



**Lockett Elementary School
1349 Dorange Road
Branchville, SC 29432**

School Principal: Ms. Chasity Fralix

Phone: 803-274-8588

Website: <https://www.ocsdsc.org/LockettES>

Parent/Student Handbook 2024 - 2025

Welcome to Lockett Elementary School (LES), home of the yellow jackets! We are excited about this school year and invite you and your child(ren) to come and learn with us. Our school uses *Eureka! Math*, *Wonders*, and *Letterland* curricula for mathematics and language arts instruction.

This **Parent/Student Handbook** is designed to inform you and your child(ren) of the policies and procedures in place at LES. Please read carefully and review with your child(ren) in its entirety. As partners, we can provide an excellent education to all our students.

The handbook belongs to:

Name: _____

Grade: _____ Homeroom: _____

Phone Number: _____

OCSD MISSION STATEMENT

The mission of Orangeburg County School District, the catalyst of innovation and excellence, is to ensure all students discover and develop their person, purpose and platform through high-quality educational experiences distinguished by:

- a culture of collaboration, equity and inclusion
- a creative learning environment with inspiring opportunities
- a commitment to nurture the academic, physical, social and emotional well-being of all.

OSCD VISION STATEMENT

Orangeburg County School District, a district of innovation is committed to maximizing the potential of every student to compete worldwide.

SCHOOL GOALS

1. To build a positive school climate where the needs and success of students are the primary emphasis
2. To foster a desire for learning in all students
3. To emphasize the use of technology in academic instruction

OBJECTIVES

1. To exceed the state standards on the state mandated achievement test
2. To provide opportunities that will help our faculty, staff, and students understand and appreciate cultural diversity in that we might work and live more harmoniously and productively in our community
3. To provide activities and experiences that will help to improve students' self-concept
4. To minimize the number of students who are experiencing academic failure and social maladjustments within the school setting
5. To instill in our students a love for learning and respect for their fellow man based on the character education traits

BELIEF STATEMENT

We Believe That...

- honoring individuality through respect and empathy empowers and promotes acceptance, which builds family and community.
- effective communication is key to understanding others.
- purpose is the core of existence.
- moral values shape who we are.
- a servant's heart encompasses love that is manifested in action and deed toward self and mankind.
- freedom is an inherent right.
- time is life's most valuable asset.
- growth mindset is necessary to adapt and embrace change.

MODIFIED YEAR-ROUND SCHEDULE
ORANGEBURG COUNTY SCHOOL DISTRICT
2024-25 District Calendar

2024

July	August	September
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28 29 30 31	29 30
October	November	December
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6 7
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31

2025

January	February	March
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1
5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8
12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15
19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22
26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29
	30 31	
April	May	June
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
27 28 29 30	25 26 27 28 29 30 31	29 30

- School Not in Session
- First / Last Day of School
- Half Day
- PD / Teacher Workday
- Holidays / Breaks - All Schools & Offices are Closed
- Parent-Teacher Conference / Teacher Work Day
- Graduation
- Early Dismissal Day
- Interim Reports Issued/ Report Cards Issued
- Inclement Weather Day
- Quarter Ends



July
4 Independence Day - Holiday
29-Aug. 2 PD / Teacher Workday
August
5 First Day of School
27 Early Dismissal Day
September
2 Labor Day - Holiday
9 Interim Reports Issued
24 Early Dismissal Day
October
9 End of the First Quarter
11-14 Fall Break
14 Parent-Teacher Conference
15 Report Cards Issued
29 Early Dismissal Day
November
5 Election Day
11 Interim Reports Issued
25-29 Thanksgiving Holidays
December
18 End of Second Quarter / Half Day
19-Jan 3 Winter Break - Holiday
January
3 PD / Teacher Workday
6 Students Return from Break
20 MLK Jr. Day - Holiday
28 Early Dismissal Day
February
10 Interim Reports Issued
17 President's Day / Inclement Weather Day
25 Early Dismissal Day
March
10 Teacher Workday/Inclement Weather Day
11 End of Third Quarter
18 Report Cards Issued
25 Early Dismissal Day
April
11 PD / Teacher Workday
14-18 Spring Break
21 Interim Reports Issued
29 Early Dismissal Day
May
22 Half Day
23 Last Day for Students / Half Day
23-24 Graduations
26 Memorial Day - Holiday
27 PD / Teacher Workday
28 Report Cards Issued

Guidelines and Procedures

Lockett Elementary School

2024-2025

<u>School Hours</u> Student Arrival: 7:15 AM-7:50 AM Breakfast: 7:15 AM - 7:50 AM Instruction Begins: 7:50 AM Dismissal Begins: 2:45 PM Early Release Dismissal: 12:20 PM Half Day Dismissal: 12:00 AM <u>Office Hours</u> 7:00 AM – 4:00 PM	<u>School Colors</u> Purple and Gold  <u>School Mascot</u> Yellow Jackets	<u>Contact Information</u> School: 803-274-8588 Transportation: 803-534-5454
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Accidents

Any accident on school property that occurs during the school day or during a school sponsored event should be immediately reported to the office.

