week period.
- Lost and damaged books must be paid no later than the end of each school year.
- Lost and damaged books are the responsibility of the student who checked out the book.
- Internet use throughout the school is only with permission and directive of the teacher; students' use will be monitored.

PUBLIC SCHOOL CHOICE

Students have the choice of participating in the Montessori Method or Traditional Curriculum. A brief description of both curriculums is below:

Montessori is a hands-on approach to individualized learning in a prepared environment where the teacher facilitates and scaffolds individual needs. Classes are multi-aged with an emphasis on independent learning and self-reliance. Montessori is aligned to state educational standards for first-fourth grades.

Traditional (Classical) Curriculum is a project-based curriculum designed to foster the development of the whole child through teacher-led small and large group activities. The curriculum provides information on child development, working with families, and organizing the classroom around interest areas. Traditional is aligned to state educational standards for first-fourth grades.

TEXTBOOKS

Textbooks are loaned by the state of South Carolina and are issued electronically at the beginning of the year to students. Students are required to return the textbooks issued to them at the completion of the year (or upon withdrawal from school). Any student who returns a textbook with unreasonable "wear and tear" will be charged a damage fee per South Carolina state guidelines. If a student loses a textbook, a replacement fee will be applied per state guidelines.

TECHNOLOGY

COMPUTER NETWORK POLICY

The SPES computer/Chromebook network system is designed to enhance curriculum and student educational needs. Students, under no condition, are to access the system without permission, tamper with the system, 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. Music and movies are not allowed on Chromebooks.

SCHOOL DEVICE MANAGEMENT PLAN

In an effort to enhance the learning through technology, Lexington Four is providing students, depending on grade level, greater access to computers either in individual classrooms, homeroom checkout for full-day usage, or take home usage. The following explanation outlines the parameters for each use.

Stay at School Model

All chromebooks are kept at school. Students in 1st and 2nd grade share with classmates and 3rd and 4th graders have 1:1 chromebooks assigned to them by their teacher. Students are not allowed to take them home.

Charges for damages

- \$25 Handling Fee charged for 1st Accidental Incident (Damaged Device)
- \$100 Fee if Device is lost or stolen; Upon second loss, student student will only be issued a device for in school use only
- \$50 charged for 2nd Accidental Incident (Damaged Device)
- \$75 charged for missing keyboard key
- \$30 charged for cost of new Chromebook case
- \$25 for new charger/power cord
- Students will be responsible for the entire cost of repairs to computing devices for 3rd Incident
- Students will be responsible for the entire cost of repairs to computing devices damaged through student misuse or neglect or that are intentionally damaged or lost
- Students carrying devices outside the classroom must have them in carrying cases (Chromebooks and notebook computers) or carrying cases AND protective cases (iPads, Android Tablets) or the breakage will be considered negligent
- Full replacement cost of a Chromebook is \$275.

TERMS AND CONDITIONS OF THE COMPUTING DEVICE AGREEMENT

Student access to computers is one way that Lexington Four enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school are expected to follow Lexington Four's policies, procedures and practices. These are available in hardcopy and on the district website.

While there is no cost for the use of the device, it is imperative that the device the student is issued be maintained and handled in a responsible way. Damages will require the student to pay a handling fee, or replace the device in its entirety, depending upon the scope of the damage. If a power cord, case or other accessories are damaged or lost, the student is responsible for the full cost of replacement.

HEALTH AND WELLNESS

ACCIDENTS/FIRST AID

Each school has a registered nurse responsible for administering first aid. When a student's illness/injury appears serious, the school makes every effort to contact the parent/guardian immediately. If the school cannot contact the parent/guardian, 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 make arrangements 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.

Privacy laws do not allow the school to share information concerning other students. Only information pertaining to your child will be shared.

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.

Health Room

All parents are asked to notify the school nurse at the beginning of the year if a student has a special physical condition, such as food or insect allergies. A doctor's confirmation must be on file in the student's permanent record for both prescription and nonprescription medication, including aspirin, cough drops, etc. Medication can only be distributed to students if the medication is in the original container and if the parent/guardian has completed a medication form. This form can be obtained from the school nurse.

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others. A child should be fever free for 24 hours. A child's temperature is lowest in the morning, so a low temperature upon awakening is not a true indicator. If you have given your child Tylenol or Motrin at night, the medication could still be affecting your child's temperature. A child should be fever free without the assistance of medication for 24 hours before returning to school. A child should be free of vomiting/diarrhea for 24 hours before returning to school. A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will also be tired from loss of sleep, and will still be contagious to other children. A child diagnosed with strep throat should remain home for the first 24 hours of antibiotic treatment. A child remains contagious until he/she has been on antibiotics for 24 hours.

