



Windsor Elementary School

LAUNCH INTO
EXCELLENCE, WILDCATS!!!

Parent and Student Handbook 2026-2027

Principal: DeAnna Savage

Assistant Principal (PreK, Kindergarten, and 5th Grade): Michael Glover

Assistant Principal (1st, 2nd, 3rd, and 4th Grades): Kendra Waring

803-736-8723

9800 Dunbarton Drive

Columbia, South Carolina 29223

Our Mission

Our mission is to create an environment where EVERY student is valued, safe, and able to reach their fullest potential.

Windsor Pledge

I am **Persistent** in achieving my goals.

I am **Accountable** for my words, actions, and success.

I am **Well-Balanced** academically, emotionally, and socially.

I am **Safe** by following all schoolwide expectations.

I am a Windsor Wildcat!

P.A.W.S Up!



Windsor Elementary

2026-2027 School Supply Lists

In grades K-5, 1 Bookbag is required and should be designed to transport and protect a device safely and securely if devices are sent home. ** No rolling bookbags.

Pre-Kindergarten	3rd Grade
2 Bottles of 8-oz hand sanitizer 2 Boxes of Kleenex 1 Container of disinfectant wipes 1 Blanket/towel (no bigger than a beach towel) for rest time 1 Seasonal Change of clothes	1 Box Kleenex 2 -Pack No. 2 pencils (Ticonderoga) 2 Erasers (Pink Pearl) or Pencil top erasers 8 Glue Sticks (Elmer's) 1 Pack Dry Erase Markers (EXPO 4 black pack) 4 spiral notebooks (red, yellow, blue, and green) no composition books 1 box of gallon ziplock bags 1 Pencil Pouch 1 Bottle of 8-oz Hand Sanitizer 1 -pack crayons (Crayola preferred) Headphones (or earbuds) 1 container Clorox/Lysol wipes 1 -pack colored pencils (Crayola preferred) 1 pair of scissors
Kindergarten	4th Grade
2 boxes of Kleenex 1 pkg 8ct Medium Point Dry Erase Markers (w/ eraser cap) 2 24-pack crayons (Crayola preferred) 6 Elmers glue sticks 1 box Ziploc Bags (Last names A-L = gallon size, M-Z = Quart size) 1 set headphones/earbuds (not wireless/bluetooth) 1 12-pack pencils (Ticonderoga preferred) 2 8oz hand sanitizers 1 pair scissors 1 3-pack Pink Pearl erasers (not pencil toppers) 1 container of Disinfectant Wipes	1 pair scissors 2 24-Pack No. 2 pencils (Ticonderoga preferred) 2 Erasers (Pink Pearl) 4 Glue sticks (Elmer's) 1 Pack dry erase markers (EXPO 4 color pack) 5 one subject spiral notebooks (red, yellow, green, blue, and black) (no composition) Bottle of 8-oz Hand sanitizer 2 Boxes of Kleenex 1 Pack Colored Pencils or crayons (Crayola) 2 Containers of Clorox/Lysol Wipes Headphones (or earbuds) zipper pencil pouch/holder 3" White 3 Ring Binder Clear View 5 ct dividers for binder
1st Grade	5th Grade
1 8oz hand sanitizers 2 boxes of Kleenex 1 Container of Clorox/Lysol wipes 1 24 pack pencils (Ticonderoga preferred) 2 24-pack crayons (Crayola preferred) 6 glue sticks (Elmer's preferred) 1 pkg dry erase markers (4 in a package) 1 pair scissors Headphones (No Wireless/Bluetooth please) 1 Box of Ziploc bags (Last names A-L = gallon size, M-Z = Quart size) 1 wide ruled composition notebook 2" White 3 Ring Binder Clear View 1 Red Spiral Notebook and 1 Green Spiral Notebook 1 Red Pocket Folder and 1 Green Pocket Folder	1 pair scissors 2 24-Pack No. 2 pencils (Ticonderoga preferred) 2 Erasers (Pink Pearl) 4 Glue sticks (Elmer's) 1 Pack dry erase markers (EXPO 4 color pack) 5 one subject spiral notebooks (red, yellow, green, blue, and black) (no composition) Bottle of 8-oz Hand sanitizer 2 Boxes of Kleenex 1 Pack Colored Pencils or crayons (Crayola) 2 Containers of Clorox/Lysol Wipes Headphones (or earbuds) zipper pencil pouch/holder 3" White 3 Ring Binder Clear View 5 ct dividers for binder
2nd Grade	Please note: *Many students complete the school year with the quantities indicated on the list. However, if your child uses all of these items before the school year ends, please provide additional quantities. *Product brands indicated on the list are preferred brands based on experience of which brands perform best, but they are not required.
1 24-Pack No. 2 pencils (Ticonderoga preferred) 2 Erasers (Pink Pearl preferred) 6 Glue sticks (Elmer's preferred) 4 24-pack Crayons (Crayola) 2 Packs of dry erase markers (black) 2 Marble composition books 1 Bottle of Hand Soap 2 Bottles of 8-oz Hand sanitizer 1 pencil pouch/box 2 Box of Kleenex 2 Container of Clorox/Lysol Wipes 1 Pair of Scissors 1 Pair of Headphones (No Earbuds) 1 Box of Bags (Boy=Sandwich/Girls=Gallon) 2 one-subject spiral notebooks (red and blue) 5 ct dividers for binder 3" White 3 Ring Binder Clear View	



