



Ballentine Elementary School

Student & Parent Handbook

2023-2024

School Hours

Main Office Hours: 7:00 a.m. - 4:00 p.m.

Instructional Day: 7:50 a.m. - 2:40 p.m.

Student Drop-off Begins: 7:10 a.m.

Breakfast Served: 7:10 a.m. - 7:45 a.m.

Student Pick-up Begin: 2:40 p.m.

Phone Numbers

Main Number: 803-476-4500

Fax Number: 803-476-4520

Cafeteria: 803-476-4508

Nurse: 803-476-4509

Dutch Fork Transportation: 803-476-4990

Chapin Bus Transportation: 803-575-5856

At a Glance Info

1. PARENT CONTACT INFORMATION: The school office must have a telephone number at which parents can be reached during the school day, even if that number is unlisted. **This is particularly important when emergencies occur.** If the number is unlisted, the office staff should be told so the number is only made available to authorized persons. An emergency contact number is also needed. **Please notify the office staff when changing address, telephone number, or place of employment.**

2. ABSENCES: No child can be expected to be successful in school if attendance is irregular. A student should be in school every day that he/she is physically able. Whenever possible, medical, dental and other appointments should be made for non-school hours. Please make every effort to plan family vacations and trips around student holidays and in-service days.

- State law and district policy set specific rules for lawful and unlawful absences.
Lawful absences include:
 1. An office visit with a physician, dentist, or other recognized licensed/certified medical practitioner, or legal officer.
 2. Serious illness or death in the student's immediate family.
 3. Observance of recognized religious holidays of the student's faith.
 4. Participation in school-related activities that have prior approval of the principal or designee.
 5. Suspension from school.
 6. Other extenuating circumstances approved by the principal or designee.
- **Students who are absent more than ten (10) days during the 180 day school year must have a written excuse from a licensed/certified health practitioner for those days in excess of ten (10).** In addition, any student who is absent more than twenty (20) days during the school year may not be eligible for promotion.
- A note is required for each absence and should be sent to school no later than the student's third day back. **After three consecutive unlawful or a total of five unlawful absences, the principal or designee will work with the parent to improve student attendance.** Students who continue to be absent unlawfully may be referred to Family Court.
- **After a child has missed ten school days, regardless of the reasons, the school principal must approve all future absences.**

- If a student is absent for only one or two days, missed assignments to be sent home as homework once the child returns. However, if a student is absent for three or more days, parents need to request missed assignments from the teacher. The assignments may be picked up in the office once the work is ready. **When requesting missed assignments, please allow 24 hours before coming by the school to collect student work.** The assignments sent home will be determined by the teacher and do not necessarily represent every assignment or instruction completed in the classroom during the absence. There may be some make-up work to complete when the student returns to school, including tests and assignments that need direct teacher instruction.

3. TARDIES: Our instructional day begins at 7:50 a.m. **A student arriving after 7:50 a.m. is tardy and must be escorted into the office by an adult to sign in and obtain a tardy pass** before reporting to class. A written excuse explaining the reason for tardiness is required. Only valid reasons (doctor appointments.) will be marked as an "excused tardy." Oversleeping, rain, or traffic in the car line are not considered an "excused" tardy. Parents will be notified when a child has fifteen or more tardies. At 20 tardies, an Attendance Improvement Plan will be developed with the parents. A referral may be made to DSS and/or Family Court on the 30th unexcused tardy.

4. EARLY DISMISSALS: Early dismissals cause children to miss valuable instruction, however, if there is a need to remove your child from school during the day because of a doctor/dentist appointment or other reason, the parent must come into the main office in order to properly sign the child out of school. At this time your child will be called to the office for dismissal. Students will not be dismissed from the classroom to a parent waiting in the hallway. **Please plan to pick up children for early dismissal by 2:00 p.m.** as the car line fills up early and the parking lot may not be accessible. Please note that after a child has been dismissed early ten (10) days, the principal or designee will work with the parent to improve student attendance and additional days must be approved by the principal.

5. CHANGE OF TRANSPORTATION: If an occasional emergency should arise and you need to change afternoon transportation for your child, we ask that you do so **before 2:00**. It is preferred that you come by the office in person to make these changes, but if this is not feasible, please call the school office or send in a handwritten note to make this request. *****Please do not email or leave a voice message for the teacher in regards to a change of transportation. If there is a substitute, or email is not working, or the teacher doesn't check messages until after school, we would not receive the information in time.** We ask that you try to avoid changing dismissal procedures for your child too frequently, however, as this can be very confusing during dismissal time.

6. NOTES REQUIRED FROM PARENTS: The school requires notes from parents for the following:

- all absences (handwritten or submit online through school website)
- requests for early dismissal
- requests to miss recess or physical education
- permission for field trips
- anticipated, prolonged absences from school, (trips, hospitalization, etc.)
- change in usual method of transportation home
- authorization to administer any medicine for allergic reactions
- specific medical treatment of special health needs
- food allergy or intolerance (doctor's note required for cafeteria)
- permission to go home with another student after school (*Please note - Students may not ride home on a bus for which they are not assigned without prior permission from the District Transportation Office, 476-4990. A written note from a parent will not be accepted.*)

7. GUESTS & VISITORS: We welcome visitors and guests to our school! Please enter through the office to sign in and obtain a VISITOR/GUEST sticker before entering the halls or classrooms. As a reminder, **all visitors seeking access to the building will be screened through the OpenGate devices.** To facilitate and expedite this process, please limit what you carry on your person and in your pockets. We highly recommend limiting items to car keys and a cell phone. All other items (bags, purses, etc) should be left in your car. **You will need a driver's license or other photo ID each time you sign in at the front office** in order to sign in through our Lobby Guard system. In order to promote the safety and welfare of students and staff members while they are on school grounds, **video cameras are in use in various locations within the school.**

- **Classroom visits** - Our open door policy welcomes parents to visit briefly in their children's classrooms as long as their presence does not disrupt instruction. Classroom visits in excess of one hour must be scheduled with both the teacher and the principal prior to the visit. You may be asked to sit near the back of the room, away from your child, to maintain the learning environment for all students. Unless previously arranged, parents should not interrupt instruction to speak with your child, a classmate, or your child's teacher during instructional time. If you need to speak with the teacher, please schedule an alternate time with the teacher. Younger siblings may not be brought to the classroom during instructional time.
- **Lunch with your child** - Due to assigned and limited seating in the cafeteria, guests will need to sit at designated visitor tables. As a reminder, other classmates may not be asked to join the parent/child.
- **Special events and state testing days** - Many special events, such as our Boosterthon Fun Run, grade level activities, and chorus performances, lend themselves to visitors and spectators and we welcome everyone to come and participate! Occasionally, due to the rotating schedule of activities and the need for more supervision, school wide events such as our Bear Blast only allow parent

volunteers to specifically help with supervision and to assist with games/activities. On state testing days, in order to ensure the best testing environment for all students, we ask that there be no visitors until the testing has been completed for the day.

8. MONEY: Whenever possible, payments should be made online for food services, school pictures, fees, PTO purchases, and field trips. There are occasions, however, when students may need to bring cash to school for specific purposes. Parents should place such money in an **envelope with the student's name written on it, as well as the purpose of the money.** The school will not be held responsible for lost or misplaced money.

9. PERSONAL POSSESSIONS AT SCHOOL: Students are strongly discouraged from bringing toys and personal items not related to the educational program to school. Toys or other electronic devices that are disruptive or become a distraction may be confiscated and only released to the parents. The school will not be held responsible for personal items that are damaged, stolen, or lost.

10. WATER BOTTLES: Students may bring water bottles to school provided that they are leak-proof and can be completely closed to avoid spilling. To protect the carpeting and books, only water may be brought into the classroom. Water bottles should be carried in an outside backpack pocket to avoid leaking and water damage to books and devices.

11. CELEBRATIONS & SPECIAL OCCASIONS: Birthday parties are not permitted at school. For special occasions it is preferred that a parent or other special guest come for a read aloud or for lunch. You may bring prepackaged and sealed snacks that meet the school district guidelines. Please note that candy, cakes, cupcakes, and most cookies do not meet the district guidelines. *****To avoid disappointment, and the possibility of special snacks being sent back home, please coordinate special snacks in advance with the teacher to ensure it meets the District guidelines.** *More detailed information is provided in the Celebrations and Parties section of the handbook.*

12. KINDERGARTEN BUS STUDENTS: Kindergarten students will not be released from the bus if a parent, guardian, or sibling or designated individual is not at the bus stop. If an appropriate authorized individual is not at the bus stop the kindergarten student will be returned to the elementary school and parents/guardian notified.

Parents - Be in the Know!



Visit the school! We have established an open door policy where parents and community members are valued and feel welcome inside the school. Easily accessible on our front counters are informational pamphlets such as "The Bear Facts," a school brochure that contains pertinent information about our school, as well as other programs and opportunities.

Get involved! Events such as "Meet Your Teacher" and "BES Preview" at the beginning of each school year provide parents with an opportunity to tour the school, meet the faculty and staff, and learn more about the upcoming year. We encourage parents and community members to become involved in our many school programs, initiatives and volunteer opportunities. Our Parent & Teacher Organization (PTO) also has many easy ways to get involved – even if you have a busy schedule.