Allergies

For health and safety reasons, please avoid the following scents being worn or used at school: **cinnamon, lavender, and coconut**. Any scented fragrance, hand sanitizer, lotions, etc. could cause severe allergic reactions with members of our Lockett family.

Animals

For health and safety reasons, animals and insects are prohibited on the bus or the school grounds without the principal's prior permission.

Announcements

The Education Improvement Act (EIA) of 1984 prohibits interrupting a class. The purpose of this ruling was to place emphasis on instruction and to eliminate interference with the learning process. Announcements are made first thing each morning and at the end of the day in order to comply with EIA. Announcements for the day will be read to students and staff during homeroom each morning and at the end of each day. Other activities which interrupt class are scheduled so that class disruptions are held to a minimum.

Arrival & Tardies

Students are to arrive at school in time to get to their classroom by 7:50 a.m. The building is opened each morning at 7:15 a.m. for students to enter the building with school personnel on duty to supervise. **Students should not arrive before 7:15 a.m.** Childcare arrangements must be made independently prior to this time. **Students are tardy at 7:50 a.m. Students must be in class ready to learn by 7:50 AM, not walking into the building at 7:50 AM. Parents/guardians must sign students in at the front office after 7:50 AM.**

Students who have five unexcused tardies will not receive perfect attendance certificates.

Attendance

The school will record student attendance on a daily basis. A student must attend a minimum of 170 days to be considered for promotion unless exempted by the special considerations listed below.

A valid excuse must be dated and list the date and reason for the absence(s) {all absences are not automatically excused}, the telephone number, and signature of the parent. Parents may provide a hand-written excuse for the first ten absences. After the tenth day, a medical excuse, obituary, or an emergency situation approved by the principal or designee is the only excuses that will be accepted. **No excuses will be accepted after three days upon return to school.**

Lawful Absences

- Absences for student health concerns excused by parents or licensed/certified health practitioner involved in the student's care
- Absences for a serious family health concern or death in the family
- Absences for parental approved pre-arranged, non-school sponsored trips
- Activities, including recognized religious holidays.

Parents please note: **Vacations or non-school sponsored trips will not be approved. Please plan accordingly.**

School Sponsored Activities

With written approval from the principal, students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competition, athletic events or other extra-curricular activities. The school will not count the student absent from school in such cases.

Unlawful Absences

Absences without acceptable cause or without parental permission and/or a valid excuse are unlawful. The district does not permit truancy under any circumstances. Students who are absent without parental knowledge or for unacceptable reasons will be subject to appropriate disciplinary action and possible referral to family court. Any student who fails to bring a valid excuse within three days of his/her return to school automatically receives an unlawful absence. Students exceeding five unlawful absences will be reported to the County Attendance Supervisor.

Attendance Intervention

After three unlawful absences, school officials will identify the reasons for the student's continued absence and develop a plan in conjunction with the student and parent or guardian to improve future attendance. The plan for improving a student's attendance will include, but not be limited to the following:

- Reason for unlawful absence
- Methods to resolve cause of unlawful absence
- Actions to be taken in the event unlawful absences continue
- Signature of parent or evidence that an attempt has been made to involve parent (phone call, letter, etc.)

When a student has missed three consecutive days the attendance clerk will contact the parent. When a student has had five consecutive absences the attendance clerk will schedule a parent conference with the attendance intervention team to develop an attendance intervention plan. All subsequent unlawful absences after the contract has been put in place will be forwarded to Orangeburg County Attendance.

Bus Rules

The importance of proper conduct while waiting for, boarding, riding, and disembarking from a bus cannot be overemphasized. In the bus lines, students are to stand quietly and in straight lines as directed by the teachers. Lines should proceed in quiet fashion, when boarding the bus. Once seated on the bus, students will adhere to the following rules:

1. Sit quietly with belongings on lap.
2. Act politely to others on the bus.
3. Follow bus rules as stated in the OCSD Code of Conduct.

Students who ride the bus in the morning, must be at the bus stop waiting for the bus. The bus should not have to stop and wait on students to come to the bus stop. Students in 4K and 5K must have an adult at the stop with them and an adult waiting at the stop for drop-off.

Cafeteria

All students are eligible to receive free breakfast and lunch. Each class has a designated lunch period. While in the cafeteria, it is essential that students behave at all times. The cafeteria should maintain a clean, pleasant environment. Students should enter quietly and in a single line, use good manners while eating, and exit after cleaning up his/her area, returning the meal tray to the designated area.