SCHOOL HOURS

Doors open to receive students at 7:10am.

Instruction begins at 7:40am.

Dismissal begins at 2:30pm and ends at 3:00pm.

Office Hours are 7:00am-3:30pm.

INFORMATION FROM A TO Z

AFTER-SCHOOL CARE AND BEFORE SCHOOL CARE

Our before-school and after-school program is hosted by Boys and Girls Club. Please visit <https://portal.begreatacademy.com/Contact.aspx> or call (803) 231-3300 for program details.

ATTENDANCE

Students need to be in school every day and on time. Regular attendance is essential to the learning process. In addition, students who are absent from school are deprived of a variety of education experiences shared with their peers. **Students are responsible for making up work missed due to an absence**, but there is no way to reproduce or recapture classroom activities. **A student must be in attendance more than half of the day to be counted present for that day.**

When students arrive late and are tardy to class, this not only interferes with their learning; it is also disruptive to the students in class. Because we value the education of each child, the district has established certain guidelines that all parents are expected to observe.

Instruction begins at 7:40 a.m. Students who arrive after 7:40 a.m. must report to the main office before going to class. Parents are expected to sign their child in through Ident-A-Kid located in the main lobby if you arrive after 7:40 a.m. Each student who arrives after 7:40 a.m. is considered to be tardy and will receive a tardy pass.

Because we are committed to providing the very best learning opportunity for your child, we need your continued support on a daily basis. Having your child arrive at school on time and remain for the duration of the day will assist us in helping your child be successful. Please note that if students are excessively tardy and/or absent from school,

a meeting will be scheduled with our school's social worker to develop an Attendance Improvement Plan.

When a child must be absent from school, a written excuse must be submitted upon the student's return to school following the absence which includes the date, reason for the absence, and parent/physician's signature.

Truancy petitions will be filed in the Family Court in accordance with the state law.

AVID - ADVANCEMENT VIA INDIVIDUAL DETERMINATION

The mission of AVID is "...to close the opportunity gap by preparing all students for college and career readiness and success in a global society". Through AVID students will be equipped with the tools needed for academic success.

BICYCLE SAFETY

As parents, you must decide when your child has acquired the necessary maturity, skills, and knowledge of traffic safety to assume the responsibility of riding a bicycle to school. If you decide to permit your child to ride a bicycle to school, please instruct him/her to use utmost caution to avoid accidents. Bicyclists will be escorted across the crosswalk on Dunbarton Drive by a Safety Officer. Bicycles can not be ridden on campus. Students are to ride to their home per your instructions.

If a student's behavior compromises their safety or the safety of others, an administrator will request a conference with the parent/guardian and the School Resource Officer.

All bicycles should be locked in the racks during school hours. Please provide a lock for your child's bicycle. For the safety of our students, skateboards, roller blades, Heelys (shoe skates), and motorized scooters are prohibited.

BULLYING

Richland Two's Board Policy defines bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of the following:

- Harming a student physically or emotionally;

- Damaging a student's property;
- 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 interference with, the orderly operation of the school.

Students have a responsibility to report bullying to any adult at school. After all parties involved are interviewed, parents will be updated on the outcome. WES administration will investigate all reports of bullying and discipline will be assigned based on the Richland Two Discipline Matrix. Please remember that we will only discuss the actions and/or discipline of a child with his or her parents. This allows us to ensure that all students' rights are protected.

BUS EXPECTATIONS

School bus transportation is the shared responsibility of the SC Department of Education, Richland Two and parents. **It is a student's privilege to receive transportation to and from school via the school bus.** Please remember the following:

Students may only ride their assigned bus unless a written request is signed by a parent/guardian **AND** a school administrator who will provide the bus driver with a day pass.