Read all about it! In addition to weekly classroom and monthly school newsletters, and weekly school updates, the school web page, along with many teacher web pages provide a wealth of information about the school, upcoming events and current topics of study. These newsletters also solicit input from parents regarding the school, curricular programs, etc. News about Ballentine Elementary is often highlighted in the local newspapers, on the district web page, and the school web page itself. The school web page is updated regularly and includes the school newsletter, school information, calendars, menus, handbooks, standards, and many useful links. In addition, all staff members can be contacted through email by accessing our website.

Call or email us! We welcome your comments, questions, ideas, concerns, and suggestions! The school's phone number is 476-4500. To email, go to our website, www.lexrich5.org/BES select "Staff Directory" from the quick link section on the left of the screen, and find the email address of the person you'd like to contact. It is the quickest, easiest way to reach any of the staff members!

Connect with Us!

BES Website: www.lexrich5.org/BES

BES Facebook: www.facebook.com/BallentineElementarySchool

BES Twitter Account: @BallentineElem

ARRIVAL PROCEDURES

Students may enter the school building at 7:10 when staff are present for supervision and to assist as needed for unloading of bus and car rider students. **Please do not drop your child off until there are adults outside on duty.** Upon arrival, students should report to their designated area - cafeteria for breakfast, theater, gym for walking club, or early morning room (Kdg only).

- **BUS RIDERS** will unload at 7:10 a.m. and enter through the bus loop doors.
- **CAR RIDERS:** Car riders may be dropped off between 7:10-7:50 a.m. Students in grades 1 - 5 will enter the building through the doors near the cafeteria and report to their designated area (cafeteria, theater, or gym). Kindergarten students will enter the building through the red hall doorway to report to their morning room. Students arriving after 7:50 need to be escorted inside by a parent/guardian and signed in. *To avoid heavy car line traffic, we highly recommend dropping your child off between 7:10 - 7:30.* In the afternoons, waiting until 2:50 to pick your child up will also significantly reduce your car line wait.
- **WALKERS:** At this time, the only neighborhood that has safety precautions in place for students to walk to school is Milford Park. Students living in other areas need to use bus or car transportation to get to school.

All Milford Park walkers will use the bus loop entrance during arrival and dismissal. A staff member is on duty at the bus loop from 7:10 until 7:50 for walkers. Students should cross at the path and steps between Milford Park and the bus loop of the school. Students are not allowed to walk through the staff parking lot for safety reasons. Students who will arrive after the 7:50 tardy bell should not walk to school. The only door remaining unlocked after 7:50 a.m. is the main office door. Students arriving after 7:50 need to be escorted inside by a parent/guardian and signed in.

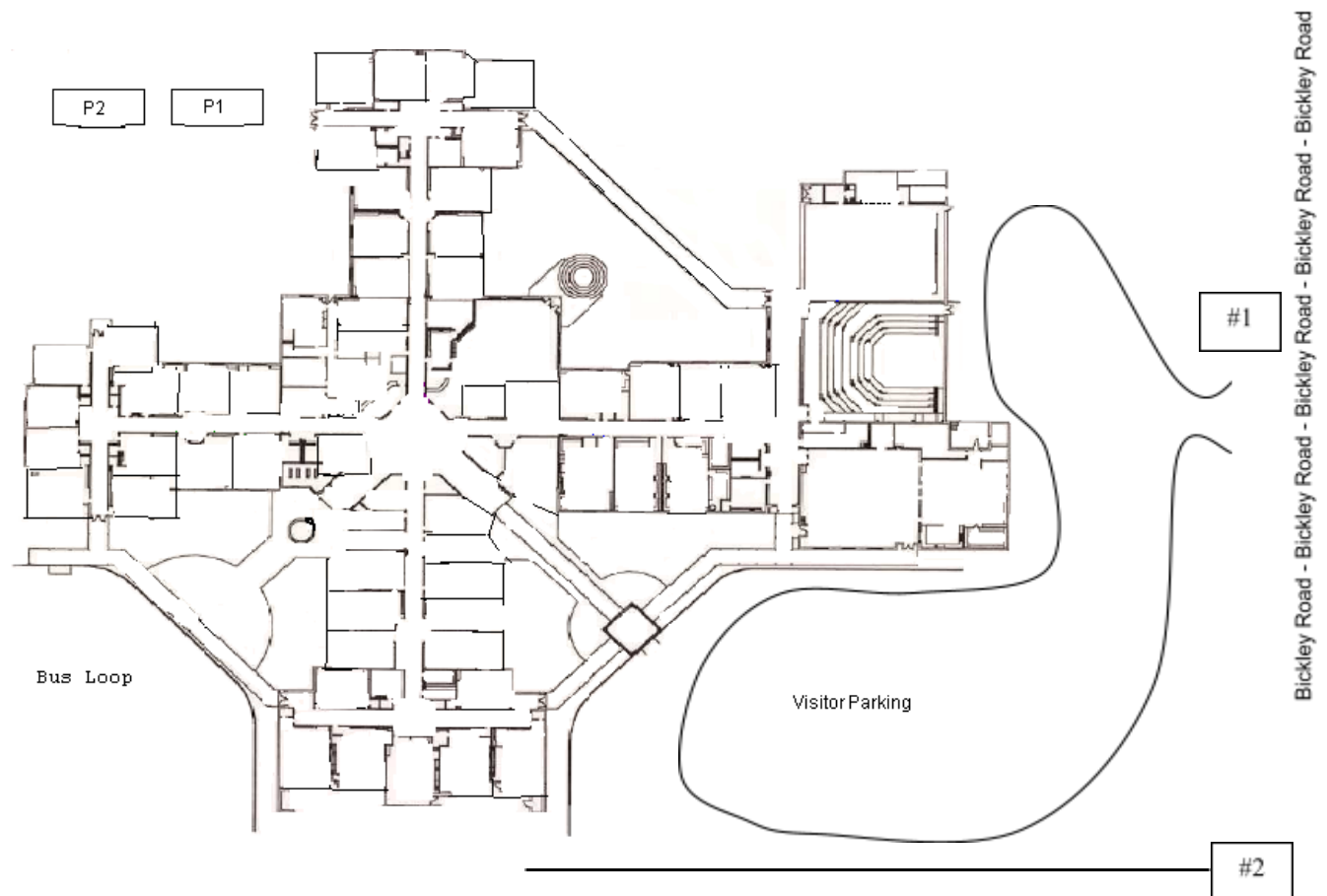
DISMISSAL PROCEDURES

- **Buses and Daycare Vans:** The driveway on the left side of the school is reserved from for school buses and daycare vans. For safety reasons, parents are asked not to park, drop off, or pick up students on the left side driveway.
- **Car riders and walkers** are dismissed after the buses leave. To avoid waiting in car line traffic, consider picking your child up at 2:50. Walkers will be dismissed after the buses depart. School personnel will escort students across the bus drive.

For the safety of our children, we ask that you remain in your car in the carpool line during dismissal. If you need to come inside the building, please park in an appropriate parking space. If you need to speak with your child's teacher, please refrain from dropping in at the end of the day as this is one of the most hectic

times of the day and student supervision and safety is one of our highest priorities. Make arrangements to meet once dismissal is complete and students are no longer in the building. *Teachers will not be allowed to dismiss children from the classroom or hallways during dismissal time.*

TRAFFIC FLOW - UNLOADING/LOADING



#1 entrance/exit for car riders. Please note that this is a one-lane entrance. If accessing the parking lot, you will need to wait until you are able to fully enter the driveway, then pass with caution. As traffic builds, the car line will double stack, taking turns to merge into one lane for drop off / pick up in front of the school. **During take-in and dismissal, THE EXIT IS RIGHT-TURN ONLY.**

#2 entrance/exit for buses and daycare vans only.

This traffic pattern has been developed to assure maximum safety for your child and provide plenty of space for cars to line up while waiting for arrival/dismissal of car riders. Please pull as far forward as possible so that we may load/unload multiple cars at once. Do not stop in front of the cafeteria entrance to unload your child. This disrupts the flow of traffic and slows down the unloading process. Also, to ensure the safety of all, please remain in your car at all times. If you need to get out of your car, please park in a designated parking place. Handicap placards must be clearly displayed when using handicap parking spaces.

FOR THE SAFETY OF EVERYONE, please refrain from talking on a cell phone while driving in the car line. This will allow you to pay attention to the staff members directing traffic and allow you to give your child your full attention.

A thirty minute grace period of supervision will be extended by Ballentine Elementary following dismissal of students. Students who are not picked up by 3:10 p.m. will be taken to the Irmo Chapin Recreation Commission (ICRC) Afternoon Safari After-school Program at Ballentine Elementary under the Safety Net Agreement. There will be a charge of *\$15.00 for this service and payment is expected at the time of pick-up.* Safety Net is for **emergency use only** and may be used a maximum of three times per family during a school year. If you wish to enroll your child in the Afternoon Safari program on a regular basis, you must register with the Irmo-Chapin Recreation Center.

