

PRINCIPAL'S MESSAGE

Dear Parents,

Welcome to Kingsbury Elementary School where “Knights Rule” and “Knowledge is King!” I am excited to be working with you and your child during the 2026-2027 school year. Preparation has been underway for months to make this an outstanding year for all of our students. Through the dedicated, close partnership of our staff and parents, success is inevitable!

This year's theme is “Powered By Purpose”. Through collaborative action, building on our unique strengths, we will make a new beginning that will lead us down a path of growth and progress!

I look forward to meeting all those new to our school and continue the close relationship with those who are returning. Feel free to drop by our school to introduce yourself, share your ideas, and help me better serve you and your child. We have an “open door” policy at Kingsbury.

Parents and family members play a crucial role in the education of a child. I urge you to become active in our PTO, school-wide events, and the many volunteer opportunities that are available. The need for strong communication between home and school cannot be overemphasized. Please get to know your child's teacher. Check student book bags, visit our website, and read all correspondence that is sent home.

You may schedule conferences with your child's teacher as needed. Parents are welcome to visit our school at any time.

This handbook is intended for use as a guide for our parents and students. Please familiarize yourself with our policies and don't hesitate to contact me if you have questions.

This promises to be another great year “in the Kingdom!” I am glad your family will be sharing it!

Thank you for your confidence in Kingsbury Elementary!

Respectfully,

**Phillip W. Jackson
Principal**

SUMNER SCHOOL DISTRICT

MODIFIED YEAR ROUND 2026-2027 CALENDAR

July '26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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August '26

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30	31					

September '26

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October '26

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November '26

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December '26

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JULY

1	First Day 233 & 240 Day Staff
8	First Day 215 & 220 Day Staff
15	First Day 205 & 210 Day Staff
22	First Day 195 & 200 Day Staff
27	First Day 185 & 190-Day Staff & School Professional Learning Day
28	District Professional Learning Day & Back to School Rally
29	District Professional Learning Day
30	Teacher Workday
31	Teacher Workday

AUGUST

3	Teacher Workday
4	First Day of School
28	Half Day - School Professional Learning Day

SEPTEMBER

4	Interims Issued
7	Labor Day Holiday
18	Parent - Teacher Conference Half Day

OCTOBER

6	End of First Quarter
7	First Day of Second Quarter
9	Half Day - District Collaborative Planning Day
12	Fall Break (Inclement Weather Day)
20	Report Card Issued

NOVEMBER

3	Election Day
11	Veterans Day
12	Interims Issued
23-27	Thanksgiving Break

DECEMBER

17	High School Exams Half Day for All Students
18	High School Exams Half Day for All Students & Last Day of Second Quarter
21-31	Winter Holiday

JANUARY

1	Winter Holiday
4	Teacher Workday (Inclement Weather Day)
5	School Resumes & First Day of Third Quarter
15	Half Day - District Collaborative Planning
18	Dr. Martin Luther King, Jr. Holiday
21	Report Cards Issued

FEBRUARY

5	Interims Issued
15	Teacher Workday

MARCH

10	Last Day of Third Quarter
11	First Day of Fourth Quarter
12	Parent-Teacher Conference Half Day
25	Report Cards Issued
26-31	Spring Holidays
26	(Inclement Weather Day)

APRIL

1-2	Spring Holiday
21	Interims Issued
23	Teacher Workday

MAY

20	High School Exams Half Day for All Students
21	High School Exams Half Day for All Students, Last Day of School, Last Day 185 Day Staff & Report Cards Issued
24	Teacher Work Day & Last Day 190 Day Staff
26	Last Day 195 Day Staff
31	Memorial Day

JUNE

3	Last Day 200 & 205 Day Staff
10	Last Day 210 & 215 Day Staff
17	Last Day 220 Day Staff
30	Last Day 233 & 240 Day Staff

January '27

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February '27

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28						

March '27

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April '27

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May '27

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June '27

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19	20	21	22	23	24	25
26	27	28	29	30		

First Day of School
First Day of 3rd Quarter

½ Days for all Students

Holidays - No School

Teacher Work Day

Fall Break

Table of Contents

Mission Statement	5
Vision Statement.....	5
Our Beliefs:.....	5
Sumter School District	6
Board of Trustees	6
GENERAL INFORMATION	7
REQUIREMENTS FOR ADMISSION	7
ATTENDANCE	7
REPORT CARDS	9
FEES.....	9
TRAFFIC.....	9
SCHOOL HOURS AND TARDIES	10
USE OF THE TELEPHONE	11
VISITORS	11
BIRTHDAY PARTY INFORMATION.....	12
EMERGENCY INFORMATION	12
MEDICATION	13
SICKNESS OR ACCIDENTS	13
EARLY DISMISSAL	14
MONTHLY ACTIVITY CALENDAR.....	15
DRESS CODE	16
LOST AND FOUND	17
VALUABLES	17
MEAL PROGRAM	18
FIELD TRIPS	18
PETS.....	18
VOLUNTEERS	18
HOMEWORK.....	19
HOMEWORK TIPS FOR PARENTS.....	19
PARENT INVOLVEMENT	19
PARENT INVOLVEMENT PROGRAM	19
DISCIPLINE	20
Sprigeo Information.....	21
Harassment, Intimidation, & Bullying	22
School Information	24
STUDENT RECOGNITION.....	24

CONFERENCES	24
PTO.....	24
SIC	25
INSTRUCTIONAL PROGRAM.....	25
PRE KINDERGARTEN.....	25
KINDERGARTEN	25
FIRST THROUGH FIFTH GRADES.....	25
GIFTED AND TALENTED PROGRAMS.....	26
TESTING PROGRAM.....	27
PSYCHOLOGICAL SERVICES	28
SPEECH	28
SCHOOL COUNSELING PROGRAM.....	28
TITLE I PROGRAMS.....	29
INTERNET USE/NETWORK SYSTEM POLICY.....	29
GETTING THE YEAR STARTED RIGHT.....	34
STATE/FEDERAL PARENTAL NOTIFICATION REQUIREMENTS.....	35

Kingsbury Elementary Mission Statement

The mission of Kingsbury Elementary School, “Where Knowledge is King,” is to provide the highest quality education and establish a sound academic and moral foundation by providing innovative, challenging learning experiences in a safe, supportive, and culturally diverse environment.

Vision Statement

We at Kingsbury Elementary School share a common vision that “all children can learn.” With that in mind, our school community, with devotion and hard work, fosters a unique and positive environment “Where Knowledge is King.”

Our Beliefs:

- ☐ **Our students will have a safe, secure and non-threatening environment where freedom to learn is paramount.**
- ☐ **Our students will maximize their learning potential in an environment that recognizes the unique needs of each student.**
- ☐ **Our students will reach their full academic potential by the completion of each grade level.**
- ☐ **Our students will be able to academically compete in a global society.**
- ☐ **Our students will broaden their knowledge base and their understanding of the world around them through participation in a challenging curriculum that integrates different areas of learning.**
- ☐ **Our students will become proficient readers and writers, and they will utilize these skills across the curriculum and throughout their daily lives.**
- ☐ **Our students will develop interpersonal skills that will enable them to interact with children and adults of varied economic and/or cultural backgrounds.**
- ☐ **Our students will actively engage in making decisions and accept responsibility for those decisions.**
- ☐ **Our students will expand the scope of their school curriculum through the use of technology and community-based learning experiences.**
- ☐ **Our students will learn in an environment that fosters positive self-**

esteem and develops personal responsibility.