Students may not get on or off the bus at any location other than their assigned bus stop unless a written request signed by a parent **AND** a school administrator who will provide the bus driver with a day pass.

Parents are responsible for student conduct and safety at bus stops until students board the bus in the morning and after students exit the bus in the afternoon.

Students must obey the bus driver at all times while under his/her supervision. School buses are considered an extension of the classroom, and expectations for student behavior on the bus must mirror those of the classroom. Consequences for violations of conduct or safety rules are assigned by school administrators. Consequences range from verbal warnings to suspension of bus-riding privileges.

CAFETERIA

All enrolled students at Windsor, regardless of income level, are eligible to receive a daily healthy school breakfast and school lunch at **no charge**. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application. No further action is required of you.

- Breakfast is served from 7:10am - 7:40am.

Students have the option of bringing their own lunch, however the **cafeteria facilities do not allow for heating student lunches**.

Food is not to be shared and may not be taken out of the cafeteria. All students are expected to use good manners in the cafeteria. Students are expected to clear up after themselves so the area is ready for use by the next class. Meal trays and trash are to be disposed of properly.

- If you choose to drop off lunch to your student, please take it to the front office. It will be taken to your child before their lunchtime.
- If you would like to eat lunch with your student, please sign in on Identi-Kid in the front office.
- Food delivery services (Doordash, Grubhub, etc.) are **prohibited** for student lunches.

CAR DROP OFF AND PICKUP

Each school day, many children are transported to and from school by car. The school's most important concern is student safety. We also would like to ensure smooth movement of traffic on campus. To ensure student safety, family members should follow these guidelines:

Students should not be dropped off at the front of the school. ALL students being dropped off in cars MUST go through the car rider line along the left side of the school, even if they are considered a "walker". Remind your child to exit only from the right side of the car on the sidewalk area of the driveway.

- Morning drop off begins at 7:10am and ends at 7:40am.
- NO Drop off in the Front Office.

- Tardy students will need to be signed in by an adult in the Front Office.
- Afternoon Car Rider pickup begins at 2:30pm.
- ALL car riders MUST be picked up by 3:00pm.
- All parents must have a car tag with their student's number in order to pick up in the car line. If you arrive without the car tag, please be prepared to provide ID before we release the students. Please do not leave your car to look for your child in the pick-up area. Your child will wait with a staff member to identify your car in the car rider line. Your child will be allowed to enter your car when it is safely stopped at that location.

For both arrival and dismissal, drive your car as far as possible in the right lane before stopping to pick up/drop off a child. This will allow for smooth movement of traffic in the drop off/pick up area. Students will not be allowed to cross over to the parking lot.

- Observe the speed limit on campus (10 mph).
- Please remember to be courteous. Do not cut in front of others or drive in an unsafe manner.

Parents will be permitted to walk their children to class only during the first three days of school: **August 5, 6, and 7th** and will need to sign in with their government issued ID card.

Starting **Monday, August 10**, parents will no longer be allowed to walk children to their classrooms. We will have trained staff stationed throughout the hallways to ensure all students safely reach their destinations.

Thank you for following these important guidelines in order to ensure the safety of all children.

Please do not park in the Firelane at the front entrance of the school.

CELL PHONES

Cell phones are permitted on campus, but **must** remain unseen, unheard, and unused throughout the entirety of the school day.

Texting, calling, and emailing are not allowed during the instructional day.

Consequences:

First offense - redirection

Second offense - confiscate device; return to student at the end of the school day.

Third offense - confiscate device; return device to parent.

Fourth offense - referral for refusal to obey/defiance.

CHANGE OF TRANSPORTATION

Please inform your child's teacher and/or the Attendance Secretary, Mrs. McDowell, of any changes to transportation. Changes to transportation must be communicated by 1:30 p.m. We must hear from a parent or guardian to make changes to transportation, we will not take the word of the child.

CHARACTER EDUCATION

P.A.W.S. Up Wildcats!

Windsor's character education program provides the foundation for our students to develop the necessary skills to be productive members of our society. The program promotes ethical decision-making to ensure students have respect for themselves and others. The acronym P.A.W.S. represents our school-wide behavioral expectations.

Persistent in achieving our goals.

Accountable for our words, actions and success.

Well-Balanced academically, emotionally, and socially.

Safe by following all schoolwide expectations.

