



# OLANTA CREATIVE ARTS AND SCIENCE MAGNET SCHOOL

Parent/Student Handbook

“Anchored In Learning: Ready, Respectful,  
Responsible”

2020-2021 SCHOOL YEAR



# Olanta Creative Arts and Science Magnet School

312 North Jones Rd. Olanta, SC 29114  
Phone: (843) 396-4457 Fax: (843) 396-9512



Tonyelle L. Thomas  
Principal

Melanie D. McKnight  
Assistant Principal

August 17, 2020

Hello Bearcat Family,

Welcome back! We have missed you all so much! While I know that you may be feeling many emotions, we are excited to have you back and can't wait to get back to doing what we love: helping our students learn and grow. We look forward to working with you as we help our students to "Act Their Best! Do Their Best! Believe! Achieve! Succeed!" At Olanta CAAS Magnet, we will continue to *S.A.I.L. towards Excellence* with Science & Art Integrated Learning. This year, our theme is "Anchored in Learning: Ready, Respectful, and Responsible". Our efforts will be steadfast in providing individualized learning while giving our students the social and emotional support necessary to educate the whole child and set the tone for lifelong success.

***As we embark on this educational voyage together, we continue to need your support in our endeavors by:***

A) Ensuring your child:

- 1) Models the S.A.I.L. Characteristics of **S**ervice, **A**ttitude, **I**ntegrity, and **L**eadership which focuses on respecting self and others with their words and their actions, doing for others, and leading by example.
- 2) Attends school daily and arrive on time. (Any student arriving at 7:40 a.m. or later must be signed in at the office.)
- 3) Follows the school's uniform guidelines (See Uniform Guidelines further in handbook),
- 4) Stays in school for the full school day, and
- 5) Reads daily to develop a love for reading and improve literacy skills.
- 6) Builds their Math skills through fact practice and real-world situations when possible.
- 7) Tries their best daily!

B) Being daily involved by ensuring that you:

- 1) Check and sign your child's agenda each night,
- 2) Ask your child about his/her school day,
- 3) Ensure you sign your child's daily reading log and check their homework.
- 4) Stay informed and involved (attend school events and parent/teacher conferences, contact the school or your child's teacher, if help is needed, volunteer, etc., frequently check the school's website and Facebook page to stay informed and updated),
- 5) Make appointments for your child after the school day has ended (school day ends at 2:40 p.m.).

At Olanta CAAS Magnet we look forward to a successful school year and partnering with you to provide the best experience available for them! If you have any questions, concerns, or suggestions, please feel free to contact me by phone at (843) 396-4457 or by email at [tthomas@fsd3.org](mailto:tthomas@fsd3.org). Our doors are always open to serve you. Let's get "Anchored in Learning"! SAIL and Excel, Never Sink or Fail, We Are...Olanta Magnet!

Proud Principal,  
*Tonyelle L. Thomas*  
Tonyelle L. Thomas

## Acknowledgement of Olanta CAAS Magnet School Parent-Student Handbook Policies and Procedures 2020 – 2021

Please read the policies and procedures outlined in the Olanta CAAS Magnet School Parent-Student Handbook. You will want to keep this handbook as a reference throughout the year. Please sign this page and send to your child's teacher within the first week of school. Some of the policies and procedures are outlined below. A more detailed description of each item will be found in the handbook.

- Students may enter the building at 7:10 a.m. They should enter through the entrance adjacent to the public library and report to the cafeteria. Doors are not open prior to 7:10 a.m. Students cannot be dropped off prior to 7:10 a.m.
- Students who are eating breakfast should be in the serving line by 7:30 a.m.
- Students should be in classrooms by 7:40 a.m. to unpack book bags, complete morning procedures, and hear announcements. Students are counted tardy at 7:45 a.m.
- If a parent needs to speak to the teacher in the mornings, he/she should do so between 7:25 – 7:40 a.m. After 7:45 a.m., a meeting should be scheduled, as the teacher is responsible for the supervision and instruction of students promptly at 7:45 a.m.
- Students are encouraged to learn the way to their classes as quickly as possible, so they can walk on their own. A parent who needs to walk a student to class should arrive between 7:10 - 7:30 a.m. and enter through the front lobby to obtain a visitor's pass.
- Please have your picture ID ready to sign in as a visitor or to sign children out.
- Early dismissals should be made before 2:00 p.m.
- Parents should have car tags in order to pick up a child at car dismissal. Without a car tag, the parent will need to sign the child out and present a driver's license.
- Classroom volunteers and chaperones will need to have background checks and to complete a district volunteer application.
- Cupcakes, cookies, and candies cannot be distributed to students to celebrate birthdays. Instead, we encourage non-edible gifts, such as pencils, stickers, etc.
- Transportation changes cannot be made over the phone. A note should be sent with the child or the parent should come into the office to make a transportation change.
- Truancy referrals will be made for excessive absences.

I understand the above is not an all-inclusive list of what I need to know from the handbook.

I have read the policies and procedures outlined in the OCAAS Magnet School 2020– 2021 Parent-Student Handbook.

**Return this page and page 40 (please tear off at the left side and KEEP the book for your reference and records).**

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Olanta CAAS Magnet School STAFF

4K	Leslie Barrineau
4K Teacher Assistant	Alma Spate
5K	Chasie Cattenhead
5K Teacher Assistant	Gwen Graham
1 <sup>st</sup> Grade	Cynthia Redden
1 <sup>st</sup> Grade Teacher Assistant	Martika Cooper
2 <sup>nd</sup> Grade	Verlene Graham
2 <sup>nd</sup> Grade	Liza "Nicole" McElveen
3 <sup>rd</sup> Grade	Crystal Godfrey
3 <sup>rd</sup> Grade Academic Intervention Assistant	TBD
4 <sup>th</sup> Grade ELA	Dianne McKenzie
4 <sup>th</sup> Grade Math	Dr. Carmenita Anderson
5 <sup>th</sup> /6 <sup>th</sup> Grade ELA	Vera Pryor
5 <sup>th</sup> /6 <sup>th</sup> Grade Math	Angela Osborne
5 <sup>th</sup> /6 <sup>th</sup> Grade AIA	Georgetta Cash
Math Academic Intervention Assistant	Michelle Mendiola
Reading Interventionist	TBD
Resource	Wanda Weber
Art	Sophie Reynolds
Music	Kenneth Brown
Physical Education	Brandon Carter
Dance	Debra Muldrow
Media	Lee Richardson
Multimedia Lab	Tanisha Lancaster
Nurse	Jennifer Feagin
Cafeteria Manager	Cynthia McElveen
Cafeteria Staff	Mary Brockington
Cafeteria Staff	Annie Capers
Cafeteria Staff	Tammie Young
Custodian (Lead)	Tommie Hickson
Custodian	Clifford Tom Moore
Clerical Assistant	Cyndi Yarborough
Secretary/Bookkeeper	B. Charlene Papel
Socio-Emotional/Guidance Counselor	Morgan Towns
Resident Scientist	Connie Campbell
Literacy Coach	Christy Flowers
MSAP Site Coordinator	Shakeyla Brockington
Assistant Principal	Melanie D. McKnight
Principal	Tonyelle L. Thomas





## Olanta CAAS Magnet Mission

Act Your Best!  
Do Your Best!  
Believe! Achieve! Succeed!

## Olanta CAAS Magnet Mantra

“SAILing Towards Excellence with Science and Arts Integrated Learning”

## Olanta CAAS Magnet Launch

“SAIL and Excel, Never Sink or Fail! We are...Olanta Magnet!”

## Olanta CAAS Magnet Vision

At Olanta Creative Arts and Science Magnet School, our vision is to create a school that:

- Supports **Social**, emotional, and academic learning to support the education of the whole child.
- Encourages everyone to **Act** kindly and respectfully so that all feel safe, valued, and loved.
- **Integrates** the Arts and Science to enhance the quality of education provided.
- Develops a life-long **Love** of learning.

## Olanta CAAS Magnet Beliefs

**S**ocial, Emotional, and Academic Learning

- We believe in the importance of educating the whole child: socially, emotionally, and academically.
- We believe learning should lead to social change (Change starts with you—so be the change you want to see in the world).

## **A**ct Kindly & Respectfully

- We believe all people deserve to feel safe, valued, and loved.
- We believe every action has a consequence, either positive or negative.

## **I**ntegrate Arts and Science

- We believe the Arts and Science shape every facet of life, build self-confidence, make us more inquisitive, and impact future endeavors.

## **L**ove of Learning

- We believe in the importance of developing a love for life-long learning.
- We believe learning is an active and social process that requires motivation (intrinsic and extrinsic), collaboration, and reflection.

## **Olanta CAAS Expectations**

### 1. Be Ready

All should be prepared to learn and participate daily.

### 2. Be Responsible

Every action has a consequence, either positive or negative.

### 3. Be Respectful

All deserve to feel safe, valued and loved.

## Anchored in Socio-Emotional Development: Ready, Respectful, & Responsible at Olanta Magnet!

Socio-emotional development is a critical part of the development of a well-rounded student who possesses the world class skills to be college and career ready. In 2020-2021, our focus will be an integrated approach in which clear, concise, consistent positive characteristics are modeled and instilled into students as we prepare them to be successful not only in academics but also in life as a whole.

### **When Showing Our Bearcat Pride, We Exemplify...**

**S**ervice (Doing for others)

**A**ttitude (Respecting self and others with words and actions)

**I**ntegrity (Honesty, Fairness, Trustworthiness)

**L**eadership (Leading by example)

### **Life Skill Focus of the Month**

<b>August</b>	SAIL SAIL TOWARDS	<b>January</b>	Responsibility
<b>September</b>	Friendship	<b>February</b>	Caring
<b>October</b>	Cooperation	<b>March</b>	Perseverance
<b>November</b>	Citizenship	<b>April</b>	Integrity
<b>December</b>	Patience	<b>May</b>	Self-Control

In addition to the skills above, we include the education of necessary life skills and socio-development daily through the implementation of our PBIS (Positive Behavior Intervention and Support) Model as well as Capturing Kids' Hearts, a program that focuses on shared leadership, socio-emotional development, and the equipping of students with the skills necessary for life-long success.



*\*At Olanta CAAS Magnet, EVERYBODY IS A SOMEBODY!" In 2020, we will continue our daily morning aspiration poem.*

## I Am SOMEBODY

I am SOMEBODY!

I was SOMEBODY when I came to school this morning.

I'll be a BETTER SOMEBODY when I leave.

I am POWERFUL and I am STRONG!

I DESERVE my EDUCATION!

I have THINGS to DO, People to IMPRESS, and PLACES to GO!

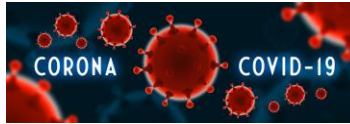
I am SOMEBODY!

I am an Olanta BEARCAT who will S.A.I.L. Towards Excellence!



**I am  
SOMEBODY**





## **INFORMATION CONCERNING COVID-19 & SCHOOL**

At Olanta Creative Arts and Science Magnet School, your child's safety is our top priority. In order to ensure that your child stays safe while receiving a high quality education, please read the following information below concerning guidelines from South Carolina Department of Health and Environmental Control, Center for Disease Control, and Florence School District 3:

### **Students or staff should be excluded from school if they have:**

- Any one (1) of the following: fever, shortness of breath/difficulty breathing, loss of taste or smell, or new/worsening cough
- Any two (2) of the following: sore throat, muscle/body aches, chills, fatigue, headache, congestion/runny nose, diarrhea, nausea/vomiting

Note: Any child with any one of these symptoms should consider not attending school regardless of meeting exclusion criteria. If these symptoms are explainable by an underlying condition (such as shortness of breath or cough for an individual with asthma) exclusion may not be necessary.