EARLY DISMISSAL

Early dismissals cause children to miss valuable instruction, however, if there is a need to remove your child from school during the day because of a doctor/dentist appointment or other valid reason, the parent must come into the main office in order to properly sign the child out of school. At this time your child will be called to the office for dismissal. **Students will not be dismissed from the classroom to a parent waiting in the hallway.** Should a parent send another person to pick up his/her child, written authorization from the parent is required and the person authorized by the parent must follow the above mentioned sign out procedures. Since the safety of our students is always our most important concern, this sign out procedure is a policy we strictly observe. Proper I.D. may be requested. **Please plan to pick up children for early dismissal by 2:00 p.m.** as the car line fills up early and the parking lot may not be accessible. Please note that after a child has been dismissed early ten (10) days, the principal or designee will work with the parent to improve student attendance and additional days must be approved by the principal.

EMERGENCY CALLING SYSTEM

The District utilizes an automated system that has the capability to communicate directly with every family in the district in a fast, efficient manner. The system will call hundreds of phone numbers in a matter of moments to notify families of school closings or delays due to inclement weather or other unforeseen circumstances. In addition, schools have the capability to use the system to only contact families of students who attend their schools with news such as upcoming teacher/parent conference days, PTO meetings, etc. In order for this system to work efficiently, parents must make sure they notify the school of any change in number(s). Parents are encouraged to provide the school with more than one contact number in case of emergency.

EMERGENCY SCHOOL CLOSING

When inclement weather occurs, or a school closure is needed, district administrators make every attempt to provide prompt notification to parents, guardians and the public, in accordance with Board Policy EBCE. These announcements are made using the

district's automated telephone system, social media, other electronic media, and local news media outlets.

DELAYED OPENING SCHEDULE

If school opens on a delayed schedule due to inclement weather or other difficulties, buses will run their normal routes two hours later than usually scheduled. School will begin two hours later than the normal starting time. Upon arrival, students should report to their designated area - cafeteria for breakfast, theater, gym for walking club, or early morning room (Kdg only). A slightly modified schedule will be followed for the remainder of the day.

CAFETERIA

Ballentine Elementary offers breakfast and lunch daily.

- Breakfast is served each morning from 7:10-7:40. A student who desires to participate in the breakfast program must arrive at the school cafeteria by 7:30 so that he/she may finish breakfast and report to homeroom by 7:50.
- Lunch is served daily beginning the first day of school or children may bring a meal from home. Soft drinks in bottles or cans are not permitted in the cafeteria.
- Students may also purchase snacks and ice cream daily if they have money in their account.

Parents may deposit any amount of money in their child's account with a check or cash, or use the online system to set up and add money to the account through www.k12paymentcenter.com . If you have questions about the amount in your child's account, you can also call the cafeteria at 476-4508 before 10:30 a.m.

Parents and guardians are always welcome to eat with their children.

- To help plan for this, please let your child's homeroom teacher know of your plans to join us for lunch so that the cafeteria is prepared for extra meals.
- Note that adult meal prices are not the same as students, and student accounts may not be used to pay for adult meals. In addition, the cafeteria only accepts cash or check for meals.
- Due to assigned and limited seating in the cafeteria guests will need to sit at designated visitor tables. As a reminder, other classmates may not be asked to join the parent/child.

Students will be issued an ID. This ID and corresponding number will be used throughout the students' enrollment at Ballentine. Your child's ID /PIN # is his/her own personal number and will be used to check out library books, pay for meals, etc.

FREE/REDUCED APPLICATION - This is a wonderful resource for families. The application can be accessed online through Registration Gateway or District Five

Student Nutrition website or <https://www.lunchapplication.com>. Applications MUST BE COMPLETED YEARLY.

PEANUT BUTTER GUIDELINES FOR ELEMENTARY SCHOOLS: School District Five strives to address the needs of students with food allergies by working cooperatively with students, parents, and staff to minimize the risks of accidental exposure to food allergens while at school. Beginning with the 2019-2020 school year, the district will no longer serve peanut butter in elementary school cafeterias:

1. Elementary schools in School District Five will now serve WOWBUTTER, a soy-based nut-free alternative. To read more about WOWBUTTER ingredients and nutritional facts, visit the company's website at www.wowbutter.com.
2. While the district will no longer serve peanut butter in elementary schools, students can still bring peanut butter and other nut products to school for their own consumption. Schools have procedures in place to avoid contact between students with allergies to peanut butter and those opting to bring peanut butter to school for their own consumption.
3. Parents/guardians are responsible for student health and medical care during activities, events, or functions outside of the school day or normal school operations.
4. Parents will notify schools detailing the presence of a food allergy in their student(s) and will provide the necessary medication, working with school nurses on administration of medicines.
5. Students should not consume food or drink given to them by other students. In the case of a reaction, students should immediately communicate with teachers, administrators or other appropriate adults at school.
6. The district makes every attempt to notify PTO, PTA and other groups about its peanut butter guidelines.
7. For more information on food allergies, including how to read food labels, how to educate your students and others on food allergies, and nut-free options for school snacks, visit: FARE (Food Allergy Research & Education): www.foodallergy.org.

CELEBRATIONS & SPECIAL SNACKS

Flowers, balloons, party invitations and other similar items cannot be accepted by the school for delivery to students. Students will not be allowed to bring or issue invitations for parties on the bus or at school unless all students in the classroom are invited. We are not able to release names, addresses, or telephone numbers.

Policy ADF "School Health Wellness" requires that, during the instructional day, food brought from home to be shared with students must meet the [school wellness policies](#) guidelines. This action was recommended by the district Health Advisory Council,

composed of local physicians, nurses, and other medical professionals and allows staff members to monitor nutritional information and ingredients, providing the greatest health safety for our students.

Foods and special snacks brought to school with the intent of sharing with all the students must be in compliance with the Institute of Medicine (IOM) recommended Nutrition Standards for Foods in Schools:

- < 200 calories;
- < 35% of total calories from fat;
- < 10% of calories from saturated fats;
- Zero trans fat (< 0.5 g per serving)
- < 35% of calories from total sugars; and
- < 200 mg sodium

In addition, all snacks/food must come in sealed, store bought packages and labeled to show the ingredients and nutritional information.

*****To avoid disappointment and the possibility of special snacks being sent back home, please coordinate well in advance with the teacher to ensure it meets the district guidelines.**

HEALTH ROOM

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record on all students.

The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment as this is the responsibility of your family physician or health care provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Students with a temperature of 101 or greater must remain home until their temperature has been under 101 for 24 hours without the use of fever reducing medication. Students with vomiting or diarrhea must remain at home until they have been symptom free for 12 hours and been able to tolerate a meal. For other conditions that would require your student to remain at home please see DHEC's "School Exclusion List" for students who are in 1st through 12th grade and DHEC's "Childcare Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists may be located through the district's website.

If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert the teachers to observe other students for

symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs.

In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason, the school should be kept up-to-date on any changes in phone numbers of those persons to be contacted in an emergency.

MEDICATIONS

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. Over the counter medications should only be sent to school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. All medications (including over the counter medications) must be accompanied by parental permission and written authorization from the prescribing physician or health care provider. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider.

The form giving permission to administer medication is available through the health room. A record of all medications administered at school will be kept for each student. Only those students who have met all of the requirements to self medicate will be allowed to keep medications on their person. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students.

*****All medications must be picked up from the health room by the last day of school each year. Medications not picked up by the last day of school will be disposed of as we are not able to store them over the summer.*****

If medications are needed on a field trip, the parent/guardian should provide the medication in the original pharmacy-labeled bottle with only the dosage(s) needed for the trip along with the consent form signed by the health care provider. The nurse cannot repackage any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. If over the counter medications are necessary, please purchase and send the smallest size available for this medication along with the consent form signed by your healthcare provider. If your student will require medication on the field trip that is not currently being given at school you will need to turn the medication, along with the required consent forms into the school nurse one week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medications.

SERVICES AVAILABLE TO STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Parent Notice (IHPs, 504, IDEA, Homebound):
Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

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

Section 504 of the Rehabilitation Act of 1973 (Section 504)

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

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The

team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

CHILD ABUSE

All school personnel are mandated to report to the Department of Social Services any information received in their professional capacity which gives them reason to believe that a child's physical or mental health, or welfare has been or may be adversely affected by abuse or neglect. These guidelines are in accordance with Section 63-7-310 (2008) of the South Carolina Children's Code.

STUDENT BEHAVIOR - CODE OF CONDUCT

To be consistent in all schools, District Five has developed a district-wide discipline policy / Code of Conduct that is accessible on district and school websites. (Board Policy JCDA.) It is important that students and their parents become very familiar with these codes. The BES faculty believes that a partnership of teachers, students, and parents is critical to the success of the school. Our responsibility is to provide a safe and caring environment necessary for learning. We believe in teaching students responsibility and fostering self-discipline. The Behavior Code helps define those responsibilities, as well as the possible consequences for not meeting expectations. For easy access we have included the elementary school portion of the D5 Code of Conduct in this parent handbook. The full Code of Conduct can be found on our school website, as well as the district website under Student Services & Planning.

COMMUNICATION

Regular communications between parents and teachers provide an excellent opportunity to discuss many details regarding the child's school experiences that cannot be conveyed on the nine-week report card. Regular contact between the home and school will help your child see that both parents and teachers care about his/her progress.