Students may elect to bring their own meals to school. Meals must be consumed in the cafeteria at the scheduled time. Parents should be aware that if they elect for their child to bring their own lunch, the school cannot be responsible for heating or refrigerating these lunches. A microwave is provided in the cafeteria for student use.

Car Riders

The car rider dismissal system at Lockett requires the parent to fill out a registration form. Each car is given a unique number that is to be placed on the dash or hung from the review mirror. It is very important that no one exits their vehicle while in the car rider arrival and dismissal line. No walk-ups to retrieve students are allowed during dismissal. All car rider students will be dismissed to the car rider line. Please help us prevent the risk of serious injury by carefully adhering to safety precautions when arriving, dropping off, and/or picking up students in the car rider line. **Registration forms are due by Friday, August 16, 2024.**

Cell Phones

No student shall use a cell phone on school property during normal school hours. During school hours, 7:15 a.m. to 2:45 p.m., cell phones will be collected by the homeroom teacher and returned at the end of the school day. Consequences for not complying to this procedure are listed below.

Consequences

- 1st Offense: Return cell phone to parent/guardian and parent sign contract.
- 2nd Offense: Confiscate cell phone for 5 days and return to parent/guardian after student-parent conference with administration.
- 3rd Offense: Confiscate cell phone for 30 days, return to parent/guardian, and phone will not be allowed back on campus.
- 4th Offense: Confiscate cell phone for the remainder of the school year. Refusal to surrender device will result in a refusal to obey violation punishable by an automatic two-day suspension.

School personnel and/or administrators are not responsible for the loss or damage of any electronic device (cell phone, iPods, iPads, ear pods, etc.).

Change of Personal Data

Any change of address, telephone number, guardianship, etc. should be reported to the office immediately. This is extremely important for communication/emergency purposes. All court documents, if applicable, must be on record with the front office to ensure the student's safety and well-being.

Change of Transportation

Any changes to a child's transportation **must be in writing**, signed, and dated by the parent/guardian. **No changes in a child's transportation will be made over the phone**. We will accept an email message to the school principal (chascity.fralix@ocsdsc.org), secretary (judy.ott@ocsdsc.org), and/or homeroom teacher. Our email system is often slow. If you send an email after 2:00 p.m., there is a chance it will not be received before dismissal. **All changes to transportation must be made prior to 2:00 p.m.** Please call the school to notify us that you are sending an email at (803) 274-8588.

Communication

Each student will receive a monthly calendar/newsletter highlighting key dates and information from previous or upcoming months. Grade levels will send home newsletters weekly, bi-weekly, or monthly to inform parents of upcoming items. Each student will receive a purple plastic folder that will be used for papers that need to be completed and returned or left at home.

Parent and teacher conferences are highly encouraged throughout the school year. Conferences may be arranged by sending a letter to ask the teacher to call you to set up a conference. Please ask for an appointment in advance. **Classes will not be interrupted for unscheduled conferences.**

Confidentiality- Student Records

A student's educational records are those records directly related to a student and maintained by the school district or a party acting for the school district. The school will maintain a cumulative record folder which contains directory information, scholastic information, standardized test data, health records and other similar information. Once a student graduates, the district files the student's records in the high school. If a student drops out of school before graduation, the school will file his/her records for five years and then transfer the records to the district's central location for record storage. According to the Family Rights and Privacy Act of 1974, the parent/guardian or students age 18 or over is permitted to inspect and review educational records relating to the students. The school will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure and destruction of records. The school cannot release school records to any person or agency (employer, government agency, etc.) without the written consent of a student's parent or legal guardian. If the student is

18 years of age, he/she may sign for the release of the records. The school can release school records, without prior written consent of the parent or legal guardian or eligible students, to officials of other educational institutions in which the student seeks or intends to enroll. The school will notify the student's parent or legal guardian of the transfer only if he/she has requested this exception to the district's policy.

Daily Schedule

(This information could be revised. If revised, parents and students will be notified.)

7:15 a.m.	Students enter the building
7:15 a.m.-7:50 a.m.	Breakfast in the cafeteria
7:45 a.m.	Admitted to class
7:50 a.m.	Tardy Bell – Students arriving after 7:50 should report to the Main Office with parent or guardian for Tardy Pass before going to class.
7:50 a.m.	Direct Instruction Begins
11:00 a.m. – 1:00 p.m.	Lunch served
2:45 p.m.	Car riders are dismissed
2:50 p.m.	High School car riders are dismissed
2:55 p.m.	Bus riders are dismissed
	Early Release Day (4th Tuesday of designated month)
12:20 p.m.	Car riders are dismissed
12:25 p.m.	High School Car riders are dismissed
12:30 p.m.	Bus riders are dismissed

Due to safety concerns, students will walk to classroom unattended by parent/sibling. School personnel will see that all students get to class safely.