### **Measures that will be in place to prevent the spread of COVID-19 will include:**

- Buses will have a limited capacity in order to socially distance passengers according to guidelines. Students in the same household may share seats.
- Temperature screenings will be conducted on all staff and students as they enter the building. Anyone with a temperature of 100.4 or higher will be isolated in a designated room for evaluation.
- We will have staggered arrival and dismissal in order to limit the amount of people traveling in common spaces.
- Masks will be worn by students and staff at all times both on campus and on the bus. We encourage students and staff to have a personal mask, but we will provide one if necessary.
- Both breakfast and lunch will be served in the classrooms daily to prevent meeting in common areas.
- When possible, adults will move to students to provide instruction rather than students in order to limit the amount of people who share areas and student movement.
- Students will be placed 6-8 feet apart in all settings. Areas will be marked throughout the building with decals and tape to indicate recommended distancing and direction of traffic to adhere to CDC and DHEC guidelines.
- Supplies, technology, and any other items that can be designated for personal use will be assigned and labeled for individual students to prevent shared contact when possible.
- Shared surfaces will be wiped down throughout the day in classrooms as well as throughout the building.
- Training/education will be provided to both staff and students on best practices to prevent the spread of COVID-19 to include (but not limited to) frequent handwashing, use of hand sanitizer, and wearing masks properly. Custodial staff has received training on proper disinfecting and cleaning procedures to ensure this is implemented with fidelity.

If a student or staff is suspected to have symptoms of COVID-19 during the school day, they will be isolated in a designated room for evaluation. Upon evaluation if symptoms are demonstrated, they will be sent home.

### **Returning to School**

Sick staff members and children will be advised not to return until they have met criteria for return. Students or staff excluded for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this later case, the individual can return when they meet criteria for that condition. Students or staff that require testing for COVID-19 will require a negative PCR test (mouth or nose swab) or similar rapid test that directly detects the virus or must complete the current isolation criteria for COVID-19 to return to school.

### **Current Isolation Criteria for COVID-19**

Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see list above) who do not get tested, should isolate until:

- Ten (10) days have passed since symptoms started - and –
- Three (3) days (72 hours) have passed since last fever without taking medicine to reduce fever - and –
- Overall improvement in symptoms

Those who test positive by a PCR test but do not have symptoms will be required to stay out of school until ten (10) days after the specimen was collected. The criteria above should be used to determine eligibility to return to school. Negative PCR test results are not required after meeting these criteria.

### **Information about Testing**

A student or staff member who develops symptoms of COVID-19 but does not get tested could limit DHEC's ability to appropriately respond to new cases and ensure the health and safety of other students and staff. PCR testing (nose or throat swab) or similar rapid test that directly detects the virus is required as there is delay in developing detectable antibodies. A negative antibody test is insufficient to rule out a new infection.

Location of testing sites is available on the DHEC website: <https://scdhec.gov/infectiousdiseases/viruses/coronavirus-disease-2019-covid-19/covid-19-screening-testing-sites>

Location of DHEC mobile and pop-up testing sites: <https://www.scdhec.gov/infectiousdiseases/viruses/coronavirus-disease-2019-covid-19/covid-19-mobile-pop-clinics>

### **Cases in Classrooms**

If a student or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began or before their test specimen was collected (for those with no symptoms).

- Prevention - Routinely using these precautions will help avoid the need to quarantine all classroom contacts of persons with COVID-19: It is essential that staff ensure maximum distancing between students and other staff while in the classroom and throughout the day to limit the possibility of transmission. Encourage the use of masks among students and staff able to use them.

- Anyone known to be a close contact (defined as being within six (6) feet for fifteen (15) minutes or more) to a COVID-19 case while contagious must be excluded from school for fourteen (14) days after last contact with the person with COVID-19. This exclusion requirement applies even if masks were worn if social distancing was not maintained.
- Students and teachers in a classroom with a known COVID-19 case in which social distancing was reliably maintained should remain together in the same cohort to the extent that is possible. They should receive screening for fever and symptoms (see above) each morning until 14 days after last contact with the case. Note: anyone determined to be a “close contact” must be excluded.
- Any of these students or teachers who are monitored and found to have symptoms of COVID-19 should be sent home and excluded and will be required to get tested or complete the required isolation period to return to school.
- The classroom will need to be closed for cleaning and disinfection before use again.

## Quarantine

Some students or staff may have been told they were a close contact to a case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. DHEC staff will inform them of the length of their quarantine period. For students, a parents’ note that they have been cleared from quarantine may be used to allow return to school.

- Close Contact: The standard quarantine period is fourteen (14) days after last close contact with person while they were contagious with COVID-19.
- Household contact: If the student or staff lives in the same household as the case and has daily close contact, they will have to quarantine for an additional fourteen (14) days after the day their household member has been cleared from their isolation period.
- Other household members in quarantine: If the student or staff lives in the same household as someone in quarantine, they will not necessarily need to quarantine themselves unless the household member in quarantine is then determined to be a COVID-19 case. DHEC will notify those who are required to complete quarantine.

*Note: This guidance is consistent with information available from DHEC as of July 8, 2020 and may be updated as new information on this novel virus and evolving situation become available.*

Our school and its staff are committed to following all guidelines in order to provide a safe environment. If you have any questions concerning COVID-19, please feel free to speak to an administrator. In order to prevent any confidential or inaccurate information from being spread, we ask that you partner with us in communicating your concerns directly and discreetly to our administrative staff. We will keep you informed of any necessary information concerning your child and our school in order to remain transparent and keep all safe and healthy.





## CODE OF STUDENT CONDUCT

The *Code of Student Conduct* outlines major categories of behavior and states disciplinary actions that may occur as a result of student misconduct. When enforcing the *Code of Student Conduct*, students and their property may be searched if there is reasonable suspicion that a law or school rule has been or is about to be broken. School staff may question or interview minor students regarding violations of the *Code of Conduct* and criminal matters without the consent or presence of parents or legal guardians. Metal detector and other types of surveillance equipment may be used in the schools and at school activities for both random searches and where reasonable suspicion to search is present. Police dogs will be used on school property to detect the presence of weapons, drugs, and/or other contraband. Depending on the infraction, appropriate legal charges can be pressed against a student.

**Parental Responsibility and Involvement:** Each parent of a student enrolled in a Florence District Three school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere which is free of disruption and threat to persons or property.

**Faculty/Staff Responsibility and Involvement:** Teachers handle the major portion of student discipline through their system of classroom management. However, teachers will refer a student for misconduct when the situation warrants. Each school has in place a referral system for student discipline. The principal and his/her designees are responsible for addressing the student's behavior after the teacher referral. Teachers are not allowed to search a student; only school administrators may search students. Administrative Hearings are conducted by the principal with the District's Hearing Officer.

School Board Policies and Regulations can be accessed via our website at [florence3.k12.sc.us](http://florence3.k12.sc.us).

### STUDENT RIGHTS AND RESPONSIBILITIES (JC)

Students are entitled to the following rights and responsibilities, as detailed by the South Carolina Department of Education;

- civil rights, including the rights to educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- the right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
- the right to due process to the law with respect to suspension, expulsion, unreasonable searches and seizures, or administrative decisions which students believe have injured their rights.
- the right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.

### STUDENT BEHAVIOR CODE (JCDA):

The following listing of offenses and the required or recommended dispositions are submitted for the information of students, parents, and school personnel. Rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules are effective during the following times and in the following places:

- on school grounds during and immediately before or immediately after school hours.
- on the school grounds at any other time when the school is being used by a school group; or whenever the safety and protection of school property is involved;
- off the school grounds at a school activity, function or event; or whenever the conduct may involve the safety and welfare of student, staff or other school officials;
- en-route to and from school, on a school bus or other school vehicle, and at the location deemed to be the bus stop.

### DISORDERLY CONDUCT - LEVEL I

Disorderly conduct is defined as those activities engaged in by student(s), which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb classroom or school.

Acts of disorderly conduct may include, but are not limited to:

- Classroom/School tardiness;
- Cheating on examinations or classroom assignments;
- Gambling;
- Student behavior that interferes with the instructional process;
- Kissing, petting and public display of affection
- Abusive language between or among students; profanity;
- Failure to complete assignments or carry out directions;



- Forgery; use of forged notes or excuses;
- Verbal false statement to staff; lying;
- Acceptable Use violation
- Loitering in unauthorized places;
- Speeding or parking on school grounds;
- Failure to comply without disciplinary action (detention, etc);
- Deliberate violation of safety codes
- Dress Code Violation;
- Cutting class/school;
- Truancy;
- Littering;
- Other disorderly acts as determined by the Board.

Possible sanctions to be applied in cases of disorderly conduct may include, but are not limited to:

- Verbal reprimand;
- Conference with student and/or parents;
- Work detail;
- Withdrawal of privileges;
- Detention;
- Referral to Guidance;
- In-school Suspension;
- Out-of-school suspension;
- School Level probation;
- Other sanctions approved by the Board.

Disorderly conduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times or based on the situation.

### **DISRUPTIVE CONDUCT - LEVEL II**

Disruptive conduct is defined as those activities engaged in by students(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

Acts of disruptive conduct may include, but are not limited to:

- Unprovoked attack upon another student;
- Fighting between students;
- Vandalism (minor);
- Stealing or possession of stolen goods;
- Threats against others;
- Verbal assault;
- Trespassing;
- Use of tobacco products/ e cigarettes
- Profanity/Threatening language toward staff to include nonverbal gestures;
- Refusal to obey school personnel or agents (such as volunteer aides or chaperons) whose responsibilities include supervision of students;
- Disrespect to school personnel; Illegally occupying or blocking in any way school property with the intent to deprive others of its use;
- Unlawful assembly; Disrupting lawful assembly;
- Sexual harassment;
- Harassment or discrimination based on race, color, sex, disability, national origin ethnicity, sexual orientation or religion
- Bullying and cyberbullying;
- Fireworks;
- A student who is assaulted and retaliates by hitting, kicking, or any other physical means, may be disciplined for fighting.
- Any other acts as determined by the Board

Possible sanctions to be applied in cases of disruptive conduct may include, but are not limited to:

- In-school suspension;
- Work detail;
- Withdrawal of privileges;
- Out-of-school suspension;
- Referral to Guidance;
- Referral to Administrative Hearing;
- Assignment to alternative school;
- Referral to outside agency;
- School level probation;
- Restitution of property and damages, where appropriate;
- Expulsion Hearing
- Other sanctions as approved by the Board.

### **CRIMINAL/ SEVERE CONDUCT - LEVEL III**

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school.

These activities usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

Acts of criminal conduct may include, but are not limited to:

- Assault and battery;
- Extortion;
- Bomb threat;
- Setting a false fire alarm;
- Possession, use, or transfer of weapons;
- Sexual offenses;
- Vandalism (major);
- Theft, possession, or sale of stolen property;
- Disturbing schools;
- Arson;
- Furnishing or selling unauthorized substances, as defined by board policy;
- Furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons);
- Threatening, intimidating, or an act of physical abuse by a student to a staff member.

Possible sanctions to be applied in cases of criminal conduct may include, but are not limited to:

- Out-of-school suspension;
- Administrative Hearing
- Assignment to alternative school;
- Expulsion;
- Restitution of property and damages, where appropriate;
- Referral to outside agency;
- Other sanctions as approved by the Board

#### **SUSPENSIONS (JDD):**

- 1) Students may be suspended for action, which in the opinion of the principal is dangerous, disruptive or tends to interfere with the orderly conduct of the business of the school.
- 2) The period of the suspension shall be for ten days or less in the judgment of the principal for any one offense but not more than thirty days in any school year.
- 3) A student may be suspended by a principal, an assistant principal or a principal's designee.
- 4) A student shall be orally advised and provided with written notification of the suspension and shall leave school premises as soon as practicable thereafter. During the period of suspension, the student shall not visit any school grounds (except to attend a conference), attend any school function or ride in any school transportation.
- 5) Suspensions may be appealed as follows: to the building principal, if the suspension was imposed by an assistant principal or the principal's designee or the superintendent or the superintendent's designee if the suspension is in excess of three days.
- 6) Students may be suspended, by the District Hearing Officer, as a result of an administrative hearing, pending documentation from a qualified physician determining whether a students is a threat to themselves or others.