CODE OF CONDUCT

Please refer to the District Student Handbook for policies and procedures for student code of conduct in school and on the school bus.

BEHAVIOR REFERRALS

Classroom-level Behavior Referrals

Richland Two's Code of Conduct defines **Behavior Misconduct** as "those activities engaged in by a student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which may disturb the classroom or

school." Generally, teachers and parents will work together to resolve these less serious infractions without the need for administrative intervention. Please note three (3) or more Classroom Referrals will result in an Office Referral and administrative intervention.

Office-level Behavior Referrals

Richland Two's Code of Conduct defines **Disruptive Conduct** as "those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school." Disruptive Conduct may also include repeated instances of Behavior Misconduct which have been addressed in the classroom but persist. These situations will generally include an Office Referral. In the event of an Office Referral, the administrator will investigate the incident and assign a consequence based on the Richland Two Discipline Matrix. The parents will be contacted and an Office Referral letter will be sent home. The consequence will be consistent with school procedure and district policy. Please remember that we will only discuss the actions and/or discipline of a child with his or her parents. This allows us to ensure that all students' rights are protected. We are not able to discuss the discipline of another student.

Reporting Concerns and Misconduct

Students have the responsibility to report any unsafe behaviors such as bullying or having weapons on campus immediately if they witness it or experience it. Being aware of and not reporting unsafe behaviors such as bullying or weapons on campus may cause the student to receive a consequence as well.

Technology Expectations

Please refer to the District Student Handbook for the Acceptable Use Policy and procedures regarding the student expectations when using technology, to include school email. All parents and students are expected to review the Responsible Use Procedures (RUP) as a part of the annual registration update and verification process.

Personally-owned Technology Devices

Tablets, iPads, Kindles, and similar devices are not allowed unless approved by the school principal for educational applications. Because we provide devices for

1:1 computing in grades K-5, these instances will be rare.

Please note that the parent/student accepts the risk of damage or theft for any personal electronic device brought to school/on buses.

COMMUNITIES OF LEARNING

We believe that students learn best when they feel connected and valued. Students at Windsor Elementary learn in a community setting. Each Community of Learning houses one PreK through fifth grade class. This model allows us to meet both the social and academic needs of our students by providing a rich and rigorous learning environment. Students will stay with their learning community throughout their Windsor journey.

Our Communities are **Persistent Parkway**, **Accountable Avenue**, **Well-Balanced Way**, and **Safe Street**. These communities reflect our character education traits.

CONCERNS

Parents and students may have concerns or questions that only school personnel can answer. It is strongly encouraged that you contact us as soon as any concern develops. Please do not wait until the concern becomes a problem. The first person you should contact when a concern arises is the teacher. Teachers can be contacted by placing a call to the classroom, school phone number, email, or ParentSquare. For conferences, please schedule a meeting time with the teacher outside of instructional hours. Your child's teacher will reply within 48 hours.

Grade level assistant principals should be contacted only after areas of concern have been discussed with the teacher. The administrator, teacher, and parent(s) will then meet to discuss the concern if necessary.

If the concern has still not been resolved, please reach out to the Principal, DeAnna Savage (dsavage@richland2.org). Responses will be given within 48 hours following a concern. An appointment to meet with the Principal can be made by calling the school number, (803) 736-8723.

CONTACT LIST

NAME	POSITION	EMAIL @richland2.org	PHONE NUMBER
DeAnna Savage	Principal	dsavage	803-736-8723 Ext. 77003
Michael Glover	Assistant Principal	mglover	803-736-8723 Ext. 77004
Kendra Waring	Assistant Principal	kwaring	803-736-8723 Ext. 77005
LaTanya Stanmore	Registrar	lstanmore	803-736-8723 Ext. 77007
Roshella McDowell	Attendance Secretary	rmcdowell	803-736-8723 Ext. 77000
Olga Santiago	Bookkeeper	osantiago	803-736-8723 Ext. 77006
Christel McCrory	Counselor	tdessaus	803-736-8723 Ext. 77025
Angela Hartwell	Social Worker	ahartwell	803-736-8723 Ext. 77044
Jenny Shern	Parent Educator	jshern	803-736-8723 Ext. 77613
Joy Murray	Nurse	jmurray	803-736-8723 Ext. 77030
Robin McCall	Boys and Girls Club Director	rmccall@midlands.begreatclub.org	803-736-8723 Ext. 77034
Deputy McFarlane	School Resource Officer	tmcfarlane	803-736-8723 Ext. 77024

DRESS CODE AND SCHOOL ATTIRE

Richland School District Two students are expected to dress, be groomed, and otherwise conduct themselves in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance and conduct of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the district to the community.