Sumter School District

Board of Trustees

Dr. Ralph Canty Sr.
Bonnie S. Disney, Esq.
Shawn T. Ragin, Chairman
Brian Alston, Vice-Chairman
Dr. Gloria Rose Lee
Brittany English
Tarah Cousar-Johnson
Matthew “Mac” McLeod
Phil Leventis
Deborah McQueen, USAF Shaw AFB Representative
Ms. Chauntae’ A. Scott, Administrative Manager to the Board

Superintendent

Dr. Gerald Gary

GENERAL INFORMATION

The faculty and staff of Kingsbury Elementary welcome you to our school. We are looking forward to an enjoyable and productive 2025-2026 school term. Below is some general information.

REQUIREMENTS FOR ADMISSION

For a student to be enrolled at Kingsbury, they must meet the following criteria:

1. The student must be a resident of Sumter School District, living in the Kingsbury zone or have a letter on file from the Superintendent granting official permission to attend Kingsbury. Any student attending Kingsbury through Open Enrollment is required to notify the office immediately concerning any changes to address and/or telephone number.
2. All students (including open enrollment) must provide proof of residency. Proof of residency would include Current lease agreement, mortgage agreement, utility bill such as cable, electric, telephone, water in the name of legal parent/guardian.
3.
 - a. The student must be four on or before September 1 to enroll in preschool.
 - b. The student must be five on or before September 1 to enroll in kindergarten.
 - c. The student must be six on or before September 1 to enroll in first.
4. A completed and signed application must be on file.
5. An official birth certificate must be on file.
6. Legal guardianship papers are required if the student does not live with a natural parent.
7. A South Carolina Certificate of Immunization must be on file.
8. A certificate of medical examination (a physical form, green or yellow) must be on file. We will accept DSS or Shaw physicals.
9. A Social Security Card is required.

ATTENDANCE

Regular attendance is necessary for students to be successful in school. A student must have a written excuse from his or her parent/guardian for every school day missed. The excuse is to be brought in the day the student returns to school. This is to ensure that parents are aware of their child's absence.

A student who is not in school misses valuable instruction. South Carolina attendance laws, part of the Education Improvement Act of 1984, became effective beginning with the 1984-85 school year. Recognizing the importance of daily attendance, you should know that:

1. Children from ages 5 to 17 are required to attend school on all days that school is in session.
2. Absences are to be used only for sickness and emergency situations.
3. A note from the parent or guardian must be sent to the school immediately following each absence.
4. Any written excuse from a doctor must be submitted within 5 days of the absence, or it will not be considered valid.
5. School officials will contact the parent or guardian after 3 consecutive unlawful absences

A. Lawful Absences

1. Students who are ill, whose attendance in school would endanger their health or the health of others, may be temporarily excused from attendance. A parent can write a note explaining their absence and send it to school when their child returns. If applicable, please send a doctor's excuse when the child returns to school.
2. Students in whose immediate family there is a serious illness or death.
3. Students may be excused from attendance in school for recognized religious holidays of their faith. Documentation from the respective religious organization is required.
4. Should there be a true emergency beyond the control of the parent or student, such as a fire in the home, the student or parent may appeal to the principal that the absences be marked as lawful.

B. Unlawful Absences

1. Students who are willfully absent from school without the knowledge of their parents.
2. Students who are absent from school without acceptable cause with the knowledge of their parents.
3. The principal or his or her designee will make any decision concerning the marking of an absence as lawful or unlawful. We recognize that there may be some extenuating circumstances, such as doctor or dental appointments that cannot otherwise be scheduled. These generally will be marked as unexcused, but no penalty will be assessed other than such absences are counted among the total absences allowed for the year. Should repeated appointments of this nature result in absences greater than allowed to gain credit, an appeal may be made through the principal to the superintendent for an exception to the general rule.

Whether the principal determines a student's absence to be lawful or unlawful, the student will be given the opportunity to make up any work missed including tests, reports, homework, etc. The amount of time allowed for makeup will be determined by the parent and the teacher for the particular class. If a student has three consecutive unlawful absences or a total of five unlawful absences, a parent conference will be held. Students are allowed to

miss only 10 days within the school year. Excessive absences without lawful excuses will be referred to the Sumter Family Court.

REPORT CARDS

Report cards for Kindergarten through Fifth grade students are sent home each quarter. Preschool students will receive progress reports each semester. The dates the report cards will be sent home are as follows:

1 st Quarter: October 20, 2026	2 nd Quarter: January 21, 2027
3 rd Quarter: March 25, 2027	4 th Quarter: May 21, 2027

FEES

End of the school year activities and ceremonies such as field day and graduation/promotion ceremonies may be withheld for students who owe any fees to the school.

TRAFFIC

Parents/guardians and other adults transporting children to and from school are asked to drive slowly and cautiously on the school grounds to ensure the safety of all students. A speed limit not to exceed 15 mph is in effect while on the school premises. Patience and courtesy for other drivers, pedestrians (child and adult), and school personnel directing traffic is paramount to making Kingsbury safe from vehicular accidents.

In an effort to increase student safety, students will be assigned a car tag number for dismissal. All families and siblings will have the same car number. Car tags **MUST** be displayed in the car for students to be released to that car. If the car tag is not displayed, the individual will be required to come in the office and officially sign their student(s) out.

If you do not want to stay in the car line, you can still park, walk up and, and sign out your child from the front office. Sign outs will begin at 2:15pm. That will likely take extra time, and we strongly encourage you to stay in the car line.

If you need to pick up your child early for a doctor appointment or other commitment, this must be done no later than 1:30pm. Sign-outs will be paused from 1:30pm to 2:15pm in order to ensure a safe and efficient dismissal for your students.

Any changes to your child's transportation must be made by 1:30pm.

During morning drop-off cars will initially form 2 lanes (if needed) of traffic and merge into one lane as directed. A staff member will be assigned to guide cars through this process.

Please do not get out of your vehicle while in the drop off or pick up line. It delays progress. Staff are on hand to assist you. If you do need to exit your vehicle, please park in a designated parking space before getting out.

During afternoon pickup, if your child has been loaded in your vehicle but the line has stopped, please go around the car in front of you. Cars should pull all the way down to the designated drop off and pick up points.

If you need to leave your vehicle, even for a moment, please find an appropriate parking space. Do not park at the curb. In addition, children must **NOT** be dropped off in the parking lot. Students will **NOT** be allowed to cross the pick-up lane to enter a vehicle in the parking lot unescorted. This is extremely dangerous. We appreciate your cooperation in this matter.