#### **EXPULSIONS (JDE):**

A student may be expelled for any reason listed in the Student Behavior Code (JCDA), for the commission of any crime, gross immorality, gross misbehavior, or the violation of any other written rules and regulation as established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interest of the school. Expulsion means the student cannot attend school or be on the school grounds of any school in the district, cannot attend any program at any school in the daytime or at night, and cannot ride a school bus.

Students who bring a firearm to school must be expelled for at least one calendar year. The board may permanently expel any student, consistent with this policy, who is determined to be incorrigible. Incorrigible students may include, but not limited to, those student who are found to have physically assaulted any District staff member.

If procedures for expulsion are initiated, the parents or legal guardian of the pupil shall be notified, in writing, of the time and place of a hearing before the District Hearing Officer or the superintendent's designee. At the hearing, parents or legal guardians shall have the right to bring legal counsel and all other regular legal rights, including the right to

present witnesses and other evidence and to question any and all witnesses presented by the administration. The right to appeal the decision to the Florence County School District Three Board of Trustees is reserved to the student and the administration.

The student may appeal the action of the board to the proper court.

Should the board reject an administrative recommendation for expulsion or should a court of final disposition reverse the expulsion action, the board will excuse all student absences resulting from said action.

The hearing shall take place within fifteen (15) days of the written notification at a time and place designated by the Hearing Officer or the superintendent's designee, and a decision shall be rendered within ten (10) days of the hearing. The student may be suspended from school and all school activities during the time the expulsion procedures, including any appeal.

Students who have been expelled from another school district may not be allowed to enroll in Florence County School District Three during the year of their expulsion. In such cases, upon request, the student will be permitted a hearing regarding the district's denial of enrollment pursuant to the expulsion hearing procedures set forth in this policy.

Every expelled student shall have the right to petition for readmission for the succeeding school year.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

**Disciplinary Process:** Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, the public schools are required by federal and state law and regulations to meet the individual educational needs of students with disabilities to the extent that current educational expertise permits.

**Program Prescriptions:** The student's IEP must be taken into consideration when deciding whether or not a particular form of discipline is to be utilized. Administrative authorities must observe any such provisions contained in a student's IEP.

**Suspensions:** A student with a disability may be suspended. At the end of the suspension, the student should, if appropriate, be returned to the same educational placement. A student with a disability may be placed in an alternative educational environment as long as the student's needs are met in accordance with their IEP. The district may remove immediately, for a short period of time, a disabled student who is endangering himself/herself, or others.

**Expulsions:** Expulsion of a student with a disability is equivalent to a change in educational placement and therefore requires special procedures. Before a student may be expelled, a multi-disciplinary team must determine whether or not there is a connection or causal relationship between the reason(s) a student receives OEC services and the misconduct, then expulsion resulting in cessation of educational services for the student would be unallowable.

### **BULLYING AND CYBERBULLYING (JI):**

In addition to maintaining a safe environment, free of disruptions, it is important for every student and parent to know that Florence District Three is committed to providing an educational atmosphere free from harassment, intimidation or bullying. Students who threaten to cause harm or harass others will be referred to the principal or assistant principal for appropriate disciplinary action, which may include suspension and/or recommendation for long-term suspension or expulsion.

Florence County School District Three School Board Policy defines harassment, intimidation or bullying as a gesture, electronic communication (cell phones, social networking sites such as Facebook, Twitter, MySpace, etc.), or written, verbal, physical or sexual 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
- intimidation of a weaker person; the process of intimidating or mistreating somebody weaker or in a more vulnerable situation.

Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. Should a student be aware of any act of bullying committed by another student that takes place in school, on school property, at a bus stop, on a school bus, or at any school activity, he or she should immediately report this incident to the administration.



Cyberbullying is using information and communication technologies, such as cell phone text messages and pictures, internet, email, social networking websites to support deliberate, hostile behavior intended to harm others. Any authorized or unauthorized use in school or out of school of computer software, computer networks, communication technologies, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in a recommendation for expulsion. Should a student be aware of any act of cyberbullying committed by another student that takes place in school or disrupts the educational process at school, he or she should immediately report this incident to the administration.

### **DISCIPLINARY ACTION FOR CONDUCT NOT RELATED TO SCHOOL ACTIVITIES**

The Hearing Officer may require any student who has been: (1) charged with an offense relating to South Carolina's laws, or with a violation of School Board policies on weapons, alcohol or drugs, or intentional injury to another person; (2) found guilty or not innocent of a crime which resulted in or could have resulted in injury to others, or of a crime for which the dispositions ordered by a court is required to be disclosed to the superintendent/principal; or (3) expelled for certain drug offenses, convictions or adjudication of delinquency to attend an alternative education program, including, but not limited to: ACE, adult education or any other educational program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. The Hearing Officer may impose this requirement regardless of where the crime occurred.

### **PORTABLE COMMUNICATIONS DEVICES (JCDAG)**

This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety and wellbeing of students and staff. For the purposes of this policy, a personal electronic device is any device that emits any audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, earphones, camera phones, smart watches, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants, MP3 players, iPods, iPads, tablets, computers radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

#### **Primary/Elementary Students**

Primary or elementary students may not display or use a personal electronic device while on school property or attending a school-related activity, whether on or off school property, during the school day. The student-owned device must be powered off during the school day. The district will make an exception to this rule if the student needs the device for a legitimate medical reason. The principal must have written/approved evidence of the student's medical need on file.

All students are prohibited from using electronic and cellular devices to capture, record, or transmit the words/sounds (audio) and/or images (pictures/video) of any student, district employee, or other person in the school or while attending a school related activity without express, prior notice and explicit consent for the capture, recording or transmission of such words or images by the student's principal, assistant principal, or district office administrator. Using a device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students are prohibited from using devices to take pictures or record audio/pictures/video in locker rooms, bathrooms, hallways, or on school buses or other district vehicles. The use of devices to take pictures or record audio/video is also prohibited in classrooms.

Students are prohibited from using devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated pursuant to policy JI, Harassment, Intimidation or Bullying. Students are also prohibited from using a device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using device to receive such information. Violations of this policy will result in disciplinary action and/or confiscation of the device. The building administration and/or district office may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography.) Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or the circumstances surrounding a particular violation. Any device confiscated by district employees will be marked in a removable manner with the student's name and held in a secure location at the student's school until it is retrieved by the parent/legal guardian. Devices in the custody of the administration will not be searched or otherwise tampered with unless school/district officials reasonably suspect that the search is required to discover evidence of a violation of



the law or other school rules. Any search of devices will be conducted in accordance with policy JCAB, Student Interrogations, Searches and Arrests.

Consequences:

- First offense - Student warning; parent conference with administrator; device will be confiscated and returned at conference in which parent and student signs a memorandum of understanding outlining cell phone policy.
- Second offense – Electronic device will be confiscated for a total of five days; parent conference with an administrator in which parent and student will sign a memorandum of understanding outlining cell phone policy.
- Third offense – Electronic device will be confiscated for a total of 30 days; parent conference with an administrator in which parent and student will sign a memorandum of understanding outlining cell phone policy.
- Fourth offense and beyond – Electronic device will be confiscated for the remainder of the school year.

Note: Although the district will take appropriate steps to safeguard all cellular telephones and electronic devices that are confiscated, the district will not be responsible for lost, stolen or damaged devices.

#### **INTERROGATIONS BY SCHOOL PERSONNEL (JCAB):**

Students may be questioned by teachers or administrators about any matter pertaining to the operation of a school or facility and/or the enforcement of its rules. Questions must be conducted discreetly and under circumstances which will avoid unnecessarily embarrassment to the student being questioned. Any student answering falsely, evasively, or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the Student Code of Conduct, the principal or building administrator may interrogate the student without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

#### **INTERROGATIONS BY LAW ENFORCEMENT (JCAB):**

When law enforcement officers find it necessary to question students during the school day, the principal or his/her designee shall cooperate with law enforcement and shall request to be present in order to protect the best interest of the student, as long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parents/legal guardian and request his/her presence. Should this attempt fail the principal or his/her designee shall make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds.

The principal or his/her designee shall contact law enforcement immediately upon notice that a person is engaging in, or has engaged in, activities on school property or school-sanctioned or sponsored activity. Those activities are ones which may result, or do in fact result, in injury or serious threat of injury to the person or another person or his/her property.

#### **SEARCHES BY SCHOOL PERSONNEL (JCAB):**

Any principal, or his/her designee, having reasonable suspicion may search any student, place, or thing on school property or in actual or constructive possession of any student during organized school activity off campus, including buses, vehicles of students or visitors. Notice will be conspicuously posted on school property at all regular entrances, and any other access point on school grounds advising individuals that searches may be conducted as outlined in board policy.

If a properly conducted search yields evidence that board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken and, in cases where the evidence suggests a violation of law, law enforcement will be notified.

#### **Searches of a person or a person's personal belongings:**

A student may be subject to a physical search or a student's pocket/s, purse, or other container, backpack, book bag, etc. may be required to be emptied because of information received from a teacher, staff member, or other student if such action is reasonable to the principal/administrator.

Procedures for searching a person or a person's personal belongings must comply fully with the "reasonableness standard," as adopted by the U.S. Supreme Court. It may meet as follows:

- A particular student has violated board policy, federal or state law;
- The search could be expected to yield evidence of a violation of school rules;
- The search may disclose a dangerous weapon or drugs;

- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
- The search shall be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**Searches of lockers, desks, technology devices, and other school property:**

The district provides lockers, desks, and other such school property to students for their use during the academic year. Because the district retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Students will be notified at the beginning of each school year that such property may be searched at any time.

**Searches by Canines:**

The use of trained dogs to search for controlled substances, weapons, bombs in schools/facilities will be on random, unannounced basis. At the request of the principal/administrator, a trained canine with its handler may go into classes and areas to sniff lockers, desks, backpacks, and the exterior of automobiles. Trained canine will not be used to search students themselves. A qualified and authorized handler who will be responsible for the dog's actions must accompany the canine. Should the dog alert its handler to the presence of any controlled substance, weapon, or bomb, school officials would then have a reasonable basis to conduct a search in accordance with the procedures set forth in board policy.

**Contacting Law Enforcement:**

The principals or his/her designee will contact law enforcement immediately upon notice that a person is engaging in, or has engaged in, activities on school property or school-sanctioned or sponsored activity that may result, or do result, in injury or serious threat of injury to the person or another person or his/her property or to property belonging to the school/district.

**SECRET SOCIETIES/GANG ACTIVITY (JCDAF):**

The Board of Trustees will maintain conditions on school property for all school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with law and the standards set by the Florence County School District Three Board of Trustees. In establishing such standards, the Board prohibits the presence of secret societies and gangs, gang-like activity, and gang related apparel, on school property and at school-sponsored events, because the Board finds that gangs, gang-like activities, and gang-related apparel threaten the safety and well-being of students and employees, and are harmful to the educational purposes of the District.

Gang-like activities shall mean any conduct engaged in by a student 1) on behalf of any gang, 2) to perpetuate the existence of any gang, 3) to effect the common purpose and design of any gang, and/or 4) to represent a gang affiliation, loyalty or membership in anyway while on school grounds or while attending a school function. Gang-like activity may include but is not limited to, the following activities occurring on school property or at a school sponsored event:

- Wearing, possessing, using distributing, displaying or selling any gang-related apparel, i.e., any clothing jewelry, apparel, emblem, badge or accessory that denotes membership in, or affiliation with, a gang;
- Committing any act or omission, or using speech or expression, either verbal or nonverbal, including hand signals and gestures, that denotes memberships in, or affiliation with, any gang;
- Hazing, initiating, soliciting or recruiting others for membership in a gang;
- Requesting any person to pay for "protection," claiming "turf" or territory, or intimidating, bullying, retaliating against, threatening, or harassing any person;
- Encouraging, inciting, or coercing another person to act, commit acts of omissions against his/her will in furtherance of the common purpose and design of any gang;
- Committing any illegal act, including but not limited to, assault, battery, hazing, extortion, causing a riot or disrupting the orderly operating of the school, and vandalism, such as defacing school property with gang graffiti or messages;
- Possessing, selling, or facilitating the possession or sale of a weapon, controlled substance, drug paraphernalia, or other prohibited contraband.