- Pants, jeans, shorts, and skirts must be long enough to cover the lining of pockets.
- Shirts must cover students' midriff.
- With the exception of religious headgear, students are not allowed to wear hats, hoods, durags, or silk scarves/bonnets, during school hours.
- Slippers, bedroom, or house shoes cannot be worn.

Please refer to Richland Two School Board Policy JICA and AR JICA-R for the full policy.

Parents are encouraged to follow the same dress code guidelines while visiting Windsor Elementary. Thank you for modeling appropriate school attire for your child.

School administrators will be responsible for determining violations of this expectation. The principal reserves the right to amend any provisions that he/she deems to be in the best interest of the student or the educational process.

The administration will make the final judgment on the appropriateness of a student's clothing, appearance and/or display of symbols, messages or statements on school grounds. Administration reserves the right to prohibit students from wearing any articles of clothing or other items or displaying any symbols, messages or statements that lead to, or may possibly result in, the disruption of or interference with the school environment.

Students should wear footwear that remains secured to their feet while walking or running. Shoes should have rubber soles. When students attend Physical Education class, they are expected to wear sneakers. For the safety of our students, students not wearing appropriate shoes will not be allowed to participate in physical activity on that particular day.

EARLY STUDENT SIGNOUT

Parents/guardians are not allowed to go to the classroom to pick up his/her child. Parents desiring to sign a student out early must do so before **2:00 p.m.** Due to safety issues, students are not dismissed from the classroom to come to the office after **2:00 p.m.**

To sign a child out through Ident-A-Kid, a parent (or approved designee) will need a valid driver's license, state ID or military ID. If you arrive on campus after **2:00 p.m.** to pick up a student, please remain in the car rider line.

Students who are checked out prior to 11:00 a.m. will receive a dismissal and will be considered absent for the day.

Since instructional time is critical for students, we ask that you not call ahead for us to have your child waiting in the office when you want to dismiss them early. We will

gladly call your child to the office once you arrive on campus.

EMERGENCY PREPAREDNESS

Emergency procedures are practiced at regular intervals so that all students and staff will be well prepared in the event of an actual emergency or disaster.

Emergency Drills are required by law and are an important safety precaution. When the alarm is sounded or an announcement is made, it is extremely important that everyone follow the direction of the drill; whether we are to shelter in place, lockdown, or evacuate the building by the prescribed routes as quickly as possible. Students are to refrain from talking or running, and they should listen to adult directions.

In the case of an emergency, please do not call or come to the school. Notifications and instructions will be shared with parents using ParentSquare.

All parents and visitors must enter at the front of the school, sign in, and be cleared using IdentiKid and receive a visitor's sticker to be worn during the duration of the visit.

Windsor has been assigned a School Resource Officer.

ERIN'S LAW

In accordance with South Carolina Code of Laws Section 59-32-20 (Erin's Law), Richland School District Two provides age-appropriate instruction on personal safety to help students recognize, respond to, and report sexual abuse and assault.

Each school delivers lessons annually that are aligned with state-approved standards and designed to give students the knowledge and skills needed to protect themselves and seek help from trusted adults. Instruction is provided by trained, certified educators using developmentally appropriate materials and resources, with separate units appropriate for each grade band from four-year-old kindergarten through twelfth grade.

The South Carolina Department of Education has reviewed and identified instructional resources for sexual abuse and assault awareness and prevention. A list of approved programs can be accessed on the Instructional Resources page of the [SCDE Health Education](#) website. Families may

request information about the lessons taught at their child's school by contacting the school counselor or principal.

FAMILY AND SCHOOL PARTNERSHIP

At Windsor, we believe that a strong school and family partnership benefits our students and promotes growth and engagement. We continue to strive to strengthen this partnership with the following actions:

- We host family events at least quarterly. We'll send out a schedule of events in our monthly newsletter.
- Our PTO meets Quarterly. A schedule of meetings and PTO events will be shared.
- Our School Improvement Council (SIC) meets at least monthly. A schedule will be shared.
- Our parent newsletter, *The Windsor Post*, is sent out monthly on the first day of the month.
- Surveys will be sent out periodically to seek feedback.

FIELD TRIPS/ACTIVITIES

Each grade level will attend at least one Field Trip per year. Field trips are an extension of the classroom and are utilized to deepen student understanding of content standards.

One Field Trip per year is funded using Title One funds. All additional field trips are at parent expense.