A child should stay home for at least 24 hours to rest if the following symptoms are present the morning of school or the previous night: Vomiting and/or diarrhea or Fever >100.5 degrees. A parent note will be accepted by the school for the absence due to illness.

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.

MEDICINE INFORMATION

The school recognizes there are situations in which students must receive medications during the school day. There is also a need for specific procedures for disbursement of medications in order to insure students are receiving the proper medications and dosage. The following procedures must be followed or medications will not be given out at school:

- Medications must be labeled with the name of the student, name of the medication, dosage to be given, and time to be given.
- The nurse must receive a note signed by the parent/guardian giving the school permission to dispense medicine.
- The school does not provide aspirin, Tylenol, or Benadryl for students. If students have a need to take these types of medication, a doctor's note must be provided.
- All medication should be in the original container with proper identification. If this is not possible, medications should be placed in an envelope with the student's name and directions and the envelope must be delivered to the nurse upon arrival to school.

PARTIES AND CELEBRATIONS

In accordance with School Wellness guidelines individual teachers, parents, and students should not provide food, candy, or baked goods for class parties, birthday recognitions, seasonal celebrations, rewards, etc. Party invitations cannot be distributed at school.

SCHOOL WELLNESS: NUTRITION

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 in our schools are diabetic and others have food allergies that include peanuts, dairy, wheat and soy products. It is the responsibility of school administrators to ensure foods of minimal nutritional value are not made available to students. These are foods that provide little or no nutritional value. The district wants to ensure teachers are mindful not to distribute food to students as rewards and that cafeterias do not sell them as extra snacks. The following rules apply:

- Individual teachers, parents, and students should not provide food, candy, or baked goods to students due to health and safety concerns.
- Foods and beverages made available on campus during school hours will comply with current USDA Dietary Guidelines for Americans (K-12).
- Bake sales and candy sales are prohibited during the school day.
- Students may bring foods of minimal nutritional value or unopened beverages from home for his/her personal consumption at lunch; however, the student may not sell/share these items to/with other students (Pre K-12).
- Coffee, energy drinks, and soft drinks not allowed in the classroom.
- Food and drinks are not to be taken from the cafeteria and must be disposed of in the trash cans provided.

FOOD AND NUTRITION SERVICE

NATIONAL SCHOOL BREAKFAST AND LUNCH/PROGRAMS

We take part in the National School Lunch /Breakfast program. SPES offers free universal breakfast and lunch to all students. Breakfast is served in homeroom each morning.

All meals served must meet lunch and breakfast requirements established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to have a disability and the disability would prevent the child from

eating the regular school meal, our school will make the necessary substitution prescribed by the doctor without an extra charge.

Breakfast from outside is not allowed in the classroom and should be consumed before entering school.

PARENT/CITIZEN INVOLVEMENT

PARENT CONFERENCES

We encourage parents to stay in close contact with their child's teachers in order to insure a quality education. If you wish to have a conference with your child's teacher(s), please do not hesitate to contact any of them and arrange for a conference. The following conferences are scheduled for the 2018-19 school year:

October 10 & 11, 3:00-7:00 - Parent Conferences for ALL students

SCHOOL IMPROVEMENT COUNCIL (SIC)

The SIC consists of parents and community members elected by other parents and teachers elected by the faculty. This group meets as needed to assist in the preparation of the school's strategic plan and to foster two-way communication between the school and community.

VISITORS

Safety and security at school is a primary concern of the staff and faculty. Due to the need to provide a safe environment, it is always necessary for visitors to sign in the main office and receive a visitor's badge that gives them permission to be in the building. All visitors are subject to being searched by law officials in accordance with South Carolina state laws and monitored through video surveillance. Visitors are asked to return to the office upon their departure to sign out.

All visitors must be listed as the student's legal guardian or listed on the student's PowerSchool Emergency Contact List. All visitors must present a valid picture ID.

All visitors must be escorted at all times by a district employee. Visitors may not communicate with other students while on school property. The use of cell phones, cameras, and video recording devices are strictly prohibited during the school day with the exception of student performances.

Parents must have an appointment with their child's teacher to observe in a classroom setting and must be escorted by an administrator.