Gang-related apparel means any clothing, jewelry, emblem, accessory, or badge that denotes membership in, affiliation with, support for, or loyalty to, a gang, as that terms is defined herein, Recognizing that gang styles and

clothing continually evolve and change, that no list could comprehensively define all clothing affiliated with gangs, and that the wearing of an item that is typically associated with gangs may not actually connote actual membership in a gang, the School Board provides the following representative list of clothing items as guidance to students and parents, that they might be informed of those items that, according to the District administrators often denote gang membership or affiliation.

- Baseball hat or other cap with gang symbols, moniker, or insignia on it, particularly on inside of brim;
- Bandannas, or “rags,” worn on a person or displayed;
- Shirts, jackets, or apparel with gang symbols, monikers, insignia, clothing, or other gang identifiers;
- Clothing or apparel displaying Old English style or “graffiti” style writing;
- Any apparel or style of wearing clothing that school officials, in light of the totality of the circumstances, and after consultation with law enforcement authorities, view as denoting gang membership or affiliation.

In determining whether a student is in violation of the prohibition on gang-related apparel, the District will maintain, in each school office, a representative list of items that have been identified by school officials and local police agencies as indicative of gang-related activity in that particular school community, and shall provide the list to parents upon request.

### **RULES OF CONDUCT FOR BUS RIDERS**

#### **Bus Rider Procedures**

School bus transportation is designed to be safe, economical, and efficient. We view the school bus transportation system as an integral part of your child’s education program. We expect all students to behave in a mature, respectful manner.

Please be sure you have your child at the bus stop before the bus actually comes to a complete stop. If the driver has to wait on children to come out of the houses, it will cause her to run late for school. Please do the right thing and have your children ready and waiting at the appropriate time. If you want to talk with your child’s bus driver, please call the school to arrange a meeting. For safety and time reasons, please do not attempt to talk with the driver at the bus stop.

A student must ride his/her assigned bus at all times. Permission to ride a different bus may be granted only by the school administrators, provided there is space available and a signed, written parental request for such permission is submitted to the school in advance. A copy of the parental request will be kept on file.

#### **Basic Bus Rules**

1. Keep hands, feet, and objects to yourself and out of the aisle.
2. Sit in your assigned seat and remain seated while the bus is in motion.
3. Do not use profane or obscene language, gestures, or loud noises.
4. Do not vandalize the bus or equipment in any manner.
5. Do not use tobacco or any other unauthorized materials on the bus.
6. Absolutely no eating or drinking on the school bus.
7. Obey the driver’s request at all times.

#### **Consequences for Violation of Bus Rules**

1<sup>st</sup> Offense= One day suspension off the bus and parent contact

2<sup>nd</sup> Offense= Three days suspension off the bus and parent contact

3<sup>rd</sup> Offense= Five days suspension off the bus and parent conference

4<sup>th</sup> Offense= Ten days suspension off the bus and parent conference

5<sup>th</sup> Offense= Suspension off the bus for the remainder of the school year

**\*\* Students may receive a written warning along with parent contact on the first offense. After the warning, the first offense begins.**



**For an offense that the administrator/bus supervisor deems major and may endanger the safety of passengers and/or driver, the student may be removed from the bus immediately and the administrator/bus supervisor may impose a more severe consequence.**

#### Waiting for the School Bus

1. All bus drivers are expected to arrive at each designated stop within the same ten minutes of the set hour each day, unless there are uncontrollable factors (mechanical problems, inclement weather, driver absent or student misbehavior).
2. Because school buses operate on a very tight schedule, students should arrive at the bus stop fifteen minutes ahead of the bus. Each student should be on time-bus drivers will not wait for those who are late unless it's during inclement weather.
3. Students may ride only the bus they are regularly assigned.
4. Students are prohibited from bringing the following items on the bus: animals; food/drinks; glass containers; weapons; balloons; oversized items-including band instruments-which obstruct the driver's view, block the aisle or exits, or displace a student from a seat; and any other item or object which will interfere with the safe operation of a school bus. Radios/compact disc players/MP-3/Ipod's players, cell phones, or similar devices and handheld electronic games are not permitted. If a bus driver should discover a student using one of these devices, they are required to submit a disciplinary referral to the appropriate school official.

*(The US Department of Transportation, National Highways Traffic Safety Administration, Standard 17, Pupil Safety: ...baggage and other items transported in the passenger compartment should be stored so that the aisles are kept clear and the doors and emergency exits of school vehicles remain unobstructed at all times //South Carolina Department of Education: Band instruments, or other items, carried on a school bus must be of such size that they can be transported in the student's lap. This is necessary to insure that all items are kept under the control of the student at all times in case of accident or an emergency. School district compliance with this standard is mandatory. No student carry-on items can obstruct the orderly emergency or non-emergency exiting of the bus. Securement of carry-on items prohibits them from becoming flying objects in the event of an accident. Items on the seats, floor, or obstructing the aisles endanger all students on the bus.*

5. Passengers are to be seated immediately and remain seated while the bus is in motion.

#### Riding and Leaving the School Bus

1. The driver of a school bus is in complete charge of the passengers while they are aboard the bus and should be given the same respect as a classroom teacher. Complaints against a driver should be directed to the transportation office.
2. Students should conduct themselves in an acceptable manner at all times. Profanity, obscene gestures, horseplay, throwing objects, fighting, and boisterous or other improper behavior will not be tolerated. Outside of ordinary conversation, classroom behavior will be observed.
3. Students will occupy the seat assigned to them by the driver. All students will have assigned seats and will be required to furnish information for a bus roster. Once seats are assigned, students may be held accountable for damage.
4. The aisle of the bus must remain free of books and other objects.
5. Passengers should keep their arms, head, or others parts of the body inside the bus at all times.
6. Passengers should not tamper with the emergency door, fire extinguisher, or other safety equipment on the bus- including cameras.
7. Students should assist the driver in keeping the bus clean by discarding trash in an appropriate trash receptacle.
8. Students should remain seated until the bus comes to a complete stop. Upon arrival at school, students in the front seats will leave the bus first and all will exit in an orderly fashion.
9. Passengers are allowed to leave the bus only at regular designated stops.



### **General Bus Information**

1. Student can only switch from their assigned bus with a written request from a parent/guardian. The school principal and the transportation director will evaluate each request. If the parents request a drop off other than the normal stop, they must make this request in writing and have it notarized. The new stop location must be within the child's assigned school zone and be on a space available basis.
2. Complaints or safety concerns regarding a bus or bus driver should be made to the Transportation Office.
3. All bus students are expected to obey the principals and teacher at each school their bus serves. The students' school principal will discipline students who disobey any school official on school grounds-including school buses.
4. Most school buses are equipped with a video cameras and audio recording device which can be used to monitor passenger and bus activity. Student behavior on the bus and the driver's management of the behavior are key elements for a safe bus ride. Requests to view a video can be made through the administrator at the child's school. Requests are granted when there is 'just cause' and with the intent of observing and resolving a particular problem or situation. Viewings will be conducted only within the presence of the school administrator.
5. The regulations are established for the protection of students, school officials, school property and the motoring public. Students who fail to follow these rules could lose privilege to ride any Florence District Three bus. When, in the judgment of school district officials, any bus student's behavior endangers the lives of other bus students and the motoring public, then that student can be immediately removed from the bus. Bus privileged will remain suspended until the student has had a conference with school principal.
6. Bus drivers cannot suspend a student from riding the bus. Only the principal or principal's designee of the school the student attends can make this decision.
7. All students are subject to transportation laws, rules, and regulations from the time they board a school bus until the bus route is completed or until the student arrive at their normal destinations, either home or school.
8. Should a bus arrive at an assigned bus stop for a two week period, and no students board the bus, the bus stop will be deactivated. Should the parents wish to reactivate the bus stop, they will need to contact the Transportation Office and it make take up to four business days to complete the process.

### **Request of Parents and Guardians**

Parents or guardians are responsible for the safety, conduct, and timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick and transport to school and the timely departure of the child after the school bus leaves the designated school bus top after transporting the children from school. (SC-59-67-415)

Younger students- parent please accompany younger children to the bus stop in the morning and meet the bus at the end of the day; a parent, guardian or authorized person be present at the child's designated bus stop.

**Revised – 5-29-15**

### **ASSESSMENTS**

Students at certain grade levels will take state and district assessment tests. The following are examples of state assessment tests by grade level:

4K	State Testing
Grade 5K	Early Childhood State Assessment
Grade 2	CogAt/IOWA
Grade K-8	MAP- Measures of Academic Progress in ELA/Math DRA- Developmental Reading Assessment SCReady, and SCPASS

## GRADING/ASSESSMENT SYSTEMS

Code **IKA** Revised: 05/19/2016

Purpose: To establish the Board's vision for grading and assessment of student academic progress.

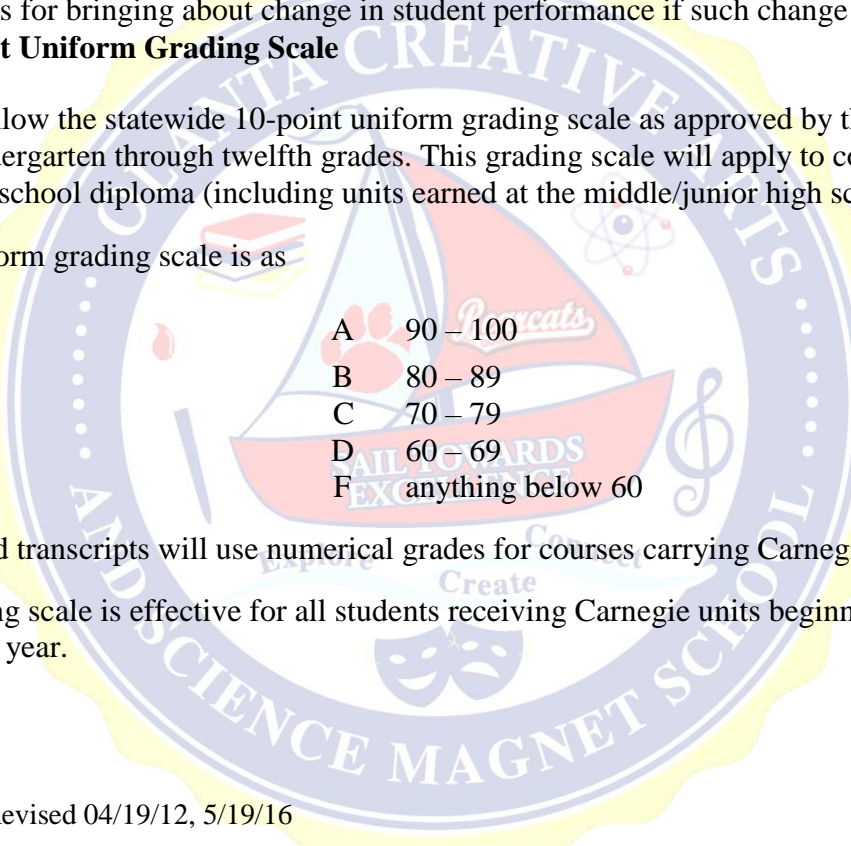
Students respond more positively to the opportunity for success than to the threat of failure. The District seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. The district should emphasize achievement in its process of evaluating student performance.