If you choose to have your child not attend a field trip, they must still attend school. They will be given work that relates to the standard(s) being taught on the field trip.

Parents are encouraged to chaperone field trips, as space permits. Please note that chaperones may not bring additional children who are not enrolled in the class or pets of any kind to the trip. Chaperones must be at least 21 years of age.

Chaperones must get an Ident-A-Kid badge from the front office to wear on the field trip. Please notify a WES staff member of any behavioral concerns that you may experience during the field trip.

Chaperones are expected to adhere to the district's Code of Conduct while on Field Trips.

GAVIN'S LAW

Gavin's Law Implementation in Richland School District Two

Richland School District Two is committed to providing a safe and respectful learning environment for all students and staff. In alignment with Gavin's Law (Act 54 of 2023, S.C. Code Section 16-15-430), the district educates and notifies students, parents and guardians, school personnel, and the public about sexual extortion — a serious form of harassment and exploitation — and maintains policies that prohibit it.

What Is Gavin's Law?

Gavin's Law defines sexual extortion as intentionally and maliciously threatening to release, exhibit, or distribute a private, sexually explicit image of another person in order to compel that person to do something against their will, including to obtain additional images or anything else of value. When the victim is a minor or a vulnerable adult, or suffers great bodily injury or death, the offense is classified as aggravated felony sexual extortion with enhanced penalties. The law is named in memory of 17-year-old Gavin Guffey, who was a victim of sexual extortion in 2022.

Key Provisions for Students and Staff

Prohibited Conduct: All forms of sexual extortion, and retaliation against anyone who reports it, are strictly prohibited.

Applies to All: These provisions apply to students, staff, parents and legal guardians, contractors, volunteers, visitors, and other members of the community.

Consequences:

Students in violation may face disciplinary action up to expulsion and referral to law enforcement.

Staff violations may result in termination and criminal investigation.

Visitors and volunteers may be banned from district property and referred to authorities.

Criminal Penalties Under State Law

Felony sexual extortion: imprisonment of up to 5 years for a first offense, up to 10 years for a second offense, and up to 20 years for a third or subsequent offense.

Aggravated felony sexual extortion: imprisonment of up to 20 years.

Offenders who are minors: charges are generally treated as a misdemeanor and handled through family court, which may include mandatory counseling.

How Richland Two Educates and Notifies Our Community

To fulfill the education and notification provisions of Gavin's Law, the district collaborates with the South Carolina Department of Education, the South Carolina Law Enforcement Division (SLED), and the Attorney General's Office, as appropriate, and uses the following methods to reach students, parents and guardians, the public, and school personnel:

Student instruction: Age-appropriate lessons on the dangers and consequences of sexual extortion are incorporated into the district's Erin's Law personal-safety curriculum.

Family and public notification: Information is shared with families through ParentSquare — the district's unified communications platform for calls, texts, emails, and app notifications — and through the annual Student/Parent Handbook.

Public posting: This notice and the district's related policies are posted on the Richland Two website for full visibility and accessibility to the public.

Staff notification and training: School personnel are informed of the law and their reporting responsibilities through staff communications and required training.

Board policy: The district's policies are maintained in the Richland Two Board Policy Manual (student and staff policies addressing sexual extortion under Gavin's Law).

Our Commitment

Richland School District Two will continue to educate students, staff, and families about the dangers of sexual extortion and how to report concerns safely and confidentially. We encourage open communication and work closely with law enforcement to address violations swiftly and appropriately. Together, we can foster a safe, supportive, and respectful environment for every student and staff member.

For More Information

Review the district's Gavin's Law policies in the Richland Two Board Policy Manual (model policy codes JICFB for students and GBEBE for staff), or contact your school administrator. Additional information about Gavin's Law is available from the South Carolina Department of Education.

District Contacts

Office of Communications & Strategic Partnerships — 803.738.3306, info@richland2.org

Title IX Coordinator — Kelly Larkins, MSW, LMSW, PHR, SHRM-CP, pHCLE, 803.738.3338

Director of Safety & Security — 803.736.3774

HEALTH SERVICES AND MEDICATIONS

The School Nurse is available to administer first aid and medication. Parents must inform the school nurse of any health related problems.

Medications at school can only be given by our nurse. This includes but is not limited to cough drops, inhalers, Epipen, etc. A parent must bring the medication to school and sign a form for the medication to be distributed. Please contact the health room if you have any questions (803) 736-8723 ext. 77030.