VOLUNTEER PROGRAM

If you have any spare time you could give in various ways, please let your child's teacher know or call the school office and leave your name and telephone number. **For the safety of all children, the school district will check criminal records through the South Carolina State Law Enforcement Division (SLED) and will conduct a name search of sex offender registries of individuals completing the field trip chaperone, mentor, volunteer, athletic volunteer application.**

TRANSPORTATION

BUS TRANSPORTATION

Arrival

Bus students enter the school through the back door by the related arts wing. Students must report to their assigned Morning Reading Room.

Dismissal

Bus students are dismissed by teachers at the end of the day and exit the building through the hall door to the back of the building. Buses line up in the circle behind the school.

In the event that a bus breaks down or is running late, students will be kept on the bus and leave only with the instructions of the bus driver. For information concerning buses, please call the District Transportation Office at 490-7033.

CAR TRANSPORTATION

Arrival

When arriving at SPES to drop off a student at EITHER school, continue through the car rider line pulling as far down the designated marked area as possible.

SPES staff members are on duty to assist with the unloading of students who will ensure that students will enter their appropriate building entrance. Students are not allowed to be dropped off prior to the beginning of the school day. Please visit the www.lexington4.net/ses website for the most up-to-date arrival and dismissal times.

Parents are not allowed to park and walk their child across unless there is a need to visit the office at either school. If a parent needs to visit the office, the parent **should wait until the car traffic comes to a complete stop and cross at the designated blue crosswalk area.**

Any students arriving late should be walked to the office by an adult and signed in as being tardy. Students will not be admitted to class without a tardy slip.

Dismissal

To ensure the safety of all students, a car tag **must be used** to pick up SPES students in the car rider lines. Car tags will be distributed to parent/guardians of car riders at the beginning of the school year. Car tags should be visible by placing on the car's rear view mirror and will be used to call students to the appropriate stations using a car tag number and lettered (A-Q) station system. If you do not have your car tag when picking up your child, you will be required to park in the school parking lot and show appropriate identification in the school office.

If you are picking up students from both schools, only one car tag is required. Be sure to register all children's names and which school they attend under that car tag number.

All adults and non-SPES children must remain in vehicles while waiting in the pickup area.

All children need to be picked up by 2:50 each day. If a student remains after this time they will be sent to the SPES After-School Program. The parent will be responsible for paying a charge for after-school services. If late pick-up continues, the information will be given to the proper authorities.

TRANSPORTATION DECLARATION

A Transportation Declaration must be completed for each student attending Lexington Four Schools. Each student's parent or guardian must declare whether their child will be transported by personal car, day-care van, or ride a school bus. A specific address for bus pickup 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.

Students may only ride the bus to which they are assigned. If parents become concerned and need information concerning

a late bus, please call: **Lexington District 4 Transportation at (803) 490-7033.**

TRANSPORTATION DISCIPLINE

Riding the bus is a privilege, which may be revoked. Students are expected to maintain proper school behavior while riding the bus to and from school or on a field trip. Students who do not behave properly jeopardize the safety and well-being of all the students on the bus. Because bus transportation is considered an extension of the regular school program, students who violate behavior expectations while riding the bus will be subject to penalties established for misbehavior while students are on the school premises.

Discipline offenses on the school bus will be addressed using the Lexington District Four School Bus Discipline Report. Consequences for minor offenses can include a warning. Multiple offenses and/or major offenses will result in a suspension of riding privileges from one day to a semester or the remainder of the year. Please address transportation discipline concerns by calling Lexington 4 Transportation at (803) 490-7033.

SCHOOL SAFETY & CLIMATE

BOARD POLICIES

Lexington 4 Board Policy JK states: The school is a community. It is responsible for educating the children who attend and, therefore, it must establish and enforce guidelines and procedures that provide for reasonable order, safety, and an atmosphere where learning can take place.

Lexington 4 Board Policy JIC states: The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. Students have a responsibility to know and respect the policies of the school and district. Violations of such policies will result in disciplinary actions.

BOOKBAGS

Per Lexington Four guidelines, students are not allowed to carry book bags, bags, or purses to class. All bags should be stored in the student's morning room. No rolling book bags are allowed for safety reasons.

DELIVERIES

In an effort to minimize disruption during the school day, deliveries of items such as flowers and food to students are not allowed.

DISCIPLINE POLICY - LEXINGTON 4

The provisions of this policy apply to conduct during the normal school day, on school owned vehicles, and during school-sponsored activities that take place after normal school hours.