Early Dismissal

If a child is sick and needs to leave school early or a parent wishes to pick up his/her child during the day, a parent must come by the office to properly sign the child out of school. A child will be released only to the parent or guardian unless the school is **notified in writing** that someone else has been given permission to pick up their child. A child should NEVER leave school without permission from the office. Each day is important, and we encourage you not to schedule appointments during school hours, if

possible. If a student must be dismissed from school early due to an appointment, an authorized note is required in advance of the appointment. Students who have excessive early dismissals (5 or more) will not receive perfect attendance. **Students dismissed prior to 11:30 a.m. will be counted absent for the day.**

It is school policy not to dismiss children to anyone other than their parent or guardian. If you send someone else for your child, you must send a note by the child in advance. Phone calls for this purpose will not be honored. You must complete a form with the office naming up to four (4) people the school can call in case of an emergency.

Children must return home from school the same way they came to school. That is to say, if your child rides the bus to school, he/she must ride the same bus home unless you send a note. If your child normally comes to school by car, he/she may not ride the bus home unless you notify the school office. This does not apply to children who use different transportation on a regular basis.

If you come to school to pick up your child early, you must report to the office to sign him/her out. We will then call your child to the office to be dismissed. Teachers will not dismiss your child without clearance from the office.

If you need to go to the classroom or to any other part of the building, please check by the office first and get a visitor's pass. It is important that we be aware of who is in the building at all times. All of the above items are for the protection and welfare of your child.

Electronic Devices, Toys, Games, Etc.

Radios, toys, and video games are not to be brought to school. These will be taken from students and kept in the office until a parent comes to pick them up. This includes sports equipment brought without permission.

Emergency Drills

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, earthquake and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. Emergency evacuation maps are posted in every classroom and students are advised to become familiar with them. During drills, students are to move quickly (do not run) and quietly to their designated areas. Emergency codes will be used as needed.

Enrollment and Withdrawal Procedures

The parent/legal guardian **must** enroll students by completing online registration. The following documents are required for enrollment:

- Copy of student's state issued birth certificate
- South Carolina Immunization Form
- Copy of student's Social Security card
- Two proofs of documentation for parent/legal guardian's residency (utility bill, rental contract, tax receipt, cell phone bill)
- Student's Medicaid Card (if applicable)
- Parent/Guardian photo identification
- Parent/guardian proof of income (if applicable)
- Withdrawal form from previous school (if applicable)

A parent/legal guardian must accompany a student withdrawing from school. Please allow time for the withdrawal process. All textbooks and technology must be returned, and all financial obligations including school fees, cafeteria debts, and library fines must be paid at the time of withdrawal.

When you enroll your child at the new school, you will sign a release of information form. We will transfer copies of the student's records after we receive this form from the new school.

Expectations of Conduct

At LES, it is our priority to maintain a positive, safe environment for all students, staff members, and families. All members of the school community are expected to demonstrate kindness, courtesy, and respect to themselves and others, to be responsible for their actions, words, and belongings, and to ensure safety at all times. These expectations are built on the three principles:

1. Bee Responsible
2. Bee Respectful
3. Bee Safe

When infractions occur, conversations and/or consequences will result. We strive to help students to change inappropriate behaviors and help them understand how to handle situations differently in the future. Positive behavioral interventions may be implemented to promote smooth student interactions, and enhance the harmonious environment at Lockett.

All staff members have a responsibility for assisting in explaining and implementing school expectations. Students may be redirected by any staff member on campus.

Levels of Offenses

Classroom/Teacher Managed

Behaviors that adversely affect a student's educational progress. Classroom/Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, the teacher documents these infractions. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions. Examples of Classroom/Teacher Managed infractions can be found in OCSD's Code of Conduct.

Level I: Behavioral Misconduct

Disorderly Conduct is any behavior that adversely affects a student's educational progress. Examples of infractions and interventions/consequences can be found in OCSD's Code of Conduct.

Level II: Disruptive Conduct

Disruptive Conduct is any behavior that significantly disturbs the positive learning environment and/or endangers the health or safety of oneself or others. Examples of infractions and interventions/consequences can be found in OCSD's Code of Conduct.

Level III: Criminal Conduct

Criminal Conduct is any behavior that significantly disrupts the learning environment or poses a direct and serious threat to the safety of oneself or others. Examples of infractions/consequences can be found in OCSD's Code of Conduct.

Field Trips

The principal and the assistant superintendent must approve all one-day, in-state field trips, and all in-state trips lasting three nights or less. The superintendent and school trustees must approve all out-of-state field trips and any field trip lasting more than three nights. The student's parent or guardian must sign a parental permission form and submit it to the person in charge of the trip. If a student will be missing any classes, he/she must obtain the teacher's signature to be allowed to make up work.