COMMUNICATION FOLDERS: Communication folders will be sent home weekly with students with a wealth of information (progress reports, assignments, upcoming events, periodic notes and much more). It is important that you read and review this information carefully. Folders should be returned to the classroom teacher the following day.

CONFERENCES: Effective communication between school and home is a must. Teachers can be contacted by sending a note, email, or calling the school office. You may also leave a message requesting a return phone call. Teachers typically return phone calls and schedule conferences before and after school and during their planning period. Working hours for teachers are from 7:40 a.m. until 3:10 p.m. each day. Tuesday afternoons are reserved for school / district meetings and professional development.

Conferences will be offered for all students during the year. In addition, parents may request to meet with teachers whenever there is a concern. These conferences may be scheduled by calling or emailing the appropriate teacher(s). A time will be selected which will not conflict with teachers' instructional responsibilities. Classroom concerns should be directed to the teacher first. Before any classroom related concern is brought to the principal, it should be discussed with the student and teacher first. If the situation is not resolved, then by all means call the principal or assistant principal.

Quick Tips for Success in Parent Conferences

- Always schedule an appointment with the teacher. This way she is prepared with current data on your child and will be prepared to answer any questions you may have.
- Write down your questions in advance.
- Don't hesitate to ask questions.
- Stay focused on the needs of your child.
- Take notes.
- Share information freely.
- Relax! We are in this TOGETHER!

BES PREVIEW / CURRICULUM NIGHT: Specific information regarding the curriculum and instruction within a particular grade level is presented during our BES Preview / Curriculum Night. The information shared provides a good foundation for the year and all parents and guardians are strongly encouraged to attend.

NEWSLETTERS: Parents are strongly encouraged to read the Bear Bulletin, our weekly digital school newsletter, and the monthly PTO Paw Print. These newsletters have current information, school business and activities, information on upcoming events and deadlines, and PTO and SIC updates. Both newsletters will be posted on the school website: www.lexrich5.org/bes and sent via email to parents.

PARENT PORTAL: Parent Portal gives parents access to real-time information such as attendance, grades and detailed assignments, grade history, and much more. Parents and guardians should create their own individual Access account with login information provided by the school registrar. If any information changes during the year, parents/guardians should update the information in person in the front office so the school has the most current contact information.

CHANGE OF ADDRESS OR PHONE NUMBER: The school office must have a telephone number at which parents can be reached during the school day, even if that number is unlisted. This is particularly important when emergencies occur. If the number is unlisted, the office staff should be told so that only authorized persons use the number. Please notify the office staff when changing address, telephone number, or place of employment.

INSTRUCTIONAL PROGRAM

The South Carolina Education Oversight Committee (EOC) is charged with encouraging continuous improvement in SC public schools, approving academic content standards and assessments, and establishing the state's educational accountability system. The EOC has created family-friendly standards to support families with an understanding of what your children will be learning during the school year. The following points explain the importance for parents to have a solid understanding of current state standards by subject and grade level:

Know the standards

There are six key reasons why parents should be familiar with South Carolina's academic standards:

1. Standards set clear, high expectations for student achievement. Standards tell what students need to do in order to progress through school on grade level.
2. Standards guide efforts to measure student achievement. Results of tests on grade-level academic standards show if students have learned and teachers have taught for mastery.
3. Standards promote educational equity for all. Instruction in every school in the state is based on the same academic standards.
4. Standards inform parents about the academic expectations for their child. Standards give parents more specific information for helping their child at home.
5. Standards enable parents to participate more actively in parent/teacher conferences. Knowledge of the academic standards helps parents understand more about what their child is learning and what they can do at each grade level.
6. Standards help parents see how the current grade level expectations are related to successive years' expectations.

To view the standards for every subject area, please visit <https://eoc.sc.gov/families>

HOMEWORK

The amount and frequency of homework assigned vary among grade levels and subjects taught. Homework, when given, should serve to reinforce skills and provide additional practice. Weekly folders are provided to all students and sent home with important papers for parents to review. At the beginning of the year, teachers will explain their homework policies. If you have questions, please contact the teacher by calling the school office, using email, or by sending a note. Parents are encouraged to monitor grades on Parent Portal. (See the School Registrar for your password.) Grades are entered within 5 school days for minor assignments and 10 school days for major or extended assignments.

Approximate minutes of daily homework are as follows:

Kindergarten	10-15 minutes
Grade 1	15-30 minutes
Grade 2	15-45 minutes
Grade 3	15-45 minutes
Grade 4	30-60 minutes
Grade 5	30-60 minutes

REPORT CARDS AND GRADES

Elementary students receive report cards every nine weeks. The evaluation of student achievement is an important function of the teacher. Kindergarten, first, and second graders do not receive letter grades as they have a standards based report card. Third and fourth graders will be graded using the following marking system:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
Below 60 = F
I = Incomplete

Grades will be posted into Powerschool and updated weekly. Teachers will have 5 school days to post grades for minor assignments and 10 school days to post grades for major or extended assignments.

HOURS OF OPERATION

The front office is open daily, Monday - Friday, from 7am - 4pm. On holidays and weekends, messages may be left on our voicemail system after hours, and those messages will be returned the next school day.

LOST AND FOUND

Clothing and property should be labeled with your child's name. Students and parents should check the lost and found area located near the cafeteria when items are misplaced. Small items such as keys and glasses can be claimed from the office receptionist. **Items not claimed by the end of each semester will be donated to local charities.**

LIBRARY

The Ballentine Elementary library is open from 7:30 am to 3:00 p.m. on school days. The mission of the media center is to ensure that students are effective users of ideas and information, enthusiastic readers, skillful researchers, and productive users of technology. Students are encouraged to be good listeners, kind to books and respectful of others in the media center.

Classes visit the library at designated times. Instruction may include library skills, storytime, book suggestions, and inquiry lessons. All students are encouraged to check out books to help them grow as readers. Books that are considered overdue may be renewed. If a book is lost or damaged, a notice with the cost of the book to be replaced will be sent home for payment.

MEDIA CONSENT

Throughout the year, School District Five of Lexington and Richland Counties receive requests from newspapers, television, and radio stations for stories concerning school-related activities. Often such requests include permission for students' names and/or pictures to be used as a part of a news account or a feature story. In addition, schools and the District may like to include students' names and/or their pictures in various school newsletters, brochures, videos, websites, social media, or other publications.

During the registration process, parents have the option as to whether or not they wish to grant permission for the release of their child's name and/or picture for the purposes stated above. **Please be aware that by indicating that you do NOT grant permission for your child's name and/or picture to be used for such purposes stated above, that he/she will also not be included in the yearbook or in class pictures.**

GUIDANCE PROGRAM

Ballentine Elementary has a guidance counselor to assist all students. Our school counselor works to prevent problems and help students with any kind of situation. The school counselor teaches monthly class lessons, conducts small groups, and meets with students individually. Students may request to visit the guidance counselor by asking their teacher and/or writing a short note.

SPECIAL SERVICES

District Five provides educational opportunities for all students, including those with physical, mental and emotional handicaps. Each elementary school offers a combination resource program taught by teachers certified in learning disabilities. These programs provide special services to students who spend most of their school day in regular classrooms. Students needing more than three hours per day of special instruction or those needing programs for specific disabilities are served at certain schools. The district provides transportation when students must participate in classes outside of their regular attendance area. People active in Special Services for Lexington Five (PASS FIVE), the district support group, meet regularly.

ACADEMICALLY GIFTED PROGRAMS

The academically gifted program (AGP) is designed to maximize the potential of gifted and talented students by providing programs and services that match the unique characteristics and needs of these students in grades three through twelve.

Gifted and talented students may be found within any racial, ethnic, or socioeconomic group; within any nationality; within both genders; and within populations with disabilities. Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility by a district evaluation and placement team. The State of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. *In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in two of the following three dimensions:*

Dimension A – Reasoning

Students must score at or above the 93rd national percentile on a nationally normed aptitude test. Students may be eligible for placement on the basis of aptitude scores alone if they score at or above the 96th percentile on the composite score of a nationally normed aptitude test.

Dimension B – Achievement

Students must score at or above the 94th national percentile on approved subtests (reading and/or math) on a nationally normed achievement test or score at the *Advanced* level for English/language arts and/or math on the spring standardized assessment.

Dimension C

For placement in grades 3-4, a student must achieve a performance standard of 4 (on a 5-point scale) on verbal or non-verbal performance tasks. Beginning in grade 5, a 3.5 grade point average in the academic disciplines is used in lieu of the performance tasks.

All students are screened automatically for AGP at the end of grades 2-5. The accelerated and enriched curriculum is differentiated in level of abstraction, complexity, pace, breadth, and depth. Interdisciplinary units of study focus on an infusion of technological skills, along with research, creative, and critical thinking skills. An organization for parents, Parents Active in Gifted Education in District Five (PAGE-FIVE), involves parents in the Academically Gifted Program in all of our schools.