SCHOOL HOURS AND TARDIES

There is no supervision prior to 6:45 a.m.; therefore, students may not be dropped off before 6:45 a.m. The school day begins with the first bell at 7:30 a.m. Students should be in their classrooms by 7:40 a.m. Those who arrive after this time must report to the office with their parent/guardian to sign in. If a student's bus is late to school, they are not considered tardy. School will be dismissed each day at 2:15 p.m. Students need to be picked up by 2:30 p.m.



TARDY POLICY

At Kingsbury Elementary School, we have an undesirable number of students arriving late on a daily basis. The late arrival of students can have several implications on students' performance and behavior. Students who miss part of their first class require special attention and take time that could be used otherwise. They may then develop behavior patterns that are unfavorable in school and later in work and may receive social pressure from peers that can lower their self-esteem. Some researchers believe tardiness reflects individual habits and characteristics, as well as an attitude toward the school in general. While some researchers cannot say that tardiness makes poor pupils, records indicate that pupils who are habitually tardy generally do poorly academically. At Kingsbury, we believe one of the most important habits that a child can learn is that of punctuality. That is why it is imperative that we address this problem.

School District policy states that unexcused tardiness is defined as not being in the classroom at the time a class period begins unless there is a valid reason for being late, such as: illness, doctor/dental appointments, family emergencies, or other justifiable reasons (to be determined by Kingsbury's administrative staff). Kingsbury Elementary School's tardy policy will be enforced as follows:

Your child is considered tardy if they arrive in their classroom after 7:40 am.

If a child is tardy because of a doctor's appointment or leaves early because of a doctor's appointment, a doctor's excuse will need to be sent in.

- ❖ On the 4th unexcused tardy, parents will be notified by letter that the next unexcused tardy will result in an Attendance Intervention meeting. The letter must be signed and returned to attendance.
- ❖ On the 5th unexcused tardy, the student will be placed on an Attendance Intervention Plan.
- ❖ Upon the 7th tardy a referral will be made to the District Office for further action.

After School Transportation

All changes to a student's regular afternoon transportation schedule should be submitted to the teacher in writing for the day/days in question.

USE OF THE TELEPHONE

Students may not use the school telephone for personal calls except in the case of an emergency. In such cases, the student should report to the office and receive permission to use the office telephone. Parents and students should take care of arrangements for after-school transportation before they leave home each morning.

VISITORS

Kingsbury Elementary encourages parents and other members of the community to visit classrooms to observe the work of the school. Visitors must not hinder the instructional process. All visitors are required to report to the school office and receive authorization before visiting elsewhere in the building. Classroom participation by visitors may be permitted but only when

a written description of the proposed activity(ies) has been submitted to and approved by the school principal.

BIRTHDAY PARTY INFORMATION

Birthdays are special to children and our staff at Kingsbury recognizes student birthdays in a variety of ways. Occasionally, family members or parents inquire about having a celebration for their child at school with their classmates. If this applies to you, we ask that you please adhere to the following guidelines in order to minimize disruption and plan responsibly:

*Contact your child's teacher at least 24 hours in advance to schedule party arrangements. Please do not come to school unannounced with birthday treats.

*Parties will be held during snack time or lunch only depending on teacher preference.

*Limit food items to cookies or cupcakes and drinks. Do not bring in large cakes, tablecloths, balloons, gifts, decorations and other birthday paraphernalia. There is not sufficient time for an extended celebration.

*Due to allergies, ensure that all ingredients are listed on any food and drink items provided.

Please contact your child's teacher if you have questions or concerns. Thank you for your understanding and cooperation.

EMERGENCY INFORMATION

For the safety of your child it is extremely important to keep the school informed about your current home and work addresses and phone numbers. Each parent will be asked to fill out an emergency card at the beginning of school. This card will be used to contact you (or your designee if you cannot be reached) in the event your child is sick or injured. Please fill out this card completely -- including the phone numbers of contact persons. All students must have at least one emergency contact listed. Also, check the emergency consent box. Please update this emergency information if any changes occur. You should also inform the school of persons who are not allowed to pick up your child.

Health Room

MEDICATION

Prescription and non-prescription medicine must be in the original properly labeled container. A medication permission form must be filled out at the beginning of each school year. This form will need to be signed by the parent/guardian to be kept on file in the health room before we can administer medication to a student. The permission form should include the dosage(s) and time(s) medication is to be administered. All medications (prescription and non-prescription) must be brought to the health room. Students are not permitted to have any type of medication on their person at any time.

FOOD ALLERGIES

Please inform cafeteria manager, school nurse and teacher if your child has a food allergy, requires special meals, or a diet modification while at school. You will need to pick up a form (Medical Statement for Students Requiring Special Meals) to be completed by your child's physician. This form will need to be filled out each school year. A signature is required by both the physician and parent before we can assist you with the required special meal. Please return the completed form to the cafeteria manager. Thank you for assisting us with your child's health and dietary needs.

SICKNESS OR ACCIDENTS

In the event of an accident at school, students will be brought to the health room. Parents will be notified immediately if the injury requires anything other than minor first aid. Every effort will be made to encourage students to remain in school when they complain of minor pains and discomfort. You will be notified if your child has a fever or has a serious illness. It is very important to ensure that the school has working contact numbers for the parents or guardians and at least one other emergency contact that has agreed to pick your child up from school in the case of an urgent need. If your child has a fever, please do not send them to school. When children are sent to school ill, they are exposing other children. In the case of a serious illness (fever, vomiting, etc.) you will need to pick your child up from school. Students must be fever free for 24 hours before returning to school.

It is imperative that parents notify the school if your child has any type of illness, chronic condition or special health care need which will require our assistance. Also, please notify the school as soon as possible concerning any changes in your child's health condition during the school year.

When to Keep Your Child Home from School

Below are a few guidelines to help you determine whether or not to send your child to school. Do not send your child to school if he/she has:

- Fever of 100 degrees or greater with other symptoms that may be indicators of illness, such as nausea, vomiting, diarrhea, severe stomach cramps, severe sore throat, upper respiratory infection, and/or known exposure to communicable illnesses
- Fever of 101 degrees with or without other symptoms
- Excessive coughing, wheezing or asthma-like symptoms
- Untreated head lice
- Untreated ringworm of the scalp (prescription anti-fungal required)
- Open, draining sores
- Rapidly spreading rash; unexplained, especially with fever
- Reddened, inflamed, swollen eyes with discharge (not related to allergies)

EARLY DISMISSAL

If it is necessary for your child to leave school early, please send a written note to inform the teacher of the time. Each child must be signed out by a parent or guardian in the main office prior to leaving campus. Children will only be allowed to leave campus with either the parent/guardian or someone listed by the parent on the child's emergency card. When it is necessary for someone other than those people listed on the emergency card to pick up the child, written authorization from the parent/guardian is required.