- The principal will assume responsibility for field trips as he/she would for any other aspect of the instructional program. A field trip is an extension of classroom learning and will be treated as such.
- **A parent/guardian chaperone cannot bring along other children on a field trip.** Only children in the attending class can go on an approved field trip. The

purpose of a chaperone is to assist the teacher and students. There shall be one chaperone per ten students per field trip, including on the bus and at the location.

- If a parent/guardian is not attending the field trip as a chaperone, then the parent/guardian will not have the principal's permission to attend/participate on the field trip with the class.

All parent/guardian chaperones must have an approved SLED check. A parent/guardian who does not have an approved SLED check cannot attend or be with a class at the field trip location. **SLED checks must be completed each school year, beginning in August.**

Students must be in good standing at their respective school (i.e., not be suspended or expelled) in order to participate in the field trip. Teachers will set expectations at the beginning of the school year and share these expectations with students and parents.

All students attending the field trip must ride the bus with their class to the location of the field trip. Only students with a medical issue or special circumstance should ride to a field trip with their parent/guardian and permission has been cleared with an administrator.

Food, Candy, Drinks, and Gum

Food, candy, and drinks are not to be brought to school by students for consumption during a regular class period, except for special projects that have been scheduled by the instructor and approved by the principal's office. Students are not permitted to chew gum of any type while on the school campus. Students may have water to drink throughout the day. This needs to be brought in a **clear, properly secured container**. All drinks brought for lunch must be in a secure container to prevent leakage, no bottles/containers with straws. Students may be referred to the office for violations of the above.

Fundraising

All fundraising projects must be approved by the principal, the superintendent, and the Board. Projects that involve selling merchandise to residents of our community should be limited. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations.

Grading/Assessment System

Kindergarten

Pupil progress will be reported on a district-defined standard-based report card.

Grades First through Fifth

In grades first through fifth, the district will use numerical grades on report cards and permanent records.

Statewide Uniform Grading Scale

Lockett Elementary School will follow the statewide uniform grading scale as approved by the State Board of Education (2016) for Grades first through fifth. This uniform grading scale and the system for calculating grade point averages (GPAs) and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level.

The uniform grading scale is as follows:

A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

Students are encouraged to do his/her best work each nine weeks. A “Possible Retention” letter will be sent home by the teacher when a child’s report card shows a ‘D” or “F” in one of the five core subjects. Interim reports are sent approximately halfway through each grading period to inform students and parents of the student’s current status in each class. Reports cards are distributed approximately one week after the conclusion of each grading period.

Guidance Services

The school guidance counselor offers many services to assist students as well as parents. The guidance office handles registrations, counseling sessions, testing/evaluation, and any other services that will assist students in their overall education process. The guidance department works with other agencies such as DSS, Mental Health, William J. McCord Center, DJJ and other agencies for partnership and placement.

Health Services

Health services are available through the school nurse. In addition to appropriate screening procedures, the school nurse shall coordinate with other health services to assist students and families to obtain needed health-related services.

Homebound Instruction

The district will provide homebound instruction for students who miss five or more consecutive days for medical reasons. Applications for homebound instruction should be picked up in the Guidance Office as soon as the parent/student anticipates the possibility of extended absences from school. Please note that instruction will not begin until a physician indicates that there is a need for homebound instruction. Questions concerning homebound procedures and regulation should be made by calling the school.

Homework

Homework is assigned regularly, is reasonable and meaningful, and reflects the objectives of the instructional program. It builds character, sharpens skills, and involves parents. All homework assignments are expected to be completed at home. Homework will be given Monday – Thursday and should not take more than one (1) hour to complete each night. Grades may be given for each assignment. Continual neglect of homework assignments will require parent notification. Students will receive and must maintain an agenda/assignment pad listing assignments and due dates. Agendas should be signed each night. Parents should provide a space and quiet time for their children to complete the homework each night. Remember, parents and children should also read together on a daily basis.

Honor Roll

Students are eligible to be named to the Principal's Honor Roll and Honor Roll List each nine weeks grading period

Principal's Honor Roll – All "A's" (90 – 100), not an average of A, in all core subject areas – not including related arts.

Honor Roll – An Average of "A's" and "B's" (80 – 100) in all core subject areas – not including related arts. No Grade of "C", "D", or "F".

Academic Reception – Students who have earned all "As" in core subjects during the 1st, 2nd, and 3rd nine weeks will be invited to attend the Academic Reception at the end of the school year. The academic reception will be held during the 4th nine weeks. Invitations will be sent home with students.

ID Badges

All students, 4K-12th grades, will be required to wear a student ID badge while on campus. Replacement badges will be available for a fee. Please remind your child(ren) to wear their badge and take care of it at all times.