Principles of Lexington 4 System of Effective Discipline

1. Discipline's purpose is to sustain a safe, orderly environment where all stakeholders meet high expectations.
2. Effective discipline begins with sincere belief in each learner.
3. Discipline is most effective within a consistent, positive relationship.
4. Effective discipline requires understanding the personal needs and environment of the child.
5. Effective discipline is an opportunity to learn and develop skills.
6. Effective discipline focuses on the support and inclusion of the learner while requiring the learner to repair harm to the community.

7. Interventions should increase as the needs of the learner increase.
8. Effective discipline involves all stakeholders.
9. Developing college, career, and citizenship ready learners requires a systemic perspective.

Consistent Expectations for Lexington 4 Administrators

- Model and teach high impact interpersonal and management skills with all stakeholders.
 - Engage each encounter as a skill-building opportunity.
 - Ensure accountability for teacher implementation of policies and interventions.
 - Ensure due process for every learner.
 - Respect the uniqueness of each learner, each teacher, each incident, and set of circumstances.
 - Communicate consistently and proactively with all stakeholders.

Consistent Expectations for Lexington 4 Teachers

- Establish and nurture an effective prepared environment for learning.
 - Establish a positive relationship with each learner.
 - Create a personalized pathway to success for each learner.
 - Model and teach appropriate social and emotional skills within a situational context.
 - Implement evidence-based interventions within a collaborative culture.
 - Communicate consistently and proactively with all parents.

Consistent Expectations for Lexington 4 School Counselors

- Advocate for the uniqueness of each student’s strengths and needs.
 - Provide personalized resources to teachers based on student need.
 - Engage in proactive social and emotional skill development with students.
 - Model and teach appropriate de-escalation skills within crisis situations.
 - Assist each student in the development of a career vision and plan.
 - Promote purposeful utilization of community and school resources to assist students and families.

Consistent Expectations for Lexington 4 Students

- Value the community of learners.
 - Collaborate effectively with teachers and learners.
 - Take ownership of your learning and actions.
 - Demonstrate work ethic and perseverance.
 - Seek opportunities to lead by positive example.

Disorderly Conduct - Level 1

Student behaviors which **impede**:

- Orderly classroom procedures;
- Orderly school operations

Possible Sanctions:

- Verbal Warning
- Withdrawal of privileges
- Temporary class removal
- ISS

- OSS
- Alternative Education Program
- Notification of law enforcement
- Referral to District
- Expulsion

Possible Reparations:

- Formal Apology
- Community Service
- Deeper Learning
- Leadership Project
- Mentoring Others

Level 1 Behaviors:

- Cheating
- Computer / Internet Violation
- Dishonesty
- Disrupting Class
- Failure to serve assigned detention / ISS
- Horseplay
- Inappropriate Language
- Obscene Gesture
- Off limits area
- Phone / Electronics Violation
- Public display of affection
- Refusal to Obey
- Tardy to school and/or class
- Other offenses of Disorderly Conduct

Disruptive Conduct - Level 2

Student behaviors directed against persons or property and which the consequences of:

- Endanger the health or safety of oneself or others;
- Result in damage to property

Possible Sanctions:

- Temporary class removal
- Alternative Education Program
- ISS
- OSS
- Notification of law enforcement
- Referral to District
- Expulsion

Possible Reparations:

- Formal Apology
- Financial Restitution
- Community Service
- Deeper Learning
- Leadership Project
- Mentoring Others

Level 2 Behaviors:

- Bullying
- Confrontation/Altercation
- Cutting Class
- Cutting School^
- District Medication Violation (non-prescription)
- Fighting^
- Inappropriate Materials
- Major Disruption of School Environment
- Sexual Harassment^
- Theft^ (Below \$50 value)
- Threat^
- Tobacco Violation^
- Vandalism^
- Other offenses of Disruptive Conduct

^ Mandatory report to Law Enforcement

Criminal Conduct - Level 3

Student behaviors **which result in:**

- Violence towards oneself or another's person or property;
- Pose a direct and serious threat to the safety or oneself or others in the school

Sanctions:

- OSS
- Notification of law enforcement
- Referral to District
- Expulsion
- Restitution of property and damages

Possible District Reparations:

- Formal Apology
- Financial Restitution
- Community Service
- Deeper Learning
- Leadership Project
- Mentoring Others

Level 3 Behaviors:

- Arson^
- Assault^
- Bomb Threat^
- Drug Possession/Usage^
- Drug Distribution^
- Fire Alarm^
- Gang Activity^
- Theft^ (Over \$50 value)^
- Vandalism^ (Over \$50 value)
- Weapon / Device that can be used as a weapon^

- Other offenses of Criminal Conduct[^]

[^] All Criminal Conduct offenses result in mandatory report to Law Enforcement

DRESS CODE

Purpose: To establish the basic structure for determining appropriate dress standards for students at school and at school-related activities.