Parents are **NOT** allowed to go to classes to pick up students before the dismissal bell. Students will be called to the office over the public address system. **To help each child learn as much as possible, students will not be called from their classes until a parent or guardian has signed them out in the office.**

Each day is important and we encourage you not to schedule appointments during school hours. However, we know this is sometimes impossible. Please watch the newsletter, DoJo announcements and school calendar for important dates (like standardized testing) to avoid interruptions on these days. Also, please remember that classroom instruction is conducted until the afternoon announcements are made. If you need to have a message delivered to your child during the instructional day, please call the office before 1:30 p.m. **Messages will not be delivered after 1:30 p.m. unless it is a legitimate emergency.** We encourage parents to keep early dismissal sign-outs to a minimum because we want to maximize every minute of your child's instructional time.

MONTHLY ACTIVITY CALENDAR

Each month a student/parent activity calendar will be sent home with your child. Please refer to this calendar often for dates and times of important school functions, field trips, and other activities. Also, school events/announcements are updated frequently on our school website: <http://kbe.sumterschools.net> and school Facebook page.

DRESS CODE

Standards for student dress as outlined by School Board Policy are below:

STUDENT DRESS

Code JICA Issued 4/20

Purpose: To establish the basic structure for determining appropriate dress standards for students.

Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school. Student attire should not be destructive to school property or be immodest or revealing and should comply with requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn.

The following are not to be worn by students:

- hats, bandannas, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, or any other unauthorized head covering
- sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
- cut-off clothing unless it is cuffed or hemmed
- gang-related paraphernalia/colors, jewelry, or insignia
- gym shorts, sheer shirts or blouses, tank tops, halters, cut or torn clothing, strapless tops, t-strap tops, tops which show the abdomen, midriff area; see-through garments or underwear worn as outer clothing (proper undergarments will be worn at all times)
- footies, pajamas, house shoes, shower shoes, or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health reasons; no person should be barefoot at school)
- lycra or spandex clothing or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length standards)
- any clothing or accessories with profanity or distasteful depictions; advertising for drugs, beer, or tobacco companies; or “political statements” advocating violation of law
- any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school

Hats and gloves may be worn to school, but not inside the school building.

Shorts, short skirts, skorts, etc., must be no shorter than three (3) inches above the knee.

Boxer shorts may not be worn as outside clothing. Biker shorts may not be worn.

Jeans or pants with holes may be worn only when the holes are not deemed indecent.

All pants should be worn at waist level and not sagging.

All clothing must be sized appropriately. Clothing must be decent, clean, and properly worn at all times.

Tattoos that display inappropriate language or images should be covered.

Staff members have the authority to confiscate inappropriate items such as hats or sunglasses worn in the building. These items will be held by the school and the school is not responsible if the items are damaged, stolen, or lost.

Any student found to be in violation of the dress code will be required to report to the office to call someone to bring an appropriate change of clothes and/or to receive disciplinary action.

LOST AND FOUND

Lost items will be placed on the stage. Every effort will be made to return misplaced items to their owners. Please help us by putting your child's first and last name on coats, sweaters, lunch boxes, and other personal items. Unclaimed items will be donated to charity at the end of the school year.

VALUABLES

Students should not bring toys, radios, personal electronic devices, unnecessary money, or other valuables to school without the consent of the teacher. The school cannot be responsible for items brought without permission. Students are not allowed to bring pagers, cellular phones, electronic games, or laser pointers to school. These items will be taken away and only returned to the student's parents.

MEAL PROGRAM

Breakfast is served from 6:45 - 7:25 each morning. Students arriving at school after 7:25 a.m. should report directly to class. Lunch is served between the hours of 10:30 a.m. and 12:45 p.m. Breakfast and lunch are free to students. Parents are welcome to eat breakfast and lunch with their child(ren).

FIELD TRIPS

Throughout the year, classes and grade levels have the opportunity to experience educational activities outside of school. Some of these field trips are local and some are outside the Sumter community. Parents will be asked to help chaperone these activities so that the participating students are adequately supervised. Siblings are not allowed to attend field trips for students or ride the school/activity bus for field trips for school related events.

All field trip fees must be received by the due date. All students participating in the school trip must use the designated means of transportation.

In order to volunteer or attend a school sponsored field trip, a background check must be completed on each adult that plans to attend. A volunteer application must be submitted through the District Website <https://sumterschools.net/>). Go to the Quick Links Section and then "Volunteer Applications." Please submit a volunteer application at least 3 weeks prior to the event that you wish to chaperone.

PETS

For the protection of our students and staff, pets are not allowed without special permission granted from administration.

VOLUNTEERS

Parent involvement is vital if we are to offer our students the educational program they deserve. To meet our school goals we have made our volunteer program a focus of our efforts this year. If you are interested in volunteering, please call our school at 803-775-6244. In order to volunteer, a background check must be completed on each adult that plans to volunteer. A volunteer application must be submitted through the District Website <https://sumterschools.net/>). Go to the Quick Links Section and then "Volunteer Applications." This is required to volunteer for all school activities such as field trips, class parties, events, assisting in classrooms, etc. If you have time you want to donate, we have something meaningful for you to do. Whether you have a day, a week, an hour a day, or just want to work at home on school projects, we need you! Your child needs your help! Please call 803-775-6244 and volunteer now!

HOMEWORK

Homework is designed to reinforce instruction provided by the classroom teacher. In accordance with board policy, all students are given homework assignments on a regular basis. These assignments are expected to be completed and turned into the teacher(s). Usually, no homework is given on Friday or the day before a holiday. We require all students to read nightly.

HOMEWORK TIPS FOR PARENTS

- Provide a specific time each day when homework is to be done. Find out what time your child does his or her best work and adjust accordingly.
- Teach your child to organize. Breakfast or dinner is an excellent occasion to discuss what needs to be done.
- Provide a specific place where the child can study without interruption. If possible, let the child work in the same room with you.
- Eliminate distractions whenever possible. Turn off the TV and stereo.
- Suggest that your child start on the easiest subject first to have success at the beginning.
- Praise your child for completion of the work.
- Provide support when your child has difficulty with the assignment.
- Provide materials similar to those your child uses in school - pencils, paper, crayons, scissors, dictionary, etc.
- Have your child read nightly.

PARENT INVOLVEMENT

Parents are always welcome at Kingsbury. For the safety of our children, all persons (including parents) visiting the school must report to the office and sign in for a visitor's pass. Forgotten books, lunches, etc., may be left in the office for delivery. If you are planning a visit to your child's room, please notify the teacher in advance so he or she may plan for your visit.

PARENT INVOLVEMENT PROGRAM

Sumter School District's parent involvement program includes parent education, school and district workshops, monthly newsletters, a parent resource center, home visitation services, and parent centers in each elementary school. Parents may check out materials such as educational toys, assistive devices, books, puzzles, and games from the school or district center.

Kingsbury and Sumter School District offer workshops during the year on a variety of subjects including SC Ready, positive discipline, and grade level academic skills.

DISCIPLINE

Discipline, like education, is everyone's business. We believe children have a right to attend a school that is free from unnecessary disruptions. Children need a safe and orderly environment to be successful. It takes students, parents, teachers, school administrators, and community organizations working together to make this happen.