Inclement Weather/School Closing

In the event of extreme weather conditions, announcements regarding school closings will be made on the following:

Radio Stations:

WORG	1150 AM	WWDM	101.3 FM
WIGL	102.9 FM	WGFG	105.1 FM
WPJK	1580 AM	WQKI	93.9 FM
WSPX	94.5 FM	WWBD	95.7 FM
WSB	90.3 FM	WMHK	89.7 FM
WTCB	106.7 FM		

Television Stations:

WIS-TV	Channel 10	Time Warner Cable	
WCSC	Channel 5	WJBF	Channel 6
WLTX	Channel 19	WRDW	Channel 12
WOLO	Channel 25		

Internet Access

A policy describing acceptable user behavior and prohibited actions regarding the use of computers and network services is on file at each school. Students will be required to return a copy of this policy signed by the student and his/her parent or legal guardian before the student is allowed access to the Internet. If students do not adhere to the guidelines, disciplinary action will be taken and privileges revoked.

Messages

It is important that the classroom be interrupted as little as possible. It is for this reason that your cooperation is requested regarding making sure that your child comes to school aware of any special procedures that are to be followed upon being dismissed from school that afternoon. The office staff will relay only emergency messages from a parent or guardian after approval by an administrator. An emergency is an illness or death in the family. Transportation changes, change in scheduled appointments, etc. are not considered emergencies. Parents are asked to please comply with the above to ensure that the classroom is interrupted as little as possible.

Makeup Work

Makeup work is allowed only for students who have turned in an appropriate written excuse. Makeup for students absent due to tardies is at the discretion of the teacher. The responsibility for arranging for makeup work rests with the students and must be scheduled at the convenience of the teacher. The arrangements must be made within three days of the student returning to class. A student may not miss one class in order to make up work in another class without prior approval from both teachers.

Media Center Responsibilities

The goal of the media center is to provide materials of information and for recreation, to help students realize the value of books as a resource of information and a companion of their leisure time, to enrich the curriculum, and to help students develop the ability to use all types of media.

In order that the media center runs as smoothly as possible, students must:

- Assume responsibility for all material checked out. Fines will be assessed for lost books; replacement costs will be charged for lost books
- Present valid pass when entering the media center during class time and lunch
- Behave in a quiet and courteous fashion, leaving the media center neat and orderly; no eating, drinking, or chewing gum in the media center

Please note: Tampering with books or other materials and equipment may result in a disciplinary referral. Also, students whose behavior is disruptive will be asked to leave and may lose media center privileges.

Medications and Illnesses

No medication shall be given to a student by anyone other than the nurse or principal's designated trained personnel. Most medicines should be given at home, and medicines will be given at school only when the parent cannot, according to the doctor, give the medication during the hours the child is in school.

All over the counter medications and all prescription medications will require a completed medication form with a doctor's signature and a parent's signature. Students are not allowed to transport medications to and from school. All medication must be brought to the school by the parent in its original packaging. If you have any questions, please contact your school nurse.

If your child must take medication at school, these four things must be adhered to:

- Written permission from your child's doctor stating the child's name, name of the drug, the required dosage, and time to be given. Forms for this purpose are

available in the office. The orders may be delivered, mailed or emailed to the school upon completion by your doctor. Doctor's orders on a prescription note will be accepted if signed by the doctor.

- Written request from the parent/legal guardian that the school nurse assist the student with the medication.
- Medication must be in its original prescription bottle showing the dosage to be given.
- All medication is to be given to the school nurse/office upon arrival at school and taken home when no longer needed.

NOTE: NO MEDICATION WILL BE GIVEN UNLESS THE ABOVE PROCEDURES ARE FOLLOWED.

Orangeburg County School District is committed to providing your child with the safest school environment possible. With this in mind, we are asking all students to stay home if they are sick. This includes but is not limited to:

1. Fever 100° F or greater. A student must be fever free for 24 hours before returning to school.
2. Vomiting – A student must be free from vomiting for 24 hours before returning to school or have a doctor's note clearing him/her of a contagious condition.
3. Diarrhea – three or more in 24 hours.
4. Pink eye – A student may return to school after a medical examination and treatment is started.
5. Head Lice – A student may return to school after treatment and removal of lice and nits.
6. Ringworm of the scalp – A student may return after a medical examination and treatment.

Please encourage your child to help us reduce the spread of germs by:

- Covering his/her cough or sneeze
- Frequently washing his/her hands
- Staying home if sick
- Not touching blood or body fluids from another person

Playground Safety

A top priority of the faculty and staff at Lockett Elementary is the safety and security of your child during the school day. Our playground will be supervised at all times when children are at play. Children will be engaged in worthwhile activities on the playground during the supervised play period and during physical education classes. Teachers on duty will be stationed so that all students can be clearly observed and seen. For your child's safety, closed toe shoes should be worn to school each day.

Promotion and Retention

Lockett will follow OCSD's Policy Code IKE.