It is the responsibility of the board to provide an educational atmosphere conducive to learning. With this responsibility in mind, the Lexington 4 School Board adopts a dress code that meets the following criteria.

- Adheres to applicable legal standards
- Is appropriate from preschool through twelfth year of school
- Promotes an educational atmosphere conducive to learning

The basic responsibility for the appearance of students rests with the parents and the students themselves.

Parents have the obligation and, within certain prescribed bounds, the right to determine their children's dress; however, they must follow these guidelines.

- Attire that could pose a safety threat or could be destructive to school property is prohibited.
- Dress or grooming that could cause distractions or interference with the educational process or the rights of others is prohibited.
- Extraneous articles hanging from clothing, jewelry or personal belongings, such as chains, are prohibited.
- For health reasons, shoes must be worn. Bedroom shoes are not allowed.
- Pajamas, lingerie and items designed to be worn as sleepwear or underclothing may not be worn alone or over other clothing.
- Headwear (including headbands), sunglasses, hair rollers, bandannas, picks/combs, etc. are prohibited inside school buildings. Hoods and hats are not to be worn in the building. Headbands can only be worn as designed by the manufacturer (not as a sweatband).
- Obscene, suggestive, inflammatory, racial, profane, and inappropriate writing on clothing or jewelry, as well as provocative pictures and advertisement of drugs and alcohol on clothing or jewelry is prohibited.
- Clothing or other articles that indicate membership in a gang are prohibited.
- No tank tops, halter-tops, spaghetti strap tops, fishnet shirts, low-cut shirts, cut-off shirts, sheer/see-through material, or bare midriffs are permitted.
- Shorts, mini-skirts, etc. are allowed with the following restrictions:
 - When the student stands straight and the garment is worn at the natural waistline, the garment can be no shorter than where the student's longest fingertip rests with arms naturally by the side.
 - The garment may not be made of clinging or form-fitting materials, such as but not limited to, bike shorts and pants, surfer pants, etc.
- Skin tight clinging pants, leggings, or jeggings are not allowed unless under a dress/skirt that meets length requirements.
- Pants must be worn at the natural waistline. Gym shorts may not be worn under jeans or pants.
- Holes in Jeans / Pants: No holes are allowed from the waist to the knees which are large enough for skin to show through the pants.
 - Tears/frays are permissible as long as they do not show skin.
 - Tights can be worn under jeans if holes are questionable and not large or extensive.

The administration reserves the right to make a final determination regarding the appropriateness of any attire. The administration may make an exception to these guidelines for medical or religious requirements where appropriate documentation of the requirement is provided by a parent or guardian.

Habitual violations of the SPES Dress Code will result in disciplinary action.

DRESS CODE VIOLATIONS

1st offense: Parent contacted to bring appropriate clothing to school for the student to change. Student is returned to class with appropriate attire or will go to In-School Suspension if clothing cannot be brought to school.

2nd offense: Parent contacted to bring appropriate clothing to school for the student to change. SPES Dress Code is provided to student and parent. Student is returned to class with appropriate attire or will go to In-School Suspension if clothing cannot be brought to school.

3rd & further offenses: Parent contacted to bring appropriate clothing to school for the student to change. Student discipline offense is recorded and consequence administered.

OUTDOOR RECESS/PLAY DRESS CODE

For low temperatures, children need a long-sleeved jacket and pants. If a child does not have the appropriate attire, alternate accommodations for recess may need to be made by school staff.

EMERGENCY DRILLS

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

MONEY AT SCHOOL

Whenever possible, payment should be made by check for t-shirt money, school pictures, etc. If you choose to send cash, place money in an envelope with his/her name written on it as well as the amount enclosed and its purpose. **Neither the teacher nor the school can be responsible for lost or misplaced money.**

NONDISCRIMINATION POLICY

Lexington School District Four is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, creed, handicap, disability, or veteran status in employment or in the provision of educational opportunities and benefits.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students who are suspended from school will not be allowed to attend or participate in any school-sponsored activity on the day/days of the suspension. This includes, but is not limited to, after-school clubs, dances, and performances.