Sprigeo Information



Administrative Office

SUMTER SCHOOL DISTRICT

1345 Wilson Hall Road • PO Drawer 2039 • Sumter, South Carolina 29151-2039 • (T) 803.469.6900 • (F) 803.469.3769

Hello Parents,

We recognize that creating a safe learning environment is vital for students to achieve academic success. Sumter School District has an online system called Sprigeo that students can use to report bullying incidents and school safety threats. Signs are in your child's school promoting the use of Sprigeo (www.Sprigeo.com). The signs have this logo:



Sprigeo gives your child another medium for communicating with our school administration when bullying or school safety incidents occur. All information sent through the Sprigeo system goes directly to school administrators through a **secure online connection**.

How does the Sprigeo system work?

Students can access the reporting form directly through a link on your school's web site by hovering over "PARENTS" on the top bar, dropping down to "Report Bullying and Safety Concerns". Then with a click, the Sprigeo report is available. Students may also go to the Sprigeo.com web site. After completing the reporting form and clicking the "submit" button, the report details are sent in a secure email to our school administrators. Over 90% of students include their name when using the Sprigeo system. We encourage students and staff to include names so that our investigations of the reports can be more effective and timely.

Does the school receive false reports?

Over 95% of reports sent through the Sprigeo system have been confirmed as authentic requests for help with a bullying incident or school safety threat. Unlike text messages or Facebook posts that can be shared among students, all Sprigeo reports are viewable only by school administrators and/or school counselors.

Why is there a need for an online reporting system?

The number one reason why children do not report bullying or abuse is the fear of retaliation from their peers. The Sprigeo reporting form can be accessed from the privacy of a home computer or other Internet equipped device, eliminating the possibility of being identified by another student. **Paper copies are available upon request.**

The Sumter School District administrators value your child's safety and want to have every possible tool available for you to communicate safety concerns so that we can work together for the safety of every student. Please contact your child's principal if you have any concerns or questions.

Policy JICFAA Intimidation, Bullying, or Harassment

Code **JICFAA** Issued **8/24**

The board is committed to ensuring that every student is able to experience an environment that is safe, secure, and conducive to learning. In the board's opinion, harassment, intimidation, and/or bullying, including cyberbullying, are disruptive and can adversely affect academic achievement and the school climate. Therefore, the board prohibits acts of intimidation, bullying, or harassment of a student by other students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus, or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, intimidation, bullying, or harassment is defined as a gesture, electronic communication, or a written, verbal, or physical act reasonably perceived to have the effect of either of the following:

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

Any student who feels he/she has been subjected to intimidation, bullying, or harassment is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All staff members are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or staff may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or staff member who has filed a complaint or report of intimidation, bullying, or harassment. The district also prohibits any person from falsely accusing another as a means of intimidation, bullying, or harassment.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and staff have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or staff member who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination

in the case of a staff member. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student intimidation, bullying, or harassment.

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

The board further expects that the superintendent will ensure principals and assistant principals are made aware annually of their responsibilities for complying with the district's harassment, intimidation, and bullying procedures to include, at a minimum, following the reporting process, investigating reports, publicizing this policy and its accompanying administrative rule, attending mandatory training, and subsequently conducting educational programs for students, teachers, and staff on harassment, intimidation, and bullying.

Cf. GBEB, JIAA, JICDA

Adopted 9/26/11; Revised 4/30/18, 8/12/24

Legal References:

S.C. Code of Laws, 1976, as amended:

[Section 16-3](#)-510 - Hazing unlawful.

[Section 16-3](#)-755 - Sexual battery with a student.

[Section 59-63](#)-110, *et seq.* - Safe School Climate Act.

[Section 59-63](#)-275 - Student hazing prohibited; definitions.

Federal Cases:

Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011).

S.C. State Board of Education Regulations:

[R43-279](#) - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

School Information

STUDENT RECOGNITION

Honor roll recognition is given to those students who demonstrate high levels of academic achievement. To receive "Golden Knight" recognition, a student must make a grade of all "A's" in every academic subject. To receive "Silver Knight" recognition, a student must make a grade of "B," or above in every academic subject.

A special recognition will be made at the end of the school year for all students who maintain Golden and/or Silver Knight for all four quarters of the school year. Recognition is also given each quarter for Bronze Knight (outstanding behavior – all "O's" in personal development), perfect attendance, and the BUG (Bringing Up Grades) Club.

Students will qualify for perfect attendance for the quarter and/or year if they are present at school every day.

Students will qualify for Shining Knight attendance for the quarter and/or year if they are present every day, on time every day, and have no early dismissals.

CONFERENCES

Parent/Teacher conferences are highly encouraged throughout the school year. Conferences may be arranged by letter or by telephone. Please make an appointment in advance. Teachers will not be pulled from the class for impromptu conferences.

Parent/teacher conferences are required by the state for students who do not meet state standards. A conference will also be held for all students who are failing and are in jeopardy of being retained for the year.

Remember please set up a conference with your child's teacher first before requesting a conference with the principal or assistant principal. The teacher will be able to answer the questions you have. If you believe you need further assistance, do not hesitate to contact the school to meet with the principal or assistant principal. We will be more than glad to help you with your concern.

PTO

The Kingsbury PTO is committed to improving the educational program we offer our children. The PTO will provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.

Research has shown that students improve when their parents are involved in their school. The PTO is looking forward to an active and supportive year. Our goal is to get 100% membership enrollment of the parents. We expect to meet it again in the 2024-2025 school year. Plan now to join our PTO. If you have any questions, please call the school at 803-775-6244.

SIC

The School Improvement Council (SIC) is an organization mandated by South Carolina State Law. Composed of teachers, parents, and community members, the SIC is an advisory board which assists the school in reaching its goals. At Kingsbury Elementary, the SIC works with the principal and assists in overseeing the educational program of the school.

The SIC has been active at our school. The School Improvement Council has been instrumental in establishing our "Fine Arts Night" suppers, Family Reading Night, and Family Technology Night. The SIC continues to be involved in our school's initiatives -- providing valuable guidance, assistance and support to our efforts to offer our students a "world-class" education second to none! The School Improvement Council usually meets monthly with the exception of December and May. All members of the Kingsbury community are invited to attend.

INSTRUCTIONAL PROGRAM

PRE KINDERGARTEN

This is a federally funded program with limited enrollment. Attendance is optional and applicants are screened for eligibility. This is a full day program. Each class is taught by one teacher and one teacher assistant. Bus transportation may be available, based on the number of students requesting transportation.

KINDERGARTEN

All kindergarten classes are full day. Instruction will be provided by a teacher and an aide. Transportation to and from school is available for eligible students.

FIRST THROUGH FIFTH GRADES

Grades 1-4 are self-contained with the majority of a student's instruction being facilitated by one teacher. All students in grades 1-5 will participate at least once per week in art, music, physical education, Media Center, and STEAM Lab. Fifth grade is departmentalized with each student having two teachers. Core subjects are divided between the two.