Regularly issued report cards, combined with scheduled parent-teacher conferences, serve to promote a process of continuous evaluation of student performance. This process informs students and their parents and provides a basis for bringing about change in student performance if such change seems necessary

**Statewide 10-Point Uniform Grading Scale**

The district will follow the statewide 10-point uniform grading scale as approved by the State Board of Education, for kindergarten through twelfth grades. This grading scale will apply to courses students take to earn a high school diploma (including units earned at the middle/junior high school level).

The 10-point uniform grading scale is as follows:



A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	anything below 60

All report cards and transcripts will use numerical grades for courses carrying Carnegie units.

The uniform grading scale is effective for all students receiving Carnegie units beginning in the 2016– 2017 school year.

Adopted 05/18/00; Revised 04/19/12, 5/19/16

## General School Information

### ABSENCES (JBD)

The school year consists of 180 school days. Attendance is the presence of a student on days when school is in session. Students may be counted present only when they are actually at school, on homebound instruction, or are present at a school activity which is authorized by the school. This may include field trips, athletic contests, academic contests, music festivals, student conventions and similar activities.

Students shall be expected to attend school regularly and shall present a written excuse, signed by parent/guardian, in all cases of absence. All excuses shall be strictly confidential.

An excused absence (including excused tardiness) shall permit a student to make up work missed during the absence. A valid excuse must list the date of absence, the reason for the absence, the telephone number and signature of the parent/guardian. A valid doctor's excuse will be permitted. Any student who fails to bring a valid excuse to school automatically receives an unexcused absence.

Lawful absences shall include the following:

- Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
- Students in whose immediate family there is a serious illness or death.
- Students may be excused from attendance in school for recognized religious holidays of their faith. Unlawful absence shall include:
- Students who are willfully absent from school without knowledge of their parents.
- Students who are absent from school without acceptable cause with the knowledge of their parents.

Participation in after-school activities No student who misses all or any portion of the school day, unless excused by the principal, shall be permitted to participate later that day or evening in any extracurricular or school – sponsored or authorized or related school activity.

After three (3) consecutive unlawful or five (5) total unexcused or unverified absences, the school will contact parents and develop a truancy intervention plan (TIP) in conjunction with student and parent/guardian to improve future attendance. Students under 17 years of age who violate a TIP will be referred to a higher authority for truancy.

The district's plan for improving students' attendance shall include but not be limited to:

- Reasons for unlawful absences;
- Methods to resolve cause of unlawful absences;
- Actions to be taken in event unlawful absences continue;
- Signature of parent/guardian or evidence that an attempt has been made to involve parent/guardian.

All schools will implement a system for informing parents/guardians of their child absences and tardies on a daily basis.

### ADMISSION OF LIMITED PROFICIENCY AND MIGRANT STUDENTS

Code **JFABE**

Students with limited English proficiency and migrant students will have equal access to the same educational opportunities as other students within the district.

A student will not be denied enrollment due to the lack of proof of immigration status and the district will not request that information from the parents/legal guardians.



Only the following two documents are required for enrollment:

- immunization records (DHEC allows a 30-day waiver for student to present records or to begin immunizations)
- birth certificates or proof of age (required for first-time enrollment of children entering kindergarten or first grade)

Parents/Legal guardians do not have to present a South Carolina driver's license or other photo ID for access to the main office in order to enroll their children in school.

Students with limited English proficiency should be placed with students of the same age.

Students with limited English proficiency and migrant students are eligible to participate in all age-appropriate school programs and to receive all available services.

The district will not deny admission to any student on the basis of race, religion, sex, disability, national origin, immigrant status, or English-speaking status.

Parents/Legal guardians may contact the state department of education to file a complaint if they believe their children have been denied enrollment due to their English-speaking or immigration status.

### **AGENDA**

"If a student plans to learn, a student must learn to plan." An agenda has been prepared for every student to help with the planning and organizing of assignments. This is a valuable tool to help you and your child keep up with what is going on in the classroom and in the school. Each student is expected to keep all assignments in the agenda, take the agenda home each night, use the agenda to complete the homework assignments, have a parent/guardian check the work and sign the agenda in the appropriate locations. If a student loses the agenda, there will be a **\$5.00** replacement fee. If a student routinely forgets his/her agenda, the student may receive detention each time it is forgotten. It is very important to teach your child organizational skills at a young age. Please feel free to write any comments or concerns in the agenda. This is another way of keeping communication going between home and school.

### **ARRIVAL/DEPARTURE PROCEDURES**

Children should not arrive at school before 7:10 a.m. Students arriving prior to this time are not properly supervised. **Parents should drop their children off at the car rider area adjacent to Olanta Public Library. Please be sure to stay in the line and do not park across from the school near the ball field and cross as this is dangerous.** Any parent needing to see a teacher before school should park their car in a parking space in the front of the building and walk in to the office to get a pass.

At afternoon dismissal time, we will load all cars in the designated area before allowing cars to leave. Again, SAFETY of our children is our number one concern. Be sure you stay in line and wait patiently. Once everyone gets into this routine, this process will move right along. Please drive carefully and remember the reason we are making this change-**for the safety of your child.**

### **Transportation Guidelines (BP-JGG)**

Questions concerning transportation should be directed to the school's assistant principal, Mrs. McKnight, or the district's Supervisor of Transportation, Sharon McClam. Ms. McClam may be reached at 387-8652 ext. 1145.

- Parents are asked to encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus and stress the importance of good behavior on the buses.
- Parents are not allowed to board a school bus for any reason. Should a parent need to have a conversation with a driver, the parent is asked to contact the Transportation Office.



### Car Rider Procedures

Car Rider Tags are to be displayed in the front windshield area on the passenger side. These cards must be displayed throughout the entire year as supervising personnel may change. On occasions when the regular transporter does not pick the student up, substitute transporters will be asked to produce the student identification card and picture identification. These people should also be on the student's emergency contact list. Persons who attempt to pick up a child but do not have the car tag will be directed to the main office. **Car riders are not to be dropped off before 7:10 am or after 7:40 am. Supervision for car riders will start at 7:10 am and end at 7:40 am. After 7:40 am, a parent must come into the front office to sign the student in. Students will be loaded in each car beginning at 2:40 pm. We ask parents to please remain in their cars until all students are loaded.**

### Changes in PM Transportation – Car Rider

If your child will go home a different way than usual, we must have a note stating how and who the child will go with, along with a parent signature. If a child goes home with another student there must be a note from both parties. If we do not have a note, your child will go to the usual location for transportation home.

### Early Dismissal Procedures

If you need to take your child out of school prior to regular dismissal time, we ask that you pay close attention to his/her class schedule. Students will only be taken out during class transition times. Instruction is our primary concern, and we do not want this valuable time interrupted. To ensure a safe and orderly dismissal for all students, **we will not dismiss students after 2:00**, per board policy JBF, except due to extenuating circumstances and approval by the principal or his/her designee. Also, be sure to send a note or call before 1:00 if you know you will be picking up your child early. As stated previously, after 3 early dismissals in a 9-week period or 3 late arrivals, a student may receive detention or lose other fun activities, as well as run the risk of losing his/her perfect attendance award. Please make all appointments after school hours so your child does not continuously miss instruction.

### Tardy Procedures

Arriving to school late is disruptive to the learning environment and interferes with the progress of all students. We ask that you come in and sign your child in at the office. Please have your child here on time. **Your child is considered tardy at 7:45. If your child is late more than 3 times in a 9 week period, regardless of the reason, a mandatory administrative conference will occur with the parent. Please make all appointments after school hours so your child does not continuously miss instruction.**

### ATTENDANCE AREA (Board Policy JBCD)

Students are assigned to schools according to the location of the residence of their parents/guardians. Residence is defined as the home in which the child resides four out of five school nights during the year. Custody of the child will be accepted only if the student actually resides with his/her legal custodian who is vested with the power and charged with the duty of managing the student's affairs.

### Proof of Residency (BP-JBCD)

In order to register a child, a parent/guardian must provide picture identification and a current utility bill (electricity) with matching addresses to establish residency within the district. A rental receipt, post office box, cable bill or electricity disconnect notice will not be accepted as proof of residency.

### Intra District Transfers (BP JBCD)

Transfer requests may be granted by the Superintendent for a one year period on the basis of exceptional and compelling personal hardship issues. Transfers are reviewed annually and should be completed prior to June 15<sup>th</sup> of each year. Transfer paperwork is available at the child's assigned school.

### **Changes In Residency (BP JBCD)**

If a student moves within the Florence School District Three attendance zone during the school year, a parent may elect for the student to remain until the end of the year in the original school. In such cases, transportation will be furnished by the parent/guardian.

If a student moves outside of the Florence School District Three attendance zone during the school year and wishes to remain in the original school for the remainder of the year, the parent must request/obtain a written release from the district of residence and submit a written request from the Florence School District Three Office of the Superintendent. Parents will be notified in writing of the decision.

### **School Choice (JBCC)**

Purpose: To establish and maintain parameters as to the structure and function of school choice as offered by Florence County School District Three through its restructuring plan and choice initiatives in accordance with the goals outlined by the school district and approved by the Board of Trustees.

School Choice Initiative:

In an effort to establish Florence County School District 3 as a premier school district of choice, Florence County School District Three offers school choice to families and students who seek expanded programming and opportunities through the district public school of their choice where space is available. Eligibility for school choice through Florence County School District Three is determined by the following: students must reside within the geographic boundaries of Florence County School District 3 and space availability must exist at the selected school. If students meet the above outlined requirements, applicants will be notified and given a deadline to accept or decline the selection they have chosen. The option to accept or decline a student's seat at a school of choice will be documented by school personnel as well as the following: the decision of student to accept or decline, the mode of notification, the name of the parent/guardian who made the decision, the date and time the decision, and who the decision was delivered to at the school of choice.

After the deadline, the following will be enacted as part of the school choice initiative:

Any student whose parent/guardian has not accepted nor declined their spot for the upcoming school year will forfeit their seat at the school of choice for the upcoming school year. The student will then attend the school designated by their residential zone.

A "Stay-Put" policy will go into effect which requires students to remain at the school of choice for at least the one semester.

Following the first semester, a student may submit a written request for approval to the Superintendent of Florence County School District 3, to return to their zoned school.

All deadlines for school choice, including the deadline to accept or decline, will be listed on the application of the school of choice as well as on transfer request forms for schools that do not require an application of their own.

Students and families who choose to participate in the School Choice Initiative will have the opportunity to remain at the school of their choice pending the following requirements are met annually:

Students who desire to attend a school outside of their residential zone must apply for the School Choice Initiative through the specific requirements of the designated school of their choice.

Florence County School District Three within the application window, as determined by the school of their choice.

o must meet academic requirements to verify the grade level their application is completed for.

Florence County School District 3 does not provide transportation through the School Choice Initiative

o Designated schools may provide their own transportation as funds through outside sources may provide. Parents are encouraged to consult with their school of choice prior to making a commitment to a school to determine transportation options and availability.

Under the School Choice Initiative, each school of choice will enact a policy to address the situation of having more applicants than space allows at the school of choice. Individual school policies can be accessed on site at the school of choice or from the District Office of Florence County School District Three.

If a student moves into Florence County School District 3 from outside of the residential zones served by the school district following the end of the School Choice Initiative time period of the year, the child must attend the school to which he/she is zone, and may apply for the School Choice Initiative during the next cycle.

In providing school choice, Florence County School District 3 will not discriminate on the basis of race, religion, sex, disability, national origin, or immigrant status or English speaking status consistent with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), and the Age Discrimination Act of 1975.

#### **Transfers/Withdrawals**

Any student needing to withdraw will need to complete a withdrawal package. This information can be obtained in the main office. Student records will be released when the proper checkout procedure has been completed.