IMMUNIZATION REQUIREMENTS

The Department of Health and Environmental Control (DHEC) has established immunization and shot requirements. The state-mandated immunizations must be given to school-aged children before the first day of school.

A listing of all immunizations required for school attendance is located on DHEC's website at <http://www.scdhec.gov>

If you have any questions regarding school or day care immunization requirements please call your local public health department at (803) 898-3432.

If your child's immunizations are not current, ***he or she will not be allowed to attend school until all requirements are met.***

LOST AND FOUND

A "Lost and Found" area is kept in the cafeteria. If your child loses an item, this is a good place to start a search. It is an excellent idea to mark all gloves, coats, hats, lunch boxes, etc., with your child's name. Any remaining items will be donated to charity at the end of each quarter.

PARENT AND LEGAL GUARDIAN RIGHTS

Should you become divorced, legally separated, or the legal guardian of a child other than your own, please inform the school office immediately of any court or administrative proceedings which grant you the custodial rights and/or limits the custodial right of others to your child or children. We request this information to protect your rights as parents (guardians) and to prevent non-custodial parents from removing a child from school without the proper authorization.

PARENT-TEACHER CONFERENCES

Parents are encouraged to get acquainted with their child's teacher and to become actively involved in classroom activities, as well as supporting student learning at home.

Regular conferences between parents and teachers provide an excellent opportunity to discuss many details about your child's school experience that cannot be conveyed on the nine-week report card. It is our goal that each teacher meet with EVERY parent during the 1st marking period. After the 1st marking period, conferences may be requested by either the teacher or the parent in order to share knowledge about the child and gain a better understanding of his or her needs and interests. Regular contact between the home and school will help children see both their parents and teachers care about their progress and have confidence in them. Please call the school at (803) 736-8723 if you would like assistance in scheduling a conference with your child's teacher.

PARTIES

Each classroom is allowed to have 2 non-religious celebrations each year. Our school chooses to have these celebrations on the last day of school before Winter Break in December and the last full day of school before summer break in June.

Due to Smart Snacks legislation, we highly encourage all outside snacks to be a

healthy choice. Please also consider non-food items such as pencils, bubbles, or sidewalk chalk.

If cupcakes/edible snacks are brought for student birthdays:

- Items must be store bought/individually wrapped.
- Request permission from your child's teacher at least 1 week in advance (no classroom will be able to have more than one cupcake served in a week).
- To avoid any interruptions to instruction, cupcakes will only be served during lunch or recess.

In order to maintain an academically focused environment, we respectfully request no balloons, toys or other gifts to be presented/given at school.

Party invitations are not to be given at school unless all children in the class are invited.

REGISTRATION REQUIREMENTS

New Students

1. Original Birth Certificate
2. S.C. Immunization Record
3. Two Proofs of Residence dated within 30 days of enrollment (such as utility bills, sales or lease agreement on house, etc.)
4. Parent ID
5. Proof of Marriage Certificate, if married

Returning Students

Per district requirements, ALL students/parents will need to submit a proof of residence yearly. Additionally, parents are asked to complete the Registration Update/Verification on Parent Portal to ensure that the school has the most current information in case of emergency. Students who have not submitted their proofs will be withdrawn.

Please note: If your contact information changes during the school year, it is the parent's responsibility to inform the school of any change in address, phone numbers, or parent information.

REPORT CARDS AND PARENT PORTAL

Parent Portal is available for parents to regularly check student progress and grades throughout the year. Interim Reports and Report Cards can also be accessed through Parent Portal. Paper copies of report cards will be sent home. Please visit

www.richland2.org to access Parent Portal. The link is located on the top right hand corner of the site. If you need assistance accessing the Parent Portal, please contact our Registrar, Mrs. Stanmore, at (803) 736-8723.

STUDENT IDS

ID badges are required of all faculty, staff, students and visitors while on school campus and must be visible at all times. Faculty and students will be issued an ID with a lanyard at the beginning of the school year or upon their enrollment to the school at no cost to them.

Student ID badges will identify them by name and grade level. Students will be issued new ID badges annually (using the previous year's picture) and a break-away lanyard. IDs are needed for identification purposes at school and on the bus and are also used for checking out materials from the media center and in the cafeteria. The lanyard must be a breakaway lanyard and should not be tied or knotted in any other configuration as this becomes a safety concern.

- Students should not wear an ID belonging to anyone else.
- Students should not deface/alter the appearance of their ID.
- Students should not place stickers on the front of their ID as the ID needs to be clearly visible.