PERSONAL ITEMS/VALUABLES

Personal items will be the responsibility of the students and should be taken home each day. Children may not bring toys, trading cards, any electronic devices or other distracting materials to school unless authorized by the teacher. Radios, CD players, TV's, beepers, laser pointers, MP3 players, electronic games, cartridges for these games, or any other such devices should not be brought to school. Any toy, etc., brought to school will be taken and released to the parent upon request. The parent must pick the item up in person. **This includes the use of fidget spinners. A physician's note is required to use fidget spinners at school to ensure they are not being used as a toy.**

The school does not assume responsibility for lost, broken, or stolen personal items brought to school by students, parents, visitors, employees, etc.

School safety prohibits weapons (real or look-alike) from being brought to school. Doing so results in a referral for a district expulsion hearing.

The school is not responsible for the loss/theft of valuables. Searches will not be conducted for missing/stolen items.

Personal items such as phones, toys, etc., are not to be traded or sold per district school board policy.

RELEASE OF STUDENT INFORMATION

A student's name, grade, and school to which they are assigned are designated as directory information by school board policy and may be released upon request. There may be occasions where students will be asked to participate in a news release requiring an interview, photograph, or videotape in connection with a school story. Each parent should complete a Media Release form annually selecting their preference for release of their child's information.

DSS and law enforcement agencies have access to student information upon official request.

In matters concerning custody, South Carolina law states, "Each parent, whether the custodial or noncustodial parent of the child, has equal access and the same right to obtain all educational records and medical records of their minor children." Pursuant to this law, SPES will provide academic information to both parents.

REPORTING ABUSE & NEGLECT

The school is mandated by law to report suspicion of child abuse or neglect. The law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline including spanking administered in a reasonable manner) shall be construed to be **abuse**.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being shall be classified as **neglect**.

Parents may not be informed of reporting if such confidence may hinder a full investigation.

SEARCH

Any person entering the premises of any school in this state shall be deemed to have consented to a reasonable search of his person or effect. Notices regarding this law are posted at all entrances of school property.

SEXUAL HARASSMENT

Our school district prohibits the sexual harassment of students by other students or school personnel. Any student that feels that he/she has been the object of sexual harassment by another student is encouraged to report the incident to either a teacher or an administrator.

Sexual harassment includes unwelcome sexual advances, request of favors or other verbal or physical conduct of a sexual nature which:

- Is made an educational condition so that submissions to such conduct or condition may alter an individual student's education;
- Has an educational consequence, so that submission to or rejection of such conduct is used as a basis for educational decisions affecting an individual student;
- **Is offensive school interference, so that such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive school environment.**

Sexual harassment may include but is not limited to verbal harassment, including sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

STUDENT CONDUCT AWAY FROM SCHOOL GROUNDS

The school board expects administrators to investigate student conduct away from school grounds that may have a direct and detrimental effect on the discipline or general welfare of district schools. Each situation is evaluated on a case-by-case basis to determine appropriate action.

TOBACCO-FREE SCHOOLS

Lexington Four Board Policy provides for a 100% tobacco-free, smoke-free environment within all district facilities, vehicles, and grounds and at all district sponsored events. The use and/or possession of all tobacco products or paraphernalia including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, vapes, and snuff is prohibited by all students, staff, and visitors.

USE OF ELECTRONICS AND CELL PHONES IN SCHOOL

Lexington 4 Board Policy JICJ - Use of Electronics and Cell Phones in Schools: Cell phones are allowed, but must not be audible or visible during the school day. Any phone that rings, is used, or is visible during the school day will be confiscated. If a cell phone or electronic device is confiscated on school grounds, a parent/legal guardian must come to school to sign for return of the cell phone or electronic device. The same rule and consequences apply to use of cell phones on school buses. School buses are considered an extension of the school day. If a cell phone is confiscated on a school bus, a parent/legal guardian must come to the transportation office to sign for return of the cell phone.

In accordance with Board Policy JICJ, cell phones and unauthorized electronic devices used in violation of this policy will be confiscated and turned in to the school or transportation office. School/transportation personnel are not responsible for the loss or damage of any cell phone or electronic device brought onto school property while in the possession of a student or school personnel.

The use of earbuds/headphones with a phone during the school day constitutes use of phone and the phone will be confiscated accordingly. Earbuds should not be worn at all except for individual teacher-approved use for educational purposes. Instead, they should be stored out of sight.

Cell Phone Violations (per Lexington 4 Policy)

1st and 2nd offense: Parent must sign for and pick up.

3rd offense: Item is confiscated for the remainder of the year.

Parents are expected to read, discuss, and explain to their child the policies and practices explained in this handbook.