#### **BOOKS**

Students will be issued textbooks that they are responsible to maintain in good condition. All books will be accounted for at the end of the school year. Any workbook, textbook or library book, lost or damaged, is the responsibility of the student. If the books are not located, replaced, or paid for, the student will not be considered in good standing with the school. Please help teach your child the life skill of responsibility.

#### **CAFETERIA PROCEDURES**

Healthy breakfasts and lunches are served daily. The cost for each meal is as follows:

<u>Students</u>	<u>Adults</u>
Breakfast - free	Breakfast - \$2.00



Lunch - free

Lunch - \$3.50

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

A **free breakfast** will be available to all students and will be served each morning. A student who desires to eat breakfast must be at school before 7:30 am so that he/she may finish breakfast and be ready to begin class activities. An exception will be granted for late bus arrivals or principal's discretion.

One carton of milk is included with each lunch. Students are encouraged to drink milk with their lunch. Children who have special dietary needs must bring a doctor's note.

## **COMPLAINTS AND GRIEVANCES**

### **Grievance Procedures for Students**

In all cases of legitimate dissatisfaction on the part of a student, the guidance counselor of the school must first be appealed to and if his/her decision or advice is unsatisfactory, the assistant principal shall be appealed to. If the decision of the assistant principal proves unsatisfactory, the matter shall then be referred to the principal. If dissatisfaction prevails, the matter shall be brought to the attention of the superintendent. If the decision of the superintendent is unsatisfactory, the matter shall be referred to the Board of Trustees.

### **Grievance Procedures for Parents**

The channel of redress for parents in matters of dispute with school authorities consists of the following successive conferences:

- 1) Student and/or parent, teacher
- 2) Student and/or parent, teacher, principal, or assistant principal;
- 3) Student and/or parent, teacher, principal, superintendent.

## **COMPUTER USE**

### **Acceptable Use of Computers**

In order to provide a safe learning environment, students must have a signed permission form from a parent or guardian to access the internet. Students will not be allowed to use school computers for music, games, personal e-mail or "surfing" the internet. Students' internet use will be monitored by teachers and the district and limited to school assignments. Violation of this policy may result in loss of computer use.

## **CUSTODY**

If there is a family custody issue that involves the school in any manner, the parent/guardian must provide the school office/principal with the appropriate legal documents. This proper documentation protects your child.

## **DELIVERIES**

The children enjoy getting special deliveries throughout the year on special occasions. In order to prevent distractions from instruction, these items will not be delivered until the end of the day. Please keep in mind that glass containers or bulky containers/balloons will not be permitted on the bus for safety reasons. **Deliveries will not be accepted on Valentine's Day for students or adults.**

## **DRESS CODE**

Florence County School District Three recognizes and understands that there is a strong correlation between a positive learning environment and appropriate attire. To help create not only the best learning environment, but also the safest, the following expectations for student dress have been established. Apparel or appearance, which

tends to interfere with the instructional process and draws attention to an individual rather than to the education process and learning environment, must be avoided.

- All clothing must not have holes, be cut-off, ripped or see-through and must be size appropriate.
- Pants must be worn at the waist, shirt tails are to be tucked in at all times.
- Sagging/Bagging is not allowed.
- Belts are required for clothing designed for belts
- No hats may be worn inside the building other than for medical/religious necessity.
- All clothes must be worn appropriately and as intended.

## Uniforms

**For Tops: Polo Style Shirts (with Collars)—Colors: Burgundy, Navy, White, and Black**  
**For Bottoms: Khaki, Navy Blue, & Black**



The adoption of the uniform dress code policy will reduce distractions and disruptions caused by clothing, make economic disparities between students less obvious, promote student achievement and create an orderly learning environment. The uniform dress code policy will also enhance school safety and security. All students will adhere to the following Uniform Dress Code while attending classes, riding buses, or participating in any other official school function, unless otherwise indicated by the school administration.

### Shirts

- Short or long sleeved knit polo style, with collar (white, navy, black, or burgundy)
- Long sleeved turtleneck or mock turtleneck style (white, navy, black, or burgundy)
- Shirrtails must be tucked in at all times for all students.
- No tee shirts allowed as school uniform.
- Shirts must be cotton or predominately cotton material; no see-through, satin, silk, acetate, mesh, or latex shirts will be allowed, nor will shirts with “blousy” collars, sleeves, plackets etc.

### Pants and skirts

- Khaki, black, or navy blue bottoms are required.
- Boys may wear either long or short khaki, black, or navy blue pants, no oversized pants. Cargo pants are permitted.
- Girls may wear khaki, black, or navy blue pants, skirts, skorts, shorts, capris, or jumpers (Pants, skirts, skorts, shorts, capris, crop pants and jumpers may not be of nylon, or latex materials, or any clinging material to the student’s body).
- Shorts, skirts, skorts, capris, and jumpers must be at meet the \*dollar bill rule. (\*Dollar bill rule: Clothing must be no shorter than the height of a dollar bill when placed at the front and/or back of the knee. Slits in skirts and dresses must be no shorter than the height of a dollar bill when placed at the front and/or back of the knee. Clothing may extend below the knee.)
- Belts must be worn if there are belt loops on the clothing, and must go through all loops.



### Shoes and socks

- Shoes and socks in any style and color of choice, as long as the shoe complies with the district dress code policy. (Flip flops are not permitted.)

## **Sweaters and Jackets**

- Students may wear a sweater or jacket of any style (cardigan, zippered, crew, vest, etc.) as long as it follows the school dress code.

## **\*Financial Hardship\***

No student shall be denied attendance or penalized for failure to wear a uniform for reason of financial hardship. The school shall make efforts to assist parents who cannot afford uniforms by the following procedures:

- Any parent in need of financial assistance shall notify the school prior to the beginning of the school year. The need must be clearly established with the principal or his/her designee, as the school is not expected to incur the parental responsibility of providing school clothing for students.
- The school shall work with staff, the local school community, and business partners to identify resources for assisting families.
- The PTO or other school volunteers may be asked to coordinate the effort to provide needed assistance.

## **Disciplinary Action**

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the principal or the principal's designee may require the student to change his/her dress or appearance. A repeated violation of this policy may result in disciplinary action.

## **Compliance Procedures**

**First Offense:** There will be a parent contact, student conference and a letter of notification of non-compliance will be sent home by the principal or principal designee. The letter must be signed and returned to the classroom teacher.

**Second Offense:** Student will be referred to the office for a uniform conference. The parent will be contacted to provide a uniform. A second reminder letter will be sent home to be signed and returned to the administrator or principal designee. Parent will be contacted to provide a uniform.

**Third Offense:** Disciplinary action will be taken. This can include In-School Suspension, as well as Out of School Suspension. A discipline referral and reminder letter will be sent home and a parent conference will be required upon the student's return to school.

- Without exception, violations of the Uniform Dress Code will be handled at the discretion of and in a manner determined by individual teacher, school administration, and/or School Leadership Team. Any appeals regarding specific disciplinary action related to Uniform Dress code violations may be handled by parents addressing in writing to the School Leadership Team, whose decision is final.

## **EMERGENCY CLOSING**

If it becomes necessary to close the school because of adverse weather or other emergency conditions, the information will be broadcast by local radio and TV stations.

## **FIELD TRIPS**

All students must bring a signed parent permission slip with medical insurance/Medicaid documentation. Brothers and sisters are not allowed to go with siblings in another grade. Younger brothers or sisters under school age are not allowed to go on the buses. **Parents interested in chaperoning the field trip must complete a FCSD3 chaperone application and the application must be approved. Selection of parents approved as chaperones will be prioritized on a first come first serve basis. The chaperone application must be**



**completed each school year.** Field trip money is due prior to taking the trip. Failure to pay or notify school personnel of a problem may result in the student being unable to attend the field trip. Students must be in good standing in order to participate in this activity.

### **GUIDANCE PROGRAM**

The school counselor is available to discuss concerns that parents have about their child, their child's school experience, or the district's guidance and counseling program. Counselors are willing to share information about child and adolescent development, learning styles, exceptional children, the academic program, behavior management, parenting styles and community resources. Please contact the guidance counselor if you would like to discuss any of these areas.

### **Harassment and Sexual Harassment**

The Florence County School District Three Board of Trustees is committed to safeguarding the rights of all students, employees and third parties within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of the Florence County School District Three Board of Trustees to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, color, sexual orientation, and/or race/national origin. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of a harassment or sexual harassment complaint.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel or the Florence County School District Three Schools to harass or sexually harass a student, teacher, administrator or other school personnel through conduct of communication of any form as defined by this policy. The school system will act to promptly investigate all complaints and to promptly and appropriately discipline any student or school personnel who is found to have violated this policy, and /or take other appropriate action reasonably calculated to end the harassment or sexual harassment.

For the purpose of this policy, school personnel include school board members, employees of the Florence County School District Three Schools, agents, volunteers, contractors, or persons subject to the supervision and control of the Florence County School District Three Schools.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, sexual orientation, national origin and race.

### **Harassment Defined and Prohibited**

It is the policy of the Florence County School District Three Board of Trustees not to discriminate on the basis of sex, race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability in its educational programs, activities, or employment policies as required by the referenced federal and state statutes. Any student or school personnel shall be punished for infractions of the policy when:

*The harassing conduct is sufficiently severe, persistent or pervasive that affects the ability of the student or school personnel to participate in or benefit from the educational program or activity of the work environment and/or creates an intimidating, threatening or abusive environment. The harassing conduct*

*has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance. Harassment may include, but is not limited to:*

Graffiti, notes, or cartoons containing discriminatory language; Name calling, jokes, or rumors; Negative stereotypes and hostile acts which are based upon a person's sex, race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability; Written or graphic material containing discriminatory comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes; Threatening or intimidating conduct directed at another because of the other's race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability; A physical act of aggression or assault, or other acts of aggressive conduct, upon another because of, or in a manner reasonably related to, an individual's race, nation origin, color, creed, religion, age, sexual orientation, marital status, or disability.

### **Sexual Harassment Defined and Prohibited**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

*Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.*

Sexual harassment may include, but is not limited to:

Sexual advances; verbal harassment or abuse; subtle pressure for sexual activity; touching of a sexual nature, including inappropriate patting or pinching; Intentional brushing against a student or employee's body; demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes; sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others; sexual or "dirty" jokes; or spreading rumors about or rating other students as to sexual activity or performance.

### **Reporting Procedures**

Any person who believes he/she has been the victim of harassment or sexual harassment as defined in Section II and III of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment should report the alleged act(s) immediately to the appropriate school system official as designed by this policy. The Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

**In Each School** – The school principal is the person responsible for receiving oral or written reports or harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Superintendent/Designee (as appointed by the Superintendent) immediately. A written

report will be forwarded to Superintendent/Designee. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Superintendent/Designee.

### **Investigation and Recommendation**

By Board authority the Superintendent/Designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by the school system official and/or by a third party designated by the Superintendent. The party making the investigation shall provide a written report of the status of the investigation as soon as possible to the Superintendent and the Superintendent/Designee.

In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding circumstances, the nature of the sexual advances is sexual harassment is alleged relationships between parties involved and the context in which the alleged incidents occurred should be considered.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the Superintendent shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment.

### **HEALTH ROOM**

#### **HEALTH POLICIES AND PROCEDURES**

1. If a child is hurt at school, first aid will be administered and the parent will be contacted.
2. Every attempt will be made to contact a parent when a child is sick.
3. If a parent knows that he or she will not be at work or at home on a given day, please inform your child or send a note to the teacher where you may be reached in case of an emergency.
4. If your child is sick or has been sick and is not able to participate in physical education, please send a note to your child's teacher.
5. Students must refrain from attending school when they are running a fever or vomiting. A parent will be contacted to pick the student up. Students may return when they are fever free for 24 hours.