Replacement ID cards will be issued at a cost of \$5.00 when an ID has been altered, defaced, or misplaced. All replacement IDs will need to be purchased from the front office. Replacement lanyards can be purchased at a cost of \$1.00.

TEXTBOOKS, CHROMEBOOKS & LIBRARY BOOKS

All textbooks, Chromebooks, and library books are loaned to students for their use. It is each student's responsibility to maintain and care for those materials throughout the year. Students will be expected to pay for damaged, lost, or missing textbooks/chromebooks/library books at their replacement value. Fines will be issued for abused or misused materials.

TITLE ONE

Windsor is a Title One school. The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

TOYS/PERSONAL ITEMS

Students are not allowed to bring toys or trading cards to school. Toys (i.e. handheld electronic games, action figures, Pokemon cards, slime, pop-its, etc.) are not allowed at school at any time. The School or School District is not responsible for theft or damage of private property.

TUTORING

Tutoring is offered to students in 2nd-5th grade at Windsor through the 21st Century Grant, free of charge. Please talk with your child's teacher to get an application.

According to school board policy, a teacher may not tutor any student for pay during his/her regular working hours or on school premises.

VISITORS

We encourage and enjoy having our parents and other members of the community visit our school regularly. In the interest of safety, the school requires all visitors to sign in using our Ident-A-Kid system with a government issued ID card. All visitors are expected to wear their printed Ident-A-Kid visitor's name tag before entering any other part of our building. We must all understand that any visitor who is not appropriately identified, could be viewed as a potential intruder. Our staff is required to redirect visitors back to the office if they are not properly identified with a visitor's tag.

In addition to keeping our students safe, we also want to create and maintain a classroom environment that is conducive to learning. All schools in RSD2 will follow the same procedures for parent and guardian classroom visits. Should you choose to conduct a classroom visit, in an effort to reduce the number of instructional interruptions in the classroom, we are asking all parents/guardians to contact the school's Ident-A-Kid receptionist or your child's teacher to coordinate a mutually convenient time to visit your child's class.

The visit is limited to **30 minutes**. We anticipate that this procedure will minimize instructional interruptions/distractions and have a positive effect on student achievement.

While we encourage parents/guardians and teachers to schedule a mutually convenient time to visit their child's classroom, they can visit the school at any time without prior notification. If the visit is not scheduled in advance, an administrator, counselor, or parent educator will escort the visitor to and from the classroom and remain in the classroom during visit. The visit is limited to **30 minutes**.

Unless otherwise approved by an administrator, neither scheduled and/or unscheduled visits will last beyond 30 minutes. All who visit classrooms will need to have a signed classroom visitation agreement form on record.

WALKER SAFETY

Students who live 1.5 miles from the school or closer are eligible to walk to and/or from school. If your home is within that range and you would like your child to be a walker, please complete the Walker Form and return it to your child's teacher. (Note: The definition of "walker" indicates that a child is walking from Windsor Elementary School to his/her home. Any deviation from that requires a written note from the parent/guardian on file at the school office.)

The walkers will be escorted across the crosswalk on Dunbarton Drive by a Crossing Guard. From there, they are to walk to their home per your instructions.

The safety of our students is our top priority. It is important that students who are designated as walkers are walking all the way to their homes and not walking to an alternate location to wait for someone to pick them up. There is always a possibility that something unexpected could occur, and we would not want any child left unattended in a public location and/or without a clear idea of what to do to get home safely.

Please note that school personnel do not provide supervision beyond the school grounds.

Please review the following procedures and discuss with your child:

- Discuss the route you would like them to use to walk home.

- Walkers will gather within the school building and will exit the building around 2:30 P.M. It is expected that siblings walk together to watch out for one another.
- Students will be instructed to walk safely home.
- Students should not be instructed to wait for their ride at any alternate locations, such as the 4-way stop. These locations do not provide supervision and are open to the public. As such these alternate locations may provide a threat to your child's safety.
- Students will not be permitted to enter any cars sitting in traffic, parked along the road, or any other location within sight of school personnel.
- If you would like to pick up your child in a car, you may do so by letting your child's teacher know and entering the car rider pick up line. Carpool is a quick and safe alternative to walking if you are able to pick up your student by car.
- Child Development and Kindergarten students should be met by an adult at the crosswalk on Dunbarton Drive or be escorted home by an older sibling.
- If a student's behavior compromises their safety or the safety of other students, the administration staff will request a conference with the parent/guardian and the School Resource Officer.

Again, the safety of our students is our top priority. Your cooperation will ensure that all students arrive home safely.