MULTI-TIER SYSTEM OF SUPPORT (MTSS)

In our continuing effort to improve the academic performance of all students, our school implements a program called Multi-Tier System of Support. MTSS is a model designed to provide effective instructional support to meet the needs of students using scientific, peer-reviewed, research-based interventions. Our MTSS program focuses on supporting the whole student. This MTSS model identifies student needs and provides a continuum of increasingly intensive support, based on specific individual needs. The student's progress is directly and frequently monitored.

The MTSS Team includes a school psychologist, administrator, special education teachers, school counselor, school social worker, and the classroom teacher. The role of this team is to provide immediate support to teachers in dealing with individual student's social, emotional, and academic concerns. As required by law, this team functions as an intermediate step between the recognition of a problem by the classroom teacher and a formal referral for testing.

SC READ TO SUCCEED ACT

Reading is the core of the school day for young children because students need strong reading skills to learn in all other school subjects, such as science, social studies, writing, and math. By the end of third grade, students are expected to be able to read independently and comprehend a variety of grade-level texts based upon South Carolina College- and Career-Ready (SCCCR) Standards.

South Carolina law states, "Beginning with the 2017-18 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment [SC READY Reading]."

Students with learning disabilities who have an IEP, students with limited English proficiency, and those who have been previously retained may receive a "good cause exemption" and be promoted to the fourth grade even if they are not reading at the required level. Other good cause exemptions exist for students who scored poorly on the state summative assessment, but who have demonstrated grade-level reading proficiency on other tests or through a reading portfolio.

ANIMALS AT SCHOOL

For the safety and protection of the children, we urgently request that family pets such as dogs and cats not be free to follow children to school. Every attempt will be made to call the owner of animals found on the school grounds, but we will be compelled to ask the county to pick up such animals if they continue to stay on the school campus. Approval from the principal must be obtained before an animal is allowed in the building. Many children have pet allergies or are very fearful of animals.

CELL PHONE & SMART WATCH POLICY

According to D5 School Board Policy JIC-J, students may possess wireless communication devices in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. However, students may not use wireless devices such as cell phones, smart watches, or any other communication devices while on school property during school hours (7:10-2:40). Cellular phones or other Wireless Communication Devices (WCD's) that ring or vibrate during school hours will be considered "in use"; therefore, phones and cellular watches should be turned **OFF** during school hours to avoid being confiscated by teachers or administration. We strongly recommend that cell phones and other electronic devices not be brought to school.

Students are personally and solely responsible for the care and security of their cell phone and other wireless communication devices. The school assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property, or unauthorized use of such devices. If an emergency parent contact needs to be made, they should make a request to their teacher or administrator who will make arrangements for them to use the phone.

Consequences for using wireless devices during school hours:

- First Offense: Warning / Return to Parent
- Second Offense: School Consequence / Return to Parent
- Third Offense: School Consequence / Return to Parent
- Fourth Offense: Wireless device confiscated through end of the semester

BES PARENT-TEACHER ORGANIZATION (PTO) AND SCHOOL IMPROVEMENT COUNCIL (SIC)

The Ballentine Elementary Parent Teacher Organization (PTO) is an active organization that supports every aspect of the school. From volunteering in the classroom, to coordinating special school-wide events, these parents play an integral role in the success of our school. If you have an hour a year or an hour a week, we have a place for you! It is a great way to meet other BES families and to get involved with the school.

The dates/times of activities and events vary so that all families have the opportunity to participate, but the meetings are typically the first Friday of each month at 7:45am. A Google-Meet link is always provided so that those who are not able to participate in person can connect virtually. Specific dates and times will be advertised in the Bear Bulletin (the school newsletter) and the PTO Paw Print (the monthly PTO e-newsletter.)

The BES School Improvement Council was established as a result of the South Carolina Education Finance Act of 1977 and the Educational Improvement Act of 1984. The School Improvement Council is comprised of elected parents, teachers, and community members which helps create an important link between the home, school, and community.

BUSINESS-EDUCATION PARTNERSHIPS

Business and public schools in South Carolina are joining forces to improve both education and the State's economy. Joint efforts of educational and business partnerships are aimed at a wide range of needs. Ballentine Elementary School is interested in this kind of community teamwork. If you would like more information regarding how you may participate and/or help with this support of our school, please call one of the BES administrators at 476-4500.

STUDENT RECORDS

As stated in School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA), as amended.

If a student transfers and enrolls in a school other than Ballentine Elementary, his/her educational records will be transferred to that school or school system upon request by the school/school system. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

DIRECTORY INFORMATION

According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended.

Information that the District has designated as "directory information" regarding a student may be released to outside organizations upon request and without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in

officially recognized activities and sports. Outside organizations requesting directory information include, but are not limited to, companies that publish yearbooks.

If you do not wish Ballentine Elementary School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

FIELD STUDIES

Educational field studies are planned to provide experiences correlated with subjects studied in the classroom. Students are required to have written permission from a parent or guardian prior to participating in field studies, whether on campus or off campus. All trips are chaperoned by school personnel and may be assisted by parent volunteers.

It is often necessary to limit the number of chaperones. Teachers will designate specific people as chaperones. These will be the **only** chaperones for a specific trip and these chaperones must ride the bus. There should be **no other** chaperones following in separate vehicles unless otherwise requested by the school. All students, teachers and chaperones are expected to ride the bus to and from the specific destination. Specific information about departure and arrival times, destinations, clothing, food, and pocket money will be provided prior to the field trip. If a bus is used for transportation, a fee will be charged to cover the expense.

BUS INFORMATION

Safe & Secure School Bus Transportation

The safety and security of all students, staff, and schools is the first priority for the Transportation Department of School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions:

The school bus is an extension of school activity. Therefore, students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. The bus driver has the responsibility for supervision of students on the bus. From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride the bus are, by law, under the control of school officials. While on a school bus, the bus driver is considered the individual responsible for the safety of the students. The bus driver is authorized to give directions, assign seats, and to prohibit any action on the bus that may threaten the safety or welfare of any person. When necessary a student may be removed from the school bus in order to prevent inappropriate behavior. **Students and staff members are subject to video and audio monitoring while they are on school buses.**

- Parents must request for their student to ride a different bus or get off the bus at a different stop or to have a friend ride the bus to the Area Transportation Office. Requests must be made at least 24 hours in advance and will be approved based on space available.
- Students may not load or unload at a school other than their assigned school unless prior approval is given to the parent or guardian and the school administrator.
- The Transportation Supervisor (or designee) has the authority to remove a student from the bus if the student or bus becomes uncontrollable. The student may not board the bus again until given permission by the Transportation Supervisor.
- Situations may arise in the operation of the school bus that are a concern to parents or other community members. These concerns should be resolved at the lowest possible level of decision making by the individual's closest to the concern; therefore, are best dealt with through communication with the appropriate Transportation Supervisor.
- Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Anyone who attempts to board the bus while suspended or who interferes with the operation of the bus may be prosecuted under applicable South Carolina law.
- No disciplinary action shall be taken without due process being afforded to students and their parents; however, it may be necessary to remove a student(s) from the bus in order to maintain good order and discipline. This includes suspending a student for up to three days while an investigation is being conducted. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other consequences.
- The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop.

TO AND FROM THE BUS

- Parents or guardians are responsible for the safety and conduct of children traveling between their home and school bus stop.
- If a student has to walk along the highway when approaching the bus stop, he/she should always walk on the shoulder.
- Students should walk, not run, when crossing the highway. Students should wait on their side of the roadway and await the signal to cross from the driver.
- Students should not run alongside the bus when the bus is moving. They should wait until the bus stops and then walk to the door. Waiting for the Bus

- Students should leave home and be at the stop at least 5 minutes before the bus arrives.
- Students are allowed to only ride their assigned bus.
- While waiting, the student must respect the property of others and wait in a quiet and orderly manner. Stay out of the street!
- Line up in an orderly fashion when the bus arrives and refrain from pushing or charging the bus.

LOADING PROCEDURES

- Be at the bus stop at least 5 minutes before scheduled arrival.
- Never run to catch the bus.
- Stay 6 to 8 giant steps (10 feet) away from the road while waiting for the bus.
- Move toward the bus only when the driver signals it is safe to do so.
- When crossing the road to board a bus, remain on the left side of the road until the driver signals that it is safe to cross.
- Check traffic.
- Walk straight across the road 10 feet in front of the bus.
- Go directly to your seat upon boarding.

WHEN RIDING THE SCHOOL BUS

- No glass containers on the bus.
- No spitting, eating, or drinking on the bus.
- No profanity, verbal abuse, harassment of any kind, obscene or sexual gestures.
- No standing while the bus is in motion.
- No hanging any part(s) of your body out a window.
- No throwing or shooting any type of object.
- No play-fighting or horse playing.
- Keep your feet, body, and bags out of the aisle – it serves as an emergency exit.
- Band instruments, projects, and other objects cannot take up seating space or block the aisle.
- Students may only ride the bus they are assigned to without permission from the Transportation Department. Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object.
- Do not hold onto the bus from the outside or pass objects through the window.
- Do not possess weapons, explosives, laser pens, or laser pointers.
- Do not tamper with any bus equipment or controls.
- Do not make excessive noise or engage in disruptive behavior.
- Students must obey and respect the directions of the driver.
- Students must not exhibit behavior that could disturb the other students or the driver.
- Students may talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, yelling or anything that could distract the driver.
- Students must never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.
- Students may only board and exit the bus at their designated stop.
- Students must be at the bus stop 5 minutes prior to their scheduled pick-up time.