GIFTED AND TALENTED PROGRAMS

Academic

Sumter School District provides a comprehensive program for Gifted and Talented students designed to challenge and enrich student learning within the context of a rigorous curriculum while meeting individual student needs and maximizing their potential. Gifted students may demonstrate high performance ability or potential in multiple academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened. All students who are referred will be screened during the first quarter of each school year (or shortly after moving to the district during the school year) to determine their eligibility.

Students may qualify automatically with an aptitude or IQ score at the 96th percentile or higher for their age group. If students do not qualify solely on aptitude, this process will be used for screening:

- **Dimension A – Aptitude/Reasoning Abilities** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, nonverbal, quantitative and /or a composite of the three.
- **Dimension B – Academic Achievement** Students must demonstrate high achievement (94th national percentile or above) in reading and/or math as measured by a nationally normed or South Carolina statewide assessment instrument. The most recent scores for each test are considered for meeting criteria in this area. Winter MAP (Measures of Academic Progress) data will only be considered when it is the student's first administration of the current school year.
- **Dimension C – Intellectual/Academic Performance** Rising third, fourth, fifth and sixth grade students may be eligible to take the South Carolina Performance Task Assessment in March if they have already met the criteria in Dimension A or Dimension B. Students who have completed the fifth grade and up can meet the criteria in Dimension C with a 3.75 GPA on a 4.0 non-weighted scale.

Students must meet the criteria in two of these three dimensions in order to participate in the Gifted and Talented programs.

Results of private testing will not be accepted for the identification of Gifted and Talented students

In the fall of each year, the State Department of Education provides aptitude and achievement testing for students in grade two to determine their eligibility for Gifted and Talented programs. These results are available in mid-January.

Students in grades two* through five who meet state criteria will be placed in the QUEST program. The QUEST program uses the state approved resource room/pull-out model. Students are taught by state-endorsed Gifted and Talented teachers with a teacher-pupil ratio of 1 to 20 or less. In grade three, students attend QUEST for at least 125 minutes each week. Students in grades four and five attend for at least 200 minutes per week. *Second grade students identified through state-mandated testing in the fall will be served beginning in the second semester of that year and will attend QUEST classes for at least 60 minutes each week.

Middle and high school students identified as Gifted and Talented are served in Honors courses for English, math, science and/or social studies. These classes meet daily and are taught by state-endorsed Gifted and Talented teachers with teacher-pupil ratio of 1 to 25 or less.

Artistic

Sumter School District provides a variety of programs designed to develop the unique artistic talents of eligible students. The district offers an intensive three-week summer program for rising fourth through twelfth grade students in the artistic areas of visual arts, theater and music. Students may be referred by administrators, parents, teachers, and students. Referrals are accepted from November through January of each year. Students who are referred must participate in a state-mandated screening/audition process in order to determine their eligibility for the program. This process runs from January to March.

Middle and high school students may also have opportunities to participate in various Honors courses and/or performance groups that meet during and after school.

If you have questions regarding Gifted and Talented programs, please contact the district's coordinator of gifted education at 469-6900. Please visit our website at www.sumterschools.net.

TESTING PROGRAM

Dial 3 (Preschool Screen) - This test is given to four-year-olds prior to entering school to determine eligibility for participation in the preschool program.

Iowa Test of Basic Skills (ITBS) - This state-mandated test will be given to all second grade students to assess reading vocabulary and comprehension, as well as math concepts and estimation, problem solving and data interpretation. It is used in determining a student's placement in the gifted and talented educational programs.

Cognitive Aptitude (COGAT) - The Cognitive Aptitude (COGAT) is an academic aptitude test that measures cognitive abilities important for scholastic success. COGAT is often used to screen students for placement in special programs, Challenge identification, and to identify students in need of further diagnostic testing for learning problems.

Measures of Academic Progress (MAP) – The MAP test gives teachers, students, and parents an accurate assessment of a student's progress in mastering the basic skills. The test also gives the instructional level of the student. Teachers at Kingsbury use the assessment information for instructional planning for individual students, groups of students, or an entire class.

PSYCHOLOGICAL SERVICES

Students who are evaluated by a school psychologist and determined to be a learner with disabilities may receive special services. These students will be served by a resource or self-contained teacher. Each child will have an Individualized Education Program (IEP), which outlines that child's specific learning program for the year. Sumter School District provides services for many disabilities including hearing, vision, speech, learning disabilities, mental disabilities, and emotional disabilities.

SPEECH

Speech therapy is provided to all students who qualify from preschool through fifth grade. To qualify, students must be referred by the teacher or parent and screened by our speech therapists.

SCHOOL COUNSELING PROGRAM

The purpose of the school counseling program is to focus on the total growth potential of each student mentally, emotionally, socially, academically, and physically. The counselor welcomes the opportunity to assist all students, parents and teachers. Counselors work with students individually, in small groups, or as an entire class, depending on the needs and interests of the students. They also are available to consult with parents about their child's educational or emotional needs, and can refer parents to additional services and specialists within the school district or community.

Parents may want to call upon the school counselor in these kinds of situations:

- ❖ You want to be sure your child is adjusting to the school environment.
- ❖ You have questions about what standardized test scores mean.

- ❖ You think your child may need some kind of special services.
- ❖ Your child's behavior has changed and you need help dealing with it.
- ❖ You want assistance in helping your child through a family or personal crisis.

TITLE I PROGRAMS

Kingsbury Elementary is a school wide Title I Project. Because we have a high percentage of students at the poverty level, we receive additional funds from the federal government to provide extra services for our students. Some of these services include an Instructional Coach, Academic Assistance, resource materials, parent workshops, professional development opportunities for staff and instructional technology.

INTERNET USE/NETWORK SYSTEM POLICY

One-to-Global

One-to-Global is a one-to-one technology integration initiative. The purpose of One-to-Global is to use technology equipment, programs, and applications to engage students in challenging, critical thinking, and real-world activities and learning.

Each student in grades 1-5 is issued a chromebook for instructional use at school. Kindergarten has a classroom set to share among the grade levels.

Kingsbury Elementary is networked with all schools in Sumter School District and to the District Office. Each classroom has Internet access through the network. Kingsbury's policy is to strictly monitor all student Internet use. Below is Sumter School District's Internet policy.

A. Educational Purpose

1. The Technology Network System in Sumter School District has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development and limited, high-quality, self-discovery activities.
2. The Technology Network System has not been established as a public access service or a public forum. Sumter School District has the right to place reasonable restrictions on the material students access or post throughout the system. Students are also expected to follow the rules

set forth in the Acceptable Use Policy, the district's disciplinary code, and the law, in their use of Sumter School District's Network System

3. Students may not use the Sumter School District Network System for commercial purposes. This means that students may not offer, provide, or purchase products or services through the system.
4. Students may not use the Sumter School District Network System for lobbying. Students may use the system to communicate with elected representatives to express opinions on political issues, under the guidance of instructional personnel.