#### **Medication Procedures**

There is a form that may be used to allow the school nurse to administer specific over the counter medications to students. Completion of this form allows the nurse to administer medications such as cough drops, antibiotic ointment, and acetaminophen, etc. if needed by a student. This will assist parents in not having to get off from work to come and give simple medications. The school can only provide this service to a student if a form is on file. If for some reason the school nurse is absent, a parent will have to come and administer the medication. No school personnel, other than the nurse, will administer any oral medication without a physician's order. Children should not carry any medication to the school. Medication must be handled by an adult.

School personnel will not dispense medications (including aspirin) except as provided in this policy.

Schools do not dispense non-prescription medicines. However, there are some situations that may require the school's cooperation with the parents/legal guardians and the physician in dispensing prescription medicines to students.



Prior to administering prescribed medication which is to be taken over a long period of time, a signed and dated request from the parent/legal guardian giving permission for the medicine to be administered must be on file with the school nurse.

An order from the physician who prescribed the medicine must be on file. This statement will contain the name of the medicine, the dosage, the time(s) to be given and the route of administration. The physician will sign and date the statement.

Upon receipt of parental permission and doctor's orders, school personnel will assist the student in taking the prescribed medication in the manner prescribed. Medication should be given by a school nurse if possible. In cases where this is not possible, the nurse may authorize other school personnel to administer medication which may include the principal, school secretary, guidance counselor and/ or assistant principal. Medications are to be recorded and initialed by the person administering them.

Parents/Legal guardians may not hold the school, district or district personnel liable for any adverse reaction to a drug when it has been given under the prescribed manner.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

### **Individual Healthcare Plan (IHP)**

The district will provide certain students with special healthcare needs an individual healthcare plan. This plan will meet the needs of the student for health monitoring and care during the school day or at school-sponsored events.

In accordance with this plan, the district authorizes the student to self-monitor and self-administer medication as prescribed by the student's healthcare provider unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

The district will grant permission to self-monitor and self-administer medication on a year-by-year basis based on appropriate written authorization from the parent/legal guardian and the student's healthcare provider who prescribed the medication.

The district will notify the parents/legal guardians at the beginning of each school year of all available services and rights under this policy pursuant to Section 504 of the Rehabilitation Act of 1973, the IDEA and medical homebound regulations.

The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the student and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.

At the beginning of the school year, the district will send a notice developed by the state department of education to all parents/legal guardians that notifies them of available services and rights pursuant to Section 504 of the Rehabilitation Act of 1973, the IDEA and medical homebound regulations.

### **Communicable Diseases**

Florence Three Follows the regulations and guidelines established by the Department of Health and Environmental Control as stated in *Board Policy JGCC*.

To help prevent the spread of germs, a child attending a school program should be free of infectious diseases. When symptoms of infectious diseases develop, it is imperative that the possibility of infection is recognized and alternative

childcare be arranged. **In order to accomplish this and safeguard every child, any child with any of the following symptoms is not permitted to attend school during the episode and must be symptom free for 24 FULL hours (i.e. no school the day after incident) past the latest sick episode.**

**Please understand that the spread of illness, infection and outbreaks can be life threatening to some children, but are also preventable if you help us by following the regulations below:**

- |  |  |
|--|--|
| <input type="checkbox"/> Temperature of 100 degrees or higher                  | <input type="checkbox"/> Severe head pain to the point of being unable to function in class        |
| <input type="checkbox"/> Vomiting/ Diarrhea                                    | <input type="checkbox"/> Rapid or altered breathing  |
| <input type="checkbox"/> Pink-Eye (redness, itching or discharge from the eye) | <input type="checkbox"/> Any other issue the School Health Professional believes to be infectious. |
| <input type="checkbox"/> Lethargy or unusual behavior                          |  |
| <input type="checkbox"/> Rash/ Infected skin or sores                          |  |
| <input type="checkbox"/> Excessive coughing – unable to participate in class   |  |

### **Notification**

We have many students with severe illness and health issues. **Please notify the school nurse at 843-396-4457** if your child has any contagious health problems that can easily be spread or is home recovering from a contagious illness. Some example may be strep throat, chicken pox, MRSA, rashes, FLU, Mono, Norovirus (Stomach Bug), lice, etc.

### **Sick Students**

Please have a plan in place if your child gets sick during school hours. It is important that all sick students be picked-up in a timely manner. Make sure all emergency contacts are updated.

### **Health Conditions/Allergies**

Any child who has a confirmed allergy or health condition requiring emergency treatment must present emergency medication (Epi-pin, Insulin, DISTAT, etc.) and an Emergency Medical Plan from a doctor to the School Nurse on or before the first day of school. **Immunization Requirements:** Please see the parent calendar for the minimum requirements.

### **HEALTHY CHOICES**

We make every effort to teach our children to make good choices. This includes making healthy choices. Students are not allowed to bring sodas to school. Also, please do not send candy, cookies, chips, etc., as class treats or birthday celebrations as we will not be able to hand these items out to students.

### **HOMEWORK (Board Policy IHA)**

The U. S. Department of Education, 2000, suggested guidelines for assigning homework are recommended for instructional programs in the district:

- No more than 20 minutes daily for grades 1 – 3
- 20-40 minutes daily for grades 4-5

### **Homework Policy**

If you have questions about assigned homework or instructional strategies taught in the classroom, please contact the teacher to determine the best method to support your child's learning. If your child is absent from school, please request homework assignments as soon as possible. You may leave a message on the teacher's voicemail or contact the office to request assignments.

### **IDENTIFICATION OF STUDENT CLOTHING, LUNCHBOXES, NOTEBOOK, ETC.**

Please write your child's name on his/her book bag, lunchbox, sweater, coats, caps, and other belongings. A lost or misplaced article can be returned when it is left on the school bus, playground, lunchroom, or library if the owner can be identified. The

lost and found is in the janitor's room located in the back of the school. All articles not picked up in lost & found will be taken to a local thrift store.

### **INTERNET USE**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The benefits to students of learning to use this "network of networks" include access to information resources from a vast number of governmental agencies and educational institutions as well as telecommunications with individuals and groups around the world. Florence Three's goal in providing this service to teachers and students is to enhance and support the curriculum. Schools cannot control the content of this information, some of which may be controversial or inappropriate. Schools will take reasonable precautions to monitor use of the Internet and will withdraw privileges from users who do not follow rules governing its use in its school system. Users who do not follow the rules may also be subject to disciplinary and/or appropriate legal action.

### **MEDIA RELEASE**

During the school year, articles and news release are written about and for the school system and may appear in the local, state, or national news media or on the district's website. Often these are accompanied by photographs of students. Parents who **do not want** to have their children's picture taken or have their children interviewed for articles and news releases should send the school a written note to that fact, with the child's name, grade (teacher's name) and a parent's signature. The school principal will notify the appropriate people and will keep the record at the school.

### **NEGLECT**

**South Carolina law places the ultimate responsibility for making sure a child attends school on the child's parent.** Child abuse or neglect may exist when parents do not provide their children with education as required by law.

Educational neglect may be indicated if:

1. The child is too young to be held responsible for his/her own regular attendance.
2. The parents do not respond to requests by school officials to meet regarding the child's attendance problems.
3. The parents appear apathetic about school attendance and make no effort to work with the school to encourage the child's future attendance.
4. The parents refuse to cooperate with an intervention plan instituted by the school to address the child's continued absence from school.

Other indicators of neglect may include:

1. The child is dressed in clothing that is inappropriate for the weather.
2. The child exhibits poor hygiene as evidenced by continued body odor, untreated head lice, etc.
3. The child's medical needs are not being met; the parents are not making sure that the child receives routine or urgent medical care.
4. The child exhibits excessive sleepiness during the day.
5. The child comes to school hungry; the child is observed stealing or asking for food.
6. The child is acting as the caretaker for younger siblings.
7. The child reports being left alone at home.
8. The parents appear to be indifferent to the child's needs.

**\*School teachers, counselors, principals, and assistant principals are specifically required by law to report to the Department of Social Services (DSS) when they have reason to believe that a child has been abused**



**or neglected.** Nurses, mental health professionals, social workers, and law enforcement officers are also mandated to make such reports.

### **NOTICE TO PARENTS AND STUDENTS**

To all parents of students currently attending the Florence School District Three and all students currently attending the system who have reached the age 18: The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or students have both the right to correct inaccuracies in the record. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by parents or student.

### **PARENT/STUDENT/TEACHER CONFERENCE**

Home/school communication is strongly encouraged at Olanta CAAS Magnet School. Parents who have questions and/or concerns about their children's progress may call the school, at 396-4457, to schedule an appointment with the teacher and/or an administrator, or make a note in the student's agenda regarding the concerns.

**Two dates have been designated for parent-teacher conferences to accommodate parents' work schedules: Thursday, September 24, 2020 (4:00-7:00 pm) and Thursday, February 11, 2021 (4:00-7:00 pm).** However, you do not need to wait until the teacher requests a conference. You may request a conference at any time by calling or writing the teacher. Teachers will promptly accommodate your requests. While a phone call may be necessary at times, it is not as effective as a face-to-face conference where you can examine your child's work.

*Each grading period, teachers should request a conference with the parent of any child reading below grade level. Please contact the teacher if your child is reading below grade level and a conference has not been scheduled.*

### **REPORT CARDS**

Report cards are sent home at the end of each nine weeks grading period. The signed report card must be returned to the teacher the next day. After verifying that you have seen and signed the report card, the teacher will return it to you, so that you may review the skills listed throughout the next grading period.

Interim reports will be issued at the mid-point of each nine-week period for first and second graders.

### **PROMOTION AND RETENTION (Board Policy IHE)**

The district affirms academic excellence for all students. The administrative and teaching staff will strive to provide instruction that increases the opportunity for each student to meet academic content standards and to be considered for promotion from one grade to the next.

This policy will be applicable to all students who are in the regular education program. Students with disabilities as defined by law and regulation will be subject to the provisions of these promotion criteria unless the student's Individual Educational Plan (IEP) defines alternative goals and promotion standards. The placement/IEP committee will decide whether regular or alternative promotion standards will be set for the student initially and thereafter at the annual review of the IEP.

### **Kindergarten (K)**

Kindergarten students are expected to learn the skills contained in all state and district kindergarten academic standards. When formal and informal assessments indicate that a kindergarten student is not developmentally ready for first grade, retention will be considered by the teacher, principal, and the parent will be informed.

### **Grades One through Eight (1-8)**

Students in grades one through eight will be instructed in grade-level content specific state academic standards that are developmentally appropriate and rich in rigor. Students will be promoted to the next grade if they possess the knowledge and skills to their grade levels and/or abilities as demonstrated on multiple measurements by their

academic performance, attendance and state and national achievement scores. In order to be promoted to the next grade level, a student must meet the following criteria:

Reading Completion and mastery of reading/language arts grade-level standards and a yearly passing average of 60.

Mathematics Completion and mastery of grade-level standards and a yearly passing average of 60.

### **Assurances**

Promotion/retention decisions for all students will be determined by the student's ability to perform at the current grade level based on assessment results, the student's class performance and/or teacher judgment as defined by the Education Accountability Act (EAA) of 1998. Other factors that may be considered are reports cards, interim reports, portfolios, attendance records, and intervention records. The final decision concerning promotion or retention rests with the teacher(s) and the principal. If a student is recommended for retention within the same grade, a referral will be made to the Student Intervention Team.

### **Notification to Parents/Guardians**

Third Grade Retention Act 284 (Read to Succeed) requires that, beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS).

A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level. The Read to Succeed Team is aware of research around third grade retention and is currently researching models and solutions in other states and among stakeholders in South Carolina. Florence County School District Three will distribute information about this promotion/retention process to every student and parent/legal guardian. The district will also make every effort to educate and inform parents/legal guardians and students through means such as newsletters, student handbooks, and SIC/PTO meetings. The district will also review policies regarding academic conferences, academic plans for students and district-level reviews to ensure compliance with the EAA.