UNLOADING PROCEDURES

- Stay in your seat until the bus comes to a complete stop.
- Before stepping off the bottom step of the bus, look to the rear of the bus to make sure no vehicle is trying to pass on the right side.
- Once you are off the bus, move at least 10 feet from the bus immediately.
- Students planning to cross the road should walk forward 10 feet toward the front side of the bus.
- Wait for the bus driver's signal to cross the road. When the driver signals, walk forward and stop again in front of the bus where the driver can see you, but near enough to the road that you can see in both directions.
- Wait for the bus driver's signal again.
- Walk, never run, across the road and always watch for traffic.
- Never walk behind the bus or get closer than 10 feet to any side of the bus.
- Never try to pick up something you have dropped on the outside of the bus.
- After unloading from the bus, go home immediately, staying clear of traffic.

KINDERGARTEN STUDENTS

Kindergarten students will not be released from the bus if a parent, appropriate guardian, sibling or designated individual is not at the bus stop. If an appropriate authorized individual is not at the bus stop the kindergarten student will be returned to the elementary school and parents/guardian notified. Parents must arrange for the student to be picked up at the school. Forms for registering designated individuals are available through the schools or Area Transportation Office.

PARENT INVOLVEMENT POLICY

District Five encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their children. The District recognizes each parent as their child's first teacher and acknowledges the powerful influence of parents on their child's life. The District, therefore, is committed to developing family-friendly schools, offices, and programs to welcome and serve parents and families in positive and supportive environments.

Parents are involved in the development of the LEA (Lead Education Agency) plan and the process of school review and improvement by being part of a planning team that develops an overall Parent Involvement Policy. In addition, all parents are surveyed. This plan is distributed to all parents with children participating in Title I schools and to the community at large. An annual evaluation of the effectiveness of parent involvement will be conducted.

District Office staff provides technical assistance, coordination, and support to participating Title I schools. To assist these schools, District Office staff will be available to assist in the writing of the Title I grant, assist in procurement, attend school improvement/renewal team meetings, assist the schools in implementing effective parent involvement activities and Parent-Teacher organization meetings. Additional responsibilities will be to provide assistance in any area requested to bring

about school improvement and increase parental involvement. The District will assist each school in the development of a school-level Parent Involvement Policy. District Office staff will also see that state and federal guidelines are followed.

The schools and parents will build the capacity for strong parental involvement by entering into School-Parent-Student Compacts with staff and families of students attending Title I schools. Compacts are signed by the Principal, Teacher, Parent, and Student. Efforts to increase parent involvement will also include annual conferences to accommodate varied family schedules. In addition, an annual meeting for parents/families of students served in Title I schools will be held to provide information on Title I legislation, instructional programs and the desired outcomes for students of Title I Targeted Assistance schools. Parents will impact policy-making via opportunities to serve on School Improvement Councils, completion of parent surveys, preview of Title I plans in each school Media Center and/or serving as mentors or through other volunteer efforts. Schools will provide a number of Parenting activities during the year such as Technology, Literacy, Math/Science, Fine Arts, Testing, Cultural Celebration, Academic Information, and other student performance/academic presentations.

The Parenting Program served through Title I will coordinate and join together with other programs by inviting parents to attend parenting classes, Adult Ed classes, workshops and seminars offered by the District and/or state. Additional efforts will be made to work with other community programs to provide information and assistance regarding Title I Targeted Assistance programs.

Regarding funding, the District will reserve not less than one percent (1%) of the total Title I allocation to carry out parental involvement to include family literacy and parenting skills. In addition, each school will reserve at least 5% of their Title I allocation for funding Parent activities.

NON-DISCRIMINATION CLAUSE

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, creed, religion, sex, age, disability, or handicap in admission to, or access to, or treatment for employment in its programs or activities. Inquiries should be directed to the Human Resource Officer, Title IX and Americans with Disabilities Act (ADA) Coordinator, at 476-8000; and Special Services and 504 Coordinator, at 476-8000; and at 1020 Dutch Fork Road, Irmo SC 29063. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the school district should call 476-8000 at least 48 hours prior to the program or activity. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by Ballentine Elementary School are asked to contact the principal at least 48 hours prior to the program or activity.

School and Community Contact Information

	Department	Contact Person	Phone Number
School District Contact Information	Superintendent	Dr. Akil Ross	476-8116
	Public Information Office	Amanda Taylor	476-8118
	Human Resources	Dr. Tamara Turner	476-8198
	Coordinator of Gifted and Talented	Lisa Duda	476-8167
	Parenting and Family Services	Jennifer Felkel	476-8238
	Transportation Director	Harold Williams	732-8015
	Transportation Supervisor – DF Cluster	Harold Williams	732-8045
	Student Personnel Services	Rhonda Watson	476-8121
	Special Services	Dr. Angie Slatton	476-8223
District 5 Schools	CrossRoads Intermediate	Dr. Erin Doty, Principal	476-8300
	Irmo Middle	Mansa Joseph, Principal	476-3600
	Irmo High	Kaaren Hampton, Principal	476-3000
	Chapin Intermediate	TBA, Principal	575-5700
	Chapin Middle	Stephanie Huckabee, Principal	575-5500
	Chapin High	Ed Davis, Principal	575-5400
	Dutch Fork Middle	Vernon Sava, Principal	476-4800
	Dutch Fork High	Dr. Gerald Gary, Principal	476-3300
	Spring Hill High	Dr. Michael Lofton, Principal	476-8700
Ballentine Elementary Contact Information	Principal	Robin Bright	476-4500
	Secretary	Dina Fradenburg	476-4511
	Receptionist	Joelle McGlohorn	476-4500 (FAX 476-4520)
	Registrar	Denise Spell	476-4500
	Nurse	Melissa Harrison	476-4509
	Guidance Counselor	April Siders	476-4505
	Cafeteria Manager	Pam McLawhorn	476-4508
	Media Center	Wendy Price	476-4518

	Department	Contact Person	Phone Number
Community Information	Poison Control Center		1-800-222-1222
	Irmo Police Department		785-2521
	Lexington County Sherriff		785-8230
	Richland County Sherriff		576-3000
	SC Electric & Gas	power outages establishing service	1-888-333-4465 803-799-9000
	Mid-Carolina Electric Coop	power outages establishing service	803-749-6400
	Voter Registration – Lexington County	605 West Main Street, Lexington	803-785-8361
	Voter Registration – Richland County	2020 Hampton Street, Columbia	803-576-2240
	SC Dept of Motor Vehicles	Ballentine/Irmo location	749-9041
Other Community Services	Mental Health Services	Columbia Area Mental Health	898-4777
	Substance Abuse Counselor	LRADAC	733-1376
	Richland County Public Library	St Andrews Branch	772-6675
	Lexington County Public Library	Irmo Branch	798-7880
	Recycling Information	Irmo Area	781-7050
	Irmo Chamber of Commerce		749-9355
Hospitals with 24-hour Emergency Rooms	Palmetto Health Baptist	Taylor at Marion St. Columbia	296-5010
	Palmetto Health Richland	5 Richland Medical Park Dr, Columbia	434-7000

	Lexington Medical Center, Main Campus	2720 Sunset Blvd, W. Columbia	791-2000
	Palmetto Health Parkridge	Palmetto Health Parkway	407-4940
	Providence Hospital – North West	120 Gateway Corporate Blvd, Columbia	865-4500
Pharmacies open 24-hours	CVS	Lake Murray Blvd, Irmo	749-3843
	Kroger	Lake Murray Blvd, Irmo	732-0426

D5 Code of Conduct

Elementary / Intermediate Grades Kdg - 5th

Included are excerpts from the D5 Code of Conduct. The full Code of Conduct can be found on the D5 Student Services and Planning site or through [this link](#). The following pages apply to elementary / intermediate schools only.

Sections Included:

Elementary - Intermediate (Kdg - 5th gr) Code of Conduct
Appendix C - Harassment, Intimidation, or Bullying
Appendix D - Secret Societies / Gang Activity
Appendix E - Student Dress
Appendix F - Cell Phones / Communication Devices

LEVEL III OFFENSES:

Acts considered as Level III Offenses include but are not limited to the following:

- 3.010. ***Furnishing, possessing or transferring dangerous explosives, plastic explosives, chemical reaction-type, pipe bomb materials including, but not limited to, Molotov cocktails, dynamite, or poison.
- 3.025. ***Participating in sexual conduct/activity, which also includes compromising situations and circumstances. Such conduct may involve only the individual student or may involve other people. (Follow Title IX protocols, if applicable)
- 3.220. Illegal use of technology (e.g. communicating threats of violence).
- 3.260, 3.295.
***Communicating a Threat of a Destructive Device or Weapon: Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating, threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense. (Follow Title IX protocols, if applicable)
- 3.350. ***Unauthorized tampering with security, fire, access control or surveillance system or alarms.
- 3.500. ***Arson, which is the intentional damage of school property, or attempted arson of school property. (See Glossary: Arson)
- 3.510. ***Active participation in an act of mob violence, to include lynching. A mob is described as two or more people. (See Glossary: Mob)
- 3.520. ***Assault of a staff member or any other adult designated by the school to supervise students, including volunteers. (See Glossary: Assault)
- 3.540. ***Burglary to a school, portable classroom, school district building, or any structure on school district property.
- 3.580, 3.570, 3.575.
***Possession (3.580), transfer (3.570), distribution (3.570), use in any amount or being under the influence (3.575) of **marijuana** (including marijuana seeds), hallucinogenic drugs, inhalants, edibles or any other controlled or illegal substance. This includes being present on District/school property or at any school-sponsored event after using any amount of these substances, (See Glossary: Under the Influence or Inhalants)

Note 1: In determining whether a student is under the influence of drugs, the student's appearance/manner/behavior, as well as statements made by the student as to consumption of drugs will be considered.