Kindergarten

Kindergarten students are expected to learn the literacy and numeric skills contained in the state and district kindergarten curriculum standards in English/language arts and mathematics. When formal and informal assessments indicate that a kindergarten student is not developmentally ready for first grade, retention will be considered by the teacher, principal and parents/legal guardians. The final decision lies with the administration.

Grades One and Two

The district will promote or retain students in grades one and two based on the following criteria. Students may be promoted to the next grade level upon receiving passing grades in reading and mathematics. Standardized test data must also be considered in compliance with state guidelines. Other items of consideration will include maturity level, teacher judgment, parental input and the South Carolina Readiness Assessment Checklist.

Grades Three through Eight

The district will promote or retain students in grades three through eight based on the following criteria. Students may be promoted to the next grade level upon receiving passing grades in four out of four core subjects, two of which must be reading and mathematics. Standardized test data must also be considered in compliance with state guidelines.

Summer School and Comprehensive Remedial Programs

Provided sufficient local and state funding is available, summer school and after school remedial programs will be offered to students who show the greatest needs for such programs.

The principal has the final authority and responsibility for promotion, retention, and grade placement of students. Promotion, retention, and grade placement of students will be determined on the basis of what will contribute most to the student's realization of his/her potential as an effective and productive citizen in a democratic society. In order to be promoted to the next grade, a student must meet both academic and attendance standards.

Standardized test data will be considered in compliance with state guidelines. Those students not meeting the criteria may be retained in the same grade for the following school year and provided academic assistance.

PTSO

The Parent-Teacher-Student Organization serves as very important links between the school, the community and the home. Announcements will be sent home with the students several days prior to the meeting dates. All parents are encouraged to attend the meetings so that better communication can be established. Meeting dates will be determined at the beginning of the school year.

School Improvement Council

School Improvement Council is a committee made up of parents, teachers, administrators, and community members. This committee is charged with the responsibility to:

- Develop the school's improvement plan
- Assist in the monitoring of the implementation of the plan and evaluation of the improvements and innovations
- Assist in the writing of the annual updates
- Advise on the spending of incentive funds if the school receives an award
- Write the report to the parents about the progress of the school and district to achieve the goals and objectives of the strategic plans
- Write the narrative to the School Report Card in conjunction with the principal
- Participate in the revision of the school improvement plan as needed

This plan will be reviewed annually and will have a two-year focus. All major decisions affecting students will be discussed, voted on and recommended to the administration via this committee. The School Improvement Council meets regularly, and parents are encouraged to attend any and all meetings. The ultimate goal is to improve student achievement.

Special Request Policy

Due to the number of requests received in recent years, the complexity of the elementary school's schedule design, and the need to follow federal guidelines, **it will not be possible to honor requests for particular teachers.** Parents are asked not to make requests. Everyone's cooperation in this matter will be greatly appreciated.

Student Dress Code

Students will adhere to the OCSD dress code regulations.

The basic responsibility of the appearance of the students rests with the parents and the students themselves. Judgment of questionable dress determined by the administration as unacceptable or disruptive to the educational process will be prohibited.

The following guidelines must be followed:

Attire must comply with health and safety codes of the State of South Carolina. Dress must not interfere with educational process or the rights of others. For health/safety reasons, **students are expected to wear closed toe shoes, sandals with a strap, and/or Crocs with a strap. Closed toes shoes are required for PE classes.**

LES prohibits the following:

- Use of headwear or hair rollers in the building
- Use of sunglasses in the building, unless they are prescribed.
- Clothing that is provocative, suggestive, or interferes with the educational process.
- Swimwear type clothing, see-through blouses, bare midriffs, undergarment type clothing, shorts worn over pants, pants with holes above the knees that expose skin, tank tops, cut-offs, sagging pants, pajamas, lounge pants, and bedroom shoes.
- Spaghetti strap shirts and blouses.

Pants must be worn at their waist and no underwear should be exposed. All shirts (male) must have sleeves. Females who wear shorts, dresses, and skirts the hem must touch their fingertips when they stand straight. **If leggings and spandex pants are worn, a top must be worn where the hem touches finger tips.**

Teachers will notify the principal or school guidance counselor if there is a question whether the dress is inappropriate. If the dress is deemed inappropriate, parents will be contacted to bring a change of clothes or to take the student home to change.

Supervision of Students

Supervision will be provided in designated areas for a reasonable length of time before and after regular school hours for classes or an extracurricular activity. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed.

Telephone Calls

Our schools are fortunate to have telephones in each classroom. These phones serve as our intercom system. Teachers may also use these phones to call parents during their free time. Parents are asked not to call and ask to speak to teachers during instructional times. Phone calls **will not** be forwarded to teachers during instructional times. Teachers are to use instructional times teaching students and not talking on the telephone with parents. If there is an emergency, the office personnel will assist parents who call.

Students are not to use office or classroom telephones. If an emergency exists, office personnel will make the call for a student. Forgotten books and assignments are not considered emergencies.