B. Student Internet Access

1. All students will have access to the Internet World Wide Web on school issued devices through the school building. Parents must sign and return an Internet access agreement prior to individual students' use of the Internet until the student's 18th birthday.
2. Secondary students may obtain an individual email account with the approval of their parent(s) until age 18.
3. Students and their parents must sign an Account Agreement to be granted an individual email account. This agreement must be renewed on an annual basis. Parents can withdraw their approval at any time, until the student's 18th birthday.
4. If approved by their building principal, students may create a personal Web page on Sumter School District's Network System. Material placed on their Web page must be preapproved in a manner specified by the school. Material placed on their Web pages must relate to the school and career preparation activities.

C. Unacceptable Uses - The following uses of Sumter School District Network Systems are considered unacceptable:

1. Personal Safety

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, work address, etc.
- b. Students will not agree to meet with someone they meet online without their parent's approval. The district recommends that parents accompany students to this meeting.
- c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

Students will not attempt to gain unauthorized access to Sumter School District Network System or to any other computer system through Sumter School District or go beyond their authorized access. This includes:

- a. Attempting to login through another person's files. The actions are illegal, even if only for the purpose of "browsing".

- b. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Students will not use the Sumter School Sumter School District Network System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- 3. System Security
 - a. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another person.
 - b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. Students will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if they download software. Any disk brought from outside the school must be checked for viruses prior to use in district computers.
- 4. Inappropriate Language
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Students will not post information that could cause damage or a danger of disruption.
 - d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, the student must stop.
 - f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- 5. Respect for Privacy
 - a. Students will not report a message that was sent to them privately without permission of the person who sent the message.
 - b. Students will not post private information about another person or themselves.
 - c. Users will not access other user's files.
- 6. Respecting Resource Limits

Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than five hours per week.

- a. Students will not download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to a personal computer.
 - b. Students will not post chain letters or engage in "spamming". (Spamming is sending an annoying or unnecessary message to a large number of people.)
 - c. Students will check their email frequently, delete unwanted messages promptly, and stay within their email quota.
 - d. Students will subscribe only to high quality discussion group mail lists that are relevant to their education or career development.
7. **Plagiarism and Copyright Infringement**
 - a. Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the writer's.
 - b. Students will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, students should request permission from the copyright owner.
8. **Inappropriate Access to Material**
 - a. Students will not use the Sumter School District Network System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).
 - b. If a student mistakenly accesses inappropriate information, he or she should immediately tell the teacher or another district employee. This will protect students against a claim that they have intentionally violated this Policy.
 - c. Students' parents should provide instruction if there is additional material that they think it would be inappropriate for their children to access. The district fully expects that students will follow their parents' instructions in the matter.

D. YOUR RIGHTS

1. **Free Speech.** Students' right to free speech, as set forth in the disciplinary code, applies also to their communication on the Internet. The Sumter School District Network System is considered a forum, similar to the school newspaper, and therefore the district may restrict student speech for valid educational reasons. The district will not restrict student speech on the basis of a disagreement with the opinions.
 2. **Search and Seizure**
 - a. Students should expect only limited privacy in the contents of their personal files on the district system. The situation is similar to the rights students have in the privacy of their lockers.
 - b. Routine maintenance and monitoring of Sumter School District Network System may lead to discovery that the students have violated this Policy, the disciplinary code, or the law.
 - c. An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
 - d. Parents have the right at any time to request to see the contents of their child(ren)'s e-mail files, until the student's 18th birthday.
 3. **Due Process**
 - a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Sumter School District Network System.
 - b. In the event there is a claim that a student violated this Policy or disciplinary code in their use of the Sumter School District Network System, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator. If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on the student's use of an Internet account.
- E. LIMITATION OF LIABILITY** - The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage students may suffer, including but not limited to, loss of data, or interruptions of service. The district is not responsible for the accuracy quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

GETTING THE YEAR STARTED RIGHT

You can make sure your child starts the year right. You have bought new pencils and paper for your child. You have checked to see that their shoes still fit. You have shown them where to catch the bus. Nevertheless, there are other important things you can do to make sure your child gets off to a good start this year.

- Get to know your child's teacher. One study found one-third of all parents never met or talked with their child's teacher. You know important things about your child that you can tell his or her teacher. Introduce yourself.
- Let your child know that homework is important. Set a regular time for homework. Find a quiet place for your child to study and be there to help him or her if needed.
- Let your child know he or she can succeed. Tell your child you expect them to do his or her best. Talk about school every day. Praise good work.
- Read to and with your child every day. During reading time, turn off the TV and radio. Talk about books with your child.
- Parents please monitor school supplies periodically and replenish them as needed.
 - Get involved at Kingsbury Elementary. Visit your child's class, volunteer in the school, or join the PTA. Work with the school to provide the best instructional program possible for your child. Your involvement will largely determine the success of your child. Your child is worth everything we do for him or her.

State/Federal Parental Notification Requirements

Nondiscrimination Statement

Sumter School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in admission to, treatment in, or employment in its programs and activities. For inquiries regarding the policy, contact the Office of Human Resources, Sumter School District, 1345 Wilson Hall Road, Sumter, SC 29150 or call 803-469-6900.

Section 504

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: has a mental or physical impairment which substantially limits one or more major life activities (caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); has a record of such impairment; or is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, Sumter School District recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate and comparable educational services.

If there are questions, please feel free to contact the Office of Student Support Services at 803-774-5500.

Parents' Right to Know

Under federal law, parents have the right to know whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. Teacher qualifications can be accessed at Educator Qualification Search on the SC Department of Education website.

If parents do not have access to the Internet or wish to receive additional information, please send a letter of request addressed to the child's school principal giving the name of the teacher and the grade or subject the person teaches, as well as the specific information you are requesting. The information will be provided to you within a reasonable period of time.

In addition to the information that parents may request, a school that receives Title I funds must provide each individual parent a timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher

who does not meet the licensing requirements as set forth by the State Department of Education.

The notice and information provided to parents must be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. This applies to all teachers teaching core academic subjects in a Title I school, regardless if the school has a school wide or targeted assistance program.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to the following:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - political affiliations or beliefs of the student or student's parent;
 - mental or psychological problems of the student or student's family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating or demeaning behavior;
 - critical appraisals of others with whom respondents have close family relationships;
 - legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - religious practices, affiliations or beliefs of the student or parents; and/or
 - income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of the following:
 - any other protected information survey, regardless of funding;
 - any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law; and/or
 - activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use, the following:

- protected information surveys of students;
- instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and/or
- instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Parents who believe their rights have been violated may file a complaint with the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Asbestos Management Plan Notification

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Sumter School District had inspections performed at each of our school buildings for asbestos containing building materials in 1988 and 1989. The inspection reports and asbestos management plans have been on file in each school's administrative office since that time, as required by the AHERA Regulations. Reinspections are performed every three years.

Sumter School District continues to manage asbestos containing materials in place in each school until at such time the asbestos containing materials can be properly removed and disposed of at an approved landfill.

FERPA/Public Information

The Family Educational Rights and Privacy Act (FERPA) allows schools to release "directory information," i.e., student's name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The District considers photographs to include digital images, including digital photographs and recordings related to school or district-sponsored events, activities, and special recognition, as "directory information." In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed.