LEVEL III OFFENSES (Continued):

3.610. ***Sexual assault. (See Glossary: Sexual Assault) (Follow Title IX protocols, if applicable)

3.680. ***Possession, transfer, distribution, use in any amount, or being under the influence of **alcohol**. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on District/school property or at any school-sponsored event after using any amount of these substances, (See Glossary: Under the Influence)

Note 1: In determining whether a student is under the influence of alcohol, the student's appearance/manner/behavior and or the presence of an alcohol odor, as well as statements made by the student as to consumption of alcohol will be considered.

3.690 Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Follow Title IX protocols, if applicable)

3.760, 3.670, 3.740

Vandalism (3.760) or theft (3.670), possession or transfer (3.740) of personal or school district property (Major) (See Glossary: Vandalism)

3.770. ***Auto Breaking unlawful entry into a motor vehicle on school property or into a school district vehicle at any location.

3.789. ***Possession, transfer or use of a firearm. (See Glossary: Firearm)

3.789. ***Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star, metal knuckles, taser, mace and pepper spray, blackjack, adir and a metal pipe or pole. Box cutters and utility/X-Acto knives containing any size blades are also considered a violation of this section. (SC 16-23-430.) (See Glossary: Prohibited Weapon)

CONSEQUENCES FOR STUDENTS WHO COMMIT A LEVEL III OFFENSE WILL BE AS FOLLOWS:

A. When considering the developmental appropriateness of consequences, kindergarten, first, and second graders, (*K-2), will be addressed as follows (but may include a recommendation for expulsion contingent upon the specific violation)

LEVEL III CONSEQUENCES (Continued):

1st Offense - As determined by the principal or designee may include, but not be limited to, a parent conference, time-out, detention, administrative review, in-school or out-of-school suspension.

2nd Offense - Three (3) days out of school suspension.

3rd Offense - Five (5) days out-of-school suspension and the student may be recommended for expulsion.

4th Offense – Recommendation for expulsion.

- B. Elementary students, grades 3 - 5, will be addressed as follows:

1st Offense - Three (3) day out-of-school suspension and the student may be recommended for expulsion.

2nd Offense - Five (5) day out-of-school suspension from school and the student may be recommended for expulsion.

3rd Offense - Recommendation for expulsion.

- C. When Level III Offenses are committed on a school bus or other school vehicle, the Transportation Department will conduct a preliminary investigation and report their findings to the appropriate school administrator for action. Students who are suspended out-of-school immediately forfeit the opportunity to ride the school buses or other district vehicles for the duration of the suspension or until a decision is made otherwise by the principal or the hearing officer.
- D. Restitution of property and damages where appropriate will be sought by the school or district.
- E. Elementary students who commit alcohol, drug, or sexually related violations will be referred to the appropriate school personnel for assessment.
- F. Students who are expelled for possession of a firearm will be subject to the 1995 Federal and State laws that mandate a one-year (365 days) expulsion term, unless the Superintendent determines to reduce the term of expulsion. (See 59-63-235)

LAW ENFORCEMENT INVOLVEMENT:

***All Level III Offenses will involve law enforcement.
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**CONSEQUENCES FOR LEVEL III OFFENSE ON THE BUS OR DISTRICT VEHICLE
WILL BE AS FOLLOWS:**

1st Offense – (K-5) - Ten (10) day suspension.

2nd Offense – (K-5) - Indefinite suspension from the school bus or, district vehicle or other contracted vehicle.

LEVEL II OFFENSES:

Acts considered as Level II Offenses include, but are not limited to, the following:

- 2.004. ***Selling, possessing, transferring or using items represented as being illegal, controlled substances, prescription drugs or over the counter drugs without regard to amount. (See Glossary: Controlled Substance)
- 2.009. **Fighting. (See Glossary: Fighting)
- 2.010. **Possession and/or detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices.
- 2.013. **Sexual harassment. (See Glossary: Sexual Harassment) (Follow Title IX protocols, if applicable)
- 2.019. ***Indecent exposure. (See Glossary: Indecent Exposure) (Follow Title IX protocols, if applicable)
- 2.027. **Making serious threats to a staff member or any other person authorized by the school to supervise students.
- 2.027, 2.651, 2.650, 2.652.
**Threatening (2.027), bullying (2.651) or intimidating (2.650) or cyberbullying (2.652) or extorting students, a staff member, or any other adult designated by the school to supervise students including volunteers. (See Appendix C: Harassment, Intimidation or Bullying)
- 2.210, 2.290.
**Profanity/obscenity (2.210) racial or ethnic slurs (2.290) directed to a staff member or to any adult authorized by the school to supervise students, including volunteers.
- 2.250. **Participation in Gangs or Gang-Related Activity. (See Policy JICF)
- 2.270. **Direct refusal to obey a staff member or any adult authorized by the school to supervise students, including volunteers. (See Glossary: Crisis)
- 2.230. Possession/use of transfer of tobacco or tobacco products. ("This includes electronic cigarettes, vapors, juul/vape pods, juuling devices, vape devices, paraphernalia. (SC State Statute 16-17-501(7) and SC State Statute 16-17-501(8))
- 2.520. ***Physical assault of a student. (See Glossary: Physical Assault)

LEVEL II OFFENSES (Continued):

- 2.560. **Planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program.
- 2.585. **Possession of any item of drug paraphernalia. (See Glossary: Drug Paraphernalia)
- 2.620. ***Fraud such as request for emergency services, financial identity fraud, or identity fraud.
- 2.700. **Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs. Notes 1 & 2 apply also.
- 2.710. **Possession/distribution of pornographic or obscene material.
- 2.750. **Trespassing. (See Glossary: Trespassing)
- 2.760, 2.670, 2.740.
***Vandalism (2.760) or theft (2.670) possession or transfer (2.740) of personal or school district property (Minor) (See Glossary: Vandalism)
- 2.789. **Possession of a knife with a blade two inches or less, starter pistol, replica weapon/device or bat. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the elementary school. (See Glossary: Prohibited Weapon)
- 2.789. ***Use of any item not generally considered as a weapon but used as a weapon to inflict bodily harm. Such items include, but are not limited to, a knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun, or bat.

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL II OFFENSES ARE AS FOLLOWS:

A. Grades K-2

1st Offense - Parent conference and a penalty deemed appropriate by the principal or designee.

2nd Offense – May include, but not limited to, time-out, detention, refer to counselor, administrative review, in-school suspension, or out-of-school suspension.

3rd Offense – Three (3) days suspension from school and a possible recommendation for expulsion.

B. Grades 3-5

1st Offense – May include, but not limited to, time-out, detention, refer to counselor, administrative review, in-school suspension, or out-of-school suspension.

2nd Offense – Three (3) days suspension from school and the student may be recommended for expulsion.

3rd Offense – Five (5) days suspension from school and student may be recommended for expulsion.

- C. Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.
- D. Restitution of property and damages where appropriate will be sought by the school or district.
- E. Elementary and Intermediate students who commit alcohol, drug, or sexual harassment related violations will required to complete an approved counseling program.

NOTE 1. A series of repeated infractions may result in a recommendation for expulsion.

NOTE 2. In determining whether a student has violated the Code of Conduct, the principal or his/her designee will consider all the facts and circumstances of the particular incident.

NOTE 3. Students who inappropriately use video cameras, video phones or other recording devices are subject to violation of the Privacy Act and can be assigned school and bus consequences.

CONSEQUENCES LEVEL II OFFENSE (Continued):

- F. Because of the seriousness of these offenses, if the violation occurs on the bus, the Office of Transportation will conduct the preliminary investigation, take action regarding the opportunity to ride a bus, and refer the violation to the school for further action.

<u>1st Offense</u> – (K-5)	3 - 5 day suspension.
<u>2nd Offense</u> – (K-5)	5 – 10 day suspension.
<u>3rd Offense</u> – (K-5)	10 – 15 day suspension.

LAW ENFORCEMENT INVOLVEMENT

Some acts may also result in the involvement of law enforcement. These acts are denoted with asterisks and indicate the following:

2 stars ** = Law enforcement may be contacted after investigation of the situation.

3 stars *** = Law enforcement will be contacted.

LEVEL I OFFENSES:

Acts considered as Level I Offenses include, but are not limited to, those listed below.