Test/Assessment Administration

Tests administered by this district or through the state board of education will include, but are not limited to, the following:

- statewide assessment program tests (to include field tests and pilot tests)
- statewide testing program tests mandated by the Education Accountability Act of 1998 and current applicable laws and regulations related to students with disabilities and special needs
- examinations for admission to programs such as gifted and talented

Textbooks

Parents and students are responsible for the care of the books issued to students and are expected to pay the school an amount determined appropriate in the event a book is damaged or lost. At the time of issue, all textbooks will be numerically coded to indicate the grade level, section, student number, age, and condition of the book. It is each student's responsibility to keep a book cover on each of his/her textbooks to insure less damage or marring of the surfaces.

Textbooks are loaned by the state and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. The state expects payment for lost books. No replacement books will be furnished until books are paid for. All state-owned textbooks must have covers on them at all times. Covering textbooks is the responsibility of the student.

ATTENTION: STUDENTS AND PARENTS

By authority of Section 59-31-290 of the Code of laws of South Carolina, State Board of Education Regulations requires payment for the loss of or damage to any book, ordinary wear and tear accepted. Schools may require pupils, parents or guardians to pay for lost or damaged books. In the event of non-payment, further benefits of the Free Textbook Program may be denied by the school.

Tobacco-Free Campus

The South Carolina Clean Indoor Air Act of 1990 and the Pro-Children Act of 1994 prohibit smoking in any form in all indoor public elementary and secondary schools including preschools, day care centers, library facilities, head start programs and certain healthcare facilities. OCSD does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, smokeless tobacco, snuff, electronic cigarettes (e-cigs), personal vaporizers or any electronic nicotine delivery system by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds.

Use of Technology Resources in Instruction

Because technology is becoming a vital part of the educational process and the curriculum of Orangeburg County School District schools, the district will provide students and staff access to the Internet. By providing this access, the district intends to promote educational excellence and allow access to resources unavailable through traditional means.

Parents will be required to sign a permission form annually allowing the student to access the Internet from the School. Students must sign a form annually acknowledging that they have read and understand the administrative rule, that they will comply with the established guidelines set forth herein, and that they understand the consequences for violating these guidelines.

Vandalism and Property Damage

It is unlawful for a student to destroy or vandalize school property. Such actions will result in the payment of losses or damages by the student. If a student willfully destroys or vandalizes school property, suspension, restitution, and subsequent expulsion may be necessary. If a student happens to damage something by accident, he/she should report it to a teacher or to an administrator immediately.

Visitors

Visitors are always welcome at Lockett. However, to avoid interruption of school routine and as a safety precaution, ALL VISITORS MUST CHECK BY THE OFFICE AND GET A VISITOR'S PASS BEFORE GOING TO ANY OTHER PART OF THE BUILDING DURING THE SCHOOL DAY.

PLEASE DO NOT GO TO A CLASSROOM AND DISTURB THE CLASS TO GIVE MESSAGES OR TO CONFERENCE WITH A TEACHER, BETWEEN THE HOURS OF 7:50 a.m. – 3:00 p.m., UNLESS YOU HAVE A SCHEDULED APPOINTMENT. If you need to conference with your child's teachers, please set up a convenient time to do so. We encourage parents to conference with teachers at a mutually agreed upon time and date.

In order for all visitors, chaperones, volunteers, and mentors at Lockett to receive clearance and a pass, a valid driver's license must be presented. Once your driver's license is scanned and gets approved, you will be issued a pass to enter the school.

Anyone dismissing a student early will need to bring in their driver's license. Because Branchville High School does not have access to Lockett student records, students being dismissed early must be dismissed in the Lockett office. Lockett students cannot be dismissed from the BHS office, except by the school nurse when sick.

For security, the entrance doors to LES are locked each morning at 7:50 a.m. and remain locked throughout the day. In today's schools, one can never have too much security. Thank you for your understanding and patience. LES strives to keep every child safe.

If you have any questions or concerns, please do not hesitate to contact the school.



**Lockett Elementary School
1349 Dorange Road
Branchville, SC 29432**

Parent/Student Handbook 2024-2025 Acknowledgement Form

Student's Name: _____ Grade: _____
(PRINT)

Parent's/Guardian's Name: _____
(PRINT)

We have read and understand all the information contained in this handbook, including but not limited to the student code of conduct, technology usage, dress code, and related policies. We agree to abide by and support LES's policies, procedures, and code of conduct as outlined in the Parent/Student Handbook. We recognize that although this Parent/Student Handbook reflects the current policies of the school, it may be necessary to make changes from time to time to best serve the needs of the school and its students, especially in the upcoming year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the school on a regular basis.

Agreed by:

(Student's Signature) (Date)

(Parent's/Guardian's Signature) (Date)

****Please return signed form to your homeroom teacher by Friday, August 16, 2024.***