During the course of your child's school career, he or she will participate in a variety of academic, athletic, fine arts, and other events and activities in which he or she may be photographed or interviewed by district or school staff or news media. Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the website, on social media, or in district or school promotional pieces (yearbooks, honor roll programs, newsletters,

etc.) The release of “directory information” allows us to publicize your child’s accomplishments.

Please note that individual student records including scholastic information, standardized test data, health records, and other similar information are not available for public inspection. This information is only available to the student’s parents/guardians or to the student of legal age.

If a parent/guardian objects to the release of this information, please notify the Superintendent in writing at 1345 Wilson Hall Road, Sumter, SC 29150, within 15 days of receipt of the notice. If a parent/guardian does not submit a written objection, the district will be able to release this information as appropriate.

The use of any information by Sumter School District is for the promotion of our students and district. Any questions concerning student records should be addressed to the guidance office of the individual school.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents (defined under federal regulations as not being limited by a court order, and the natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of students under 18 years of age, emancipated students, dependent students, and students 18 years of age or older or attending a post- secondary institution (“eligible students”) certain rights with respect to the student’s education records. An education record is defined as, “any and all official records, files, and data, including all material that is incorporated into each student’s cumulative record folder and intended for school use or to be available to parties outside the school or BOCES and specifically including, but not necessarily limited to, identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.” These rights are as follows:

(1) The right to inspect and review or receive a copy under certain circumstances of the student’s education records within 45 days after BOCES receives a request for access. Parents or eligible students should submit to the appropriate BOCES official a written request that identifies the record(s) they wish to inspect. The BOCES official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or a violation of the

student's privacy rights. Parents or eligible students may ask the BOCES to amend a record that they believe is inaccurate, misleading or a violation of the student's privacy rights. They should write the appropriate BOCES official; clearly identify the part of the record they want amended, and specify why the information is inaccurate, misleading or an invasion of privacy. If BOCES decides not to amend the record as requested by the parent or eligible student, BOCES will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are a number of exceptions. One exception, which permits disclosure without consent, is disclosure to BOCES officials and home school district officials with legitimate educational interests. A BOCES official and/or home school district official is a person employed by the BOCES or home school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the BOCES or home school district board; a person, contractor, company, or volunteer with whom the BOCES or home school district has contracted to perform a special task (such as the vendor of a remote meeting/platform, an attorney, auditor, medical consultant, therapist, or records retention service); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A BOCES official or home school district official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. A second exception is upon request, the BOCES discloses any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act, to another school or postsecondary institution at which the student seeks or intends to enroll is instructed to enroll or is 2 enrolled in, and parental/legal guardian consent is not required for transferring education records; because the annual FERPA notification indicates that such disclosures will be made.

Additionally, upon request, BOCES must provide a copy of the information disclosed and an opportunity for a hearing.

Other exceptions are as follows: To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the New York State Education Department.

Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the

enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

To organizations conducting studies for, or on behalf of, the school, in order to:

- a. Develop, validate, or administer predictive tests;
- b. Administer student aid programs; or
- c. Improve instruction.

To accrediting organizations to carry out their accrediting functions.

To parents of an eligible student if the student is a dependent for IRS tax purposes.

To comply with a judicial order or lawfully issued subpoena provided notice is provided in advance of compliance except that an order or subpoena issued in a proceeding of child abuse and neglect, or dependency and the parent is a party to the proceedings no advance notice is required.

To a caseworker for the NYS department or County welfare agency who is legally responsible for the care and protection of the student and has access to the student's case plan provided the records and or personally identifiable information will not be disclosed by the agency except to an individual or entity engaged in addressing the student's education needs and authorized by the agency to receive such disclosure in accordance with New York State Law.

New York State requires student teachers to videotape themselves providing instruction in a classroom to meet their instruction component for their teaching certification. The video is and must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant personnel. This is an exception to parental consent for release of education records under FERPA per New York State Law.

To appropriate officials in connection with a health or safety emergency.

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)).

BOCES has designated limited directory information only to be released to federal, state, or local law enforcement for any reason where they seek a student's address, telephone listing, email address and/or photograph.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by BOCES to comply with the requirements of FERPA. The name and address of the Office that administers

FERPA is:

Student Policy Privacy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920

BOCES 2 Policy & Regulation 6320 fully details the procedures and rights of parents and can be found under the community tab at www.monroe2boces.org/parentpacket.

Revised: April 2025



Administrative Office

SUMTER SCHOOL DISTRICT

1345 Wilson Hall Road • PO Drawer 2039 • Sumter, South Carolina 29151-2039 • (T) 803.469.6900 • (F) 803.469.3769

FERPA Notification for the 2026-2027 School Year

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) allows schools to release “directory information,” *i.e.*, student’s name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The District considers photographs to include digital images, including digital photographs and recordings related to school or district-sponsored events, activities, and special recognition, as “directory information.” In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student’s information disclosed.

During the course of your child’s school career, he or she will participate in a variety of academic, athletic, fine arts, and other events and activities in which he or she may be photographed or interviewed by district or school staff or news media. Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the website, on social media, or in district or school promotional pieces (yearbooks, honor roll programs, newsletters, etc.) The release of “directory information” allows us to publicize your child’s accomplishments.

Please note that individual student records including scholastic information, standardized test data, health records, and other similar information are **not** available for public inspection. This information is only available to the student’s parents/guardians or to the student of legal age.

If you object to the release of this information, please notify me in writing at 1345 Wilson Hall Road, Sumter, SC 29150, within 15 days of receipt of this notice. If you do not submit a written objection, the district will be able to release this information as appropriate.

The use of any “directory information” by Sumter School District is for the promotion of our students and district. Any questions concerning student records should be addressed to the guidance office of the individual school.

Sincerely,



Dr. Gerald Gary
Superintendent

Vision: Sumter School District is committed to educating, empowering, and enriching the lives of all students to reach their full potential.

Mission: Sumter School District is committed to providing a safe, nurturing, and high-quality educational environment that supports diversity and equips students for local and global success.

Sumter School District is an equal opportunity employer.



Administrative Office

SUMTER SCHOOL DISTRICT

1345 Wilson Hall Road • PO Drawer 2039 • Sumter, South Carolina 29151-2039 • (T) 803.469.6900 • (F) 803.469.3769

Page Two: Family Educational Rights and Privacy Act (FERPA) Notification of Rights

Family Educational Rights and Privacy Act (FERPA) Notification of Rights Under FERPA For Elementary And Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected. School officials will assist parents or eligible students with the interpretation of records if needed. In addition, a parent or eligible student may receive copies of educational records if circumstances exist that prevent the inspection of records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, rd 3 party on-line educational services, auditor, law enforcement official, medical consultant, therapist, counselor, or student teacher) when the School District retains direct control of the use and maintenance of educational records and the company/person is subject to FERPA's redisclosure provisions; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district or institution in which a student seeks or intends to enroll, or is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

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