1.003, 1.029.

Health Code Violation including but not limited to biting (1.003), spitting (1.003) and urination and or defecation (1.029) in a public or inappropriate location. (See Glossary: Health Code Violations)

1.007. Creating or participating in a classroom disturbance that interferes with the instructional process.

1.012. Harassment. (See Glossary: Harassment)

1.015. Inappropriate display of affection. (Follow Title IX protocols, if applicable)

1.016. Engaging in verbal or written abuse, name calling, (i.e., ethnic or racial slur, or derogatory statements about sexual orientation) intentionally addressed publicly to others that may disrupt the school educational program or incite violence.

1.017. Inappropriate behavior.

1.018. Possession, use, sale, or distribution of unauthorized materials at school (ie. lighter, match, ...)

1.022. Inappropriate physical contact, including, but not limited to, pushing or shoving.

1.031. Violation of health room rules. All medication (to include over the counter drugs such as Benadryl, Tylenol, etc. or personal prescriptions) brought to school by a student must be in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician's order are managed by the school nurse.

1.180. Excessive tardiness/early dismissals.

1.190. Cheating. (See Honor Code)

1.200. Being in an unauthorized area.

1.210, 1.290.

Profanity (1.210)/obscene gesture (1.290) directed toward another student or directed toward no one in particular.

LEVEL I OFFENSES (Continued):

- 1.220. **Tampering, changing or altering records or documents of the school or district by any method, including but not limited to, computer access or other electronic means.
- 1.220. Violation of the Acceptable Use Agreement.
- 1.270. Failure or refusal to obey a staff member or any other adult authorized by the school to supervise students.
- 1.280. Dress code violations. Including school issued ID's.
- 1.310. Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. This includes unauthorized driving/riding to an off campus class.
- 1.320. Walking out of a class (without teacher approval).
- 1.330, 1.390.
Misuse of Electronic Communication Devices (cell phones (1.330), tablets, computers on school grounds during school hours.
- 1.340. Any behavior or act that interferes with the safe operation of a school bus (including violation of school bus safety rules listed in Chapter 4).
- 1.407. Provoking or simulating a fight.
- 1.420. Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers.
- 1.430. Violation of a behavior contract.
- 1.630. Gambling (games of chance for money or profit).
- 1.750. **Unauthorized entry to any school sponsored events.

CONSEQUENCES FOR STUDENTS WHO COMMIT LEVEL I OFFENSES ARE AS FOLLOWS:

Consequences for students (K-5) who commit any Level I Offense are determined by the principal/designee and will be as follows:

- A. May include, but not be limited to time-out, referral to counseling, detention, administrative review, in-school suspension, out-of-school suspension, placed on a behavior contract by the school and/or recommendation for expulsion.
- B. Repeated Level I Offenses may result in a recommendation for expulsion.
- C. Restitution of property and damages where appropriate will be sought by the school or the district.
- D. If a Level I Offense occurs on the bus, the Department of Transportation will conduct a preliminary investigation and refer the report to the school administration for further action.
- E. Students who are suspended from school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.

CONSEQUENCES FOR LEVEL I OFFENSE ON THE BUS OR DISTRICT VEHICLE WILL BE AS FOLLOWS:

<u>1st Offense</u> – (K-5)	1 - 3 day suspension.
<u>2nd Offense</u> – (K-5)	3 – 5 day suspension.
<u>3rd Offense</u> – (K-5)	5 – 10 day suspension.

APPENDIX C

HARASSMENT, INTIMIDATION OR BULLYING

Code JICFAA Issued 3/11

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

School District Five of Lexington and Richland Counties prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined by the District as a gesture, a written, verbal, physical or sexual act, or electronic communication, to include cyber bullying (which is the use of cell phones, instant messaging, email, chat rooms or social networking sites such as Face Book, My Space and Twitter) that is reasonably perceived to have the effect of either of the following.

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

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the District. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. However, the District prohibits any person from falsely accusing another of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action in accordance with the district's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The district also may refer any individual who has violated this policy to law enforcement officials. The district will take any other appropriate steps to correct or rectify the situation.

HARASSMENT, INTIMIDATION OR BULLYING (continued):

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the contents of this policy with students.

The District's procedures for responding to incidents of bullying, harassment, and/or intimidation are as follows:

1. Any student or parent or guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of District policy will immediately report such conduct to a teacher, administrator, or other school official. The report may be oral or in writing.
2. Any school employee who observes an incident of bullying, harassment or intimidation of a student will immediately report the incident to the appropriate building administrator. (Principal, Assistant Principal, etc.)
3. A school employee who receives a report of bullying, harassment or intimidation will immediately forward the report to the appropriate building administrator. (Principal, Assistant Principal, etc.)
4. Anyone employed by the school district is to report any known or reported incidents of bullying, harassment or intimidation of any student, faculty or other district employee to the appropriate school or district administrator.
5. An administrator will promptly and thoroughly investigate all such reports and upon completion of that investigation, will notify the parents/legal guardians of all affected students that corrective action has been taken by the school.
6. Corrective action may include the student perpetrator being disciplined in accordance with the Code of Conduct, as well as being required to complete program(s) regarding conflict resolution, anger management, and/or social interaction skills.
7. In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation.

Investigations will normally be completed within 3 school days. No student will be removed from the bus until a transportation supervisor has made direct contact with the student's parent/guardian. Students will have the right to appeal bus suspensions to the Transportation Coordinator. (See Chapter 4)

8. When an out-of-school suspension and school bus suspension are adjudicated for an incident the school bus suspension will begin after the completion of the out-of-school suspension.

APPENDIX D

SECRET SOCIETIES/GANG ACTIVITY JICF:

School District Five of Lexington and Richland Counties will maintain conditions on school property and at school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with law and the standards set by the School District Five Board of Trustees. In establishing such standards, the Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events.

The Board defines a gang as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, the violation of school rules, the establishment of territory or "turf," or any other action which threatens the safety or welfare of others. In prohibiting the presence and activities of gangs, the Board makes the following findings.

- Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property or at school-sponsored events are harmful to the educational purposes of the district.
- Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats and intimidation, fighting or establishment of "turf or territory" on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students.
- The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a clear and present danger of the commission of unlawful acts on school premises, the violation of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti, and clothing/accessories. In providing these examples for students and parents, the Board acknowledges that not all potential gang indicators actually connote actual membership in a gang.
- If the district determines that a student has initiated or participated in a gang or a secret society as stipulated above, that student will be disciplined in a manner which may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory which the district has determined to be a gang indicator.

APPENDIX E

STUDENT DRESS JICA-R

The following regulations on student dress shall apply in all schools and shall be administered uniformly throughout the district.

The Administration will make final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeable result in the disruption of the school environment.

Individual schools may have more specific and restrictive dress codes if recommended by the School Administration and the School Improvement Council and approved by the superintendent or his/her designee.

1. Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. This includes bare midriffs, halter/tank tops, see-through shirts/tops/blouses and bike shorts.
2. No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
3. Clothing or accessories, i.e., book bags, jewelry, hats, etc., that display alcohol, tobacco or other drug symbols are not permitted.
4. Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
5. Hats, head stockings or kerchiefs may only be worn during the school day for special occasions when approved by the principal.
6. Proper shoes must be worn at all times.
7. Special dress or costume may be worn during the school day for special occasions when approved by the principal.
8. Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry, fishhooks, multiple-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.
9. Pants must be worn at the natural waistline and undergarments are not to be visible.
10. Hats may be worn at the school bus stop or while on the bus during periods of cold weather. Hats must conform to all of the above requirements and must be removed before entering the building.

APPENDIX F

CELL PHONES / COMMUNICATION DEVICES JICJ:

Purpose: To establish the basic structure for student possession/use of cell phones/communications devices in the schools of the district.

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. “Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.”

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students are prohibited from using WCD's to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of WCD's to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy JICFAA – Harassment, Intimidation or Bullying.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

CELL PHONES / COMMUNICATION DEVICES (Continued)

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian only after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the school building until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance to Policy JIH – Student Interrogations, Searches and Arrests. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for the remainder of the semester.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission of the administration.

CELL PHONES / COMMUNICATION DEVICES (Continued)

Elementary/Intermediate School (K - 5th):

Students may possess wireless communication devices in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. However, students may not use wireless devices such as cellular phones, electronic pagers or any other communications devices while on school property during school hours. (Start and end of school will be denoted by the start and end bell).

Intermediate/Middle School (6th - 8th):

Students may possess wireless communication devices in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. However, students may not use wireless devices such as cellular phones, electronic pagers or any other communications devices while on school property during school hours, *unless it is deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes ONLY*. (Start and end of school will be denoted by the start and end bell).

High School (9th - 12th):

Students may use wireless communication devices such as cellular phones, electronic pagers or any other communications devices before and after school, during their lunch break, within “Free Zones” (as determined by the principal) and as deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes ONLY. Any other use of wireless communications is considered misuse and violations may result in disciplinary action.

Consequences:

First Offense:	Warning / Return WCD to Parent
Second Offense:	School Consequence / Return WCD to Parent
Third Offense:	School Consequence / Return WCD to Parent
Fourth Offense:	Confiscate WCD through end of the semester