A copy of these guidelines must be given to every student and his/her parent or legal guardian. Follow-up parent conferences for those students identified for academic assistance will be held by the 165th day to adjust academic assistance plans and to discuss the possibilities of comprehensive remediation of retention. Appropriate school personnel will review the student's progress at the end of the school year. If a student is not meeting academic achievement standards or is not meeting the terms of his/her academic plan, the district will require the student to successfully complete the comprehensive remediation program in order to be promoted to the next grade or will retain the student at his/her present grade. District Appeals Process The parent/legal guardian may appeal the comprehensive remediation program, summer school, or retention decision to a District Academic Review Team. Parents who choose to appeal must do so in writing within seven days after the notification meeting and must specify the reasons for disagreement with the recommendation. The District Academic Review Team will render a decision on the matter within ten working days after receipt of the appeal. The decision and the reasons will be in writing and copies sent to the appellant (parent/legal guardian) and the principal.

### **SAFETY**

Safety is one of our first and foremost concerns for all people who use our campus. Please be aware that we do have security cameras placed throughout the building and that any individual entering the school may be subject to being videotaped.

We ask that when you enter or exit the school grounds you do so carefully. Be considerate of others who may be in vehicles ahead of you and be aware of those behind/beside you. **Be sure you sign in and obtain a visitor's pass in the main office.** A check system is in place to ensure that all visitor's report to their approved area.

**STUDENT FEES, FINES AND CHARGES (Code JQ)**

The board recognizes that the district may charge student fees to offset the cost of educational materials and supplies. However, the district will not deny any student a basic education because of his/her failure to pay these supplementary charges.

All instructional fees must be approved by the board on an annual basis. The superintendent or his/her designee will work with principals to establish the requisite controls to ensure that school fees are uniform throughout the district.

The district will not charge fees to students who receive free lunches and will prorate fees for students who receive reduced price lunches. This policy does not apply to school insurance or drivers education, band, elective items, etc.

**Fines and charges**

No students are exempt from charges for books, lockers, materials, supplies or equipment which have been lost or damaged.

A student in "good standing" must be debt free: damaged/lost textbook fees, library books, etc. must be paid. Students must be in good standing with the school to participate in any activity considered extracurricular. Those activities include, but are not limited to Field Day, Field Trips, Special Activity Days, etc. A student who owes money or who has had behavior issues is considered to be a student who is **not** in good standing. The administration reserves the right to make decisions concerning a student's standing at school.

**TALENTED AND GIFTED PROGRAMS**

The Talented and Gifted Program (TAG) is designed to maximize the potential of talented and gifted students by providing programs and services that match the unique characteristics and needs of these students in grades three through twelve. Talented and Gifted students may be found within any racial, ethnics, or socioeconomic group; within any nationality; within both genders; and within populations with disabilities. Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility by a district evaluation and placement team. The State of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in **two** out of the following three dimensions.

<b>Screening/Referral/Assessment Profile</b>	<b>Criteria</b>
<b>Dimension A: Reasoning Ability</b>	93 <sup>rd</sup> age percentile or higher on a nationally normed aptitude test (Verbal, Nonverbal, Quantitative, and/or Composite)
<b>Dimension B: High Achievement in Reading and/or Mathematical Areas</b>	94 <sup>th</sup> percentile or higher on nationally normed achievement test OR Advanced on PASS Reading and/or Math Subtests
<b>Dimension C: Intellectual/Academic Performance</b>	Performance Tasks Primary Verbal or Nonverbal for placement into: Grade 3 : 16 or higher Grade 4: 18 or higher Grade 5: 16 or higher verbal/22 or higher on nonverbal Grade 6: 18 or higher verbal/25 or higher nonverbal OR Beginning Grade 7: 3.75 GPA in Academic Core Subjects at end of 6 <sup>th</sup> grade



**Automatic Eligibility for Placement:** A composite score of 96<sup>th</sup> national age percentile or higher on a nationally normed aptitude or intelligence test.

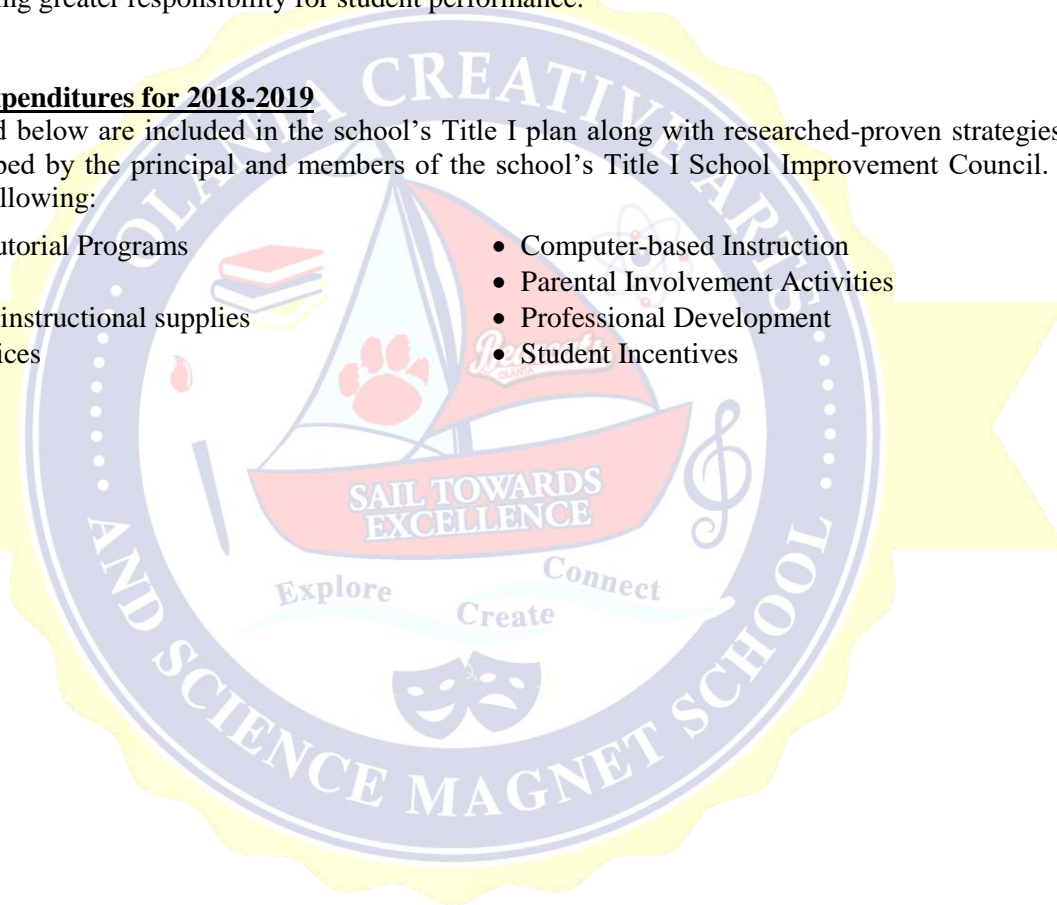
### **TITLE ONE**

Olanta CAAS Magnet School participates in the federally funded Title I program, an initiative of the No Child Left Behind (NCLB) Act. Title I is a federal program that provides opportunities for children to acquire the knowledge and skills necessary to meet challenging state content standards. Title I resources are distributed to schools where needs are the greatest, in amounts sufficient to make a difference in the improvement of instruction. Title I coordinates services with other educational services and, to the degree possible, with health and social services programs. Title I provides greater decision-making authority and flexibility within the schools for teachers, requiring greater responsibility for student performance.

### **Title I Planned Expenditures for 2018-2019**

The activities listed below are included in the school's Title I plan along with researched-proven strategies that was jointly developed by the principal and members of the school's Title I School Improvement Council. The school offers the following:

- Extended Day Tutorial Programs
- Parent Liaison
- Standards-based instructional supplies
- Translation Services
- Computer-based Instruction
- Parental Involvement Activities
- Professional Development
- Student Incentives



## Parent & Family Engagement Policy 2020-2021

Olanta Creative Arts and Science Magnet (CAAS) Magnet School strives to have all students representing themselves, their families, our community, and our school with Bearcat Pride in each and everything they do by always 1) being Ready to learn, 2) being Respectful of self and others, and 3) being Responsible in his/her actions and words. At Olanta CAAS Magnet, we continuously strive to 1) Act Our Best, 2) Do Our Best, 3) Believe and Achieve, in order to 4) Succeed so that we ensure the profile of a SC Graduate as well as have all students scoring "Met" or above on the state assessments such as SCPASS Science, SCPASS Social Studies, SCREADY ELA, and SCREADY Math). Olanta CAAS Magnet faculty and staff work closely with parents and students to 1) support the social, emotional, and academic learning of all to support the education of the whole child, 2) encourage everyone to act kindly and respectfully so that all feel safe, valued, and loved, 3) integrate the Arts and Science to enhance the quality of the education provided, and 4) develop a life-long love of learning.

At Olanta CAAS Magnet, we recognize the importance of parent, community, and family partnership in having a positive school culture and environment that promotes academic success as well as family engagement. In order to promote this partnership as well as family engagement, the Bearcats of Olanta CAAS Magnet are involved in the following activities:

- Monthly and/or quarterly parent meetings to inform all stakeholders of the school plan, to keep families updated on the progress of the plan, as well as to plan, review, and ask for suggestions on the improvement of the programs.
- Develop a home/school compact that outlines the responsibilities of parents, students, and staff for improved student achievement.
- Provide methods of feedback from parents in order to assess and meet the needs of Olanta CAAS Magnet students. This will be done through a parent suggestion box, the state's district and school report cards, student and parent surveys, parent conferences, and Title I School-wide SIC as well as PTO meetings, which also serve as meetings to steer the school's MSAP and 21st CCLC grants.
- Provide information to parents on school and community happenings as well as achievement data through the monthly school newsletter, classroom newsletters, district, school and classroom webpages, school messenger, the district's and school's Facebook pages, PTO and Title I Family Engagement Nights, Title I School-wide SIC and PTO meetings, and parent/teacher conferences.
- Involve parents with the joint development of the yearly school plan and the five-year strategic plan.
- Provide a parent resource center at the school, and
- Involve parents in the decision making process as it relates to the expenditures of Title I funds.

Revised 3/19 (Reviewed 2020)



# Olanta Creative Arts and Science Magnet School



The mission of OCAAS Magnet School is to Act Your Best! Do Your Best!  
Believe, Achieve, Succeed!

## **FAMILY AGREEMENT**

**I want my child to achieve. Therefore, I will encourage him/her by doing the following:**

- Ensuring that my child arrives by 7:30 am and attends school regularly (students will be marked tardy after 7:40 am).
- Promote the importance of education.
- Support the school in its effort to maintain proper discipline.
- Provide a quiet well-lighted place for studying and completing homework.
- Encourage my child's efforts to do their best work and be positive about learning and school.
- Stay in contact with my child's teacher: attend conferences, meetings, read and sign agenda daily, and through other means of communication.
- Read with my child daily.

Parent's Signature \_\_\_\_\_

## **STUDENT AGREEMENT**

**It is important that I work to the best of my ability. Therefore, I shall strive to do the following:**

- Attend school regularly.
- Come to school each day ready to learn.
- Read every day outside of school time.
- Complete and return assignments.
- Take pride in my school, strive to respect myself and others.
- Take responsibility for my behavior.
- Cooperate, listen, and ask for help if I need it.
- Return all materials that need a parent's signature.

Student's Signature \_\_\_\_\_

## **TEACHER AGREEMENT**

**It is important that students achieve. Therefore, I shall strive to do the following:**

- Be a positive role model to all students, staff, parents and the community.
- Come to class prepared to teach, provide frequent reports on student progress.
- Provide high-quality curriculum and instruction base state content standards.
- Believe that each student can learn.
- Seek ways to involve parents in the school program (join student for lunch, chaperone field trips, observe class, volunteer, attend school events, member of SIC).
- Provide an environment conducive to learning.

Teacher's Signature \_\_\_\_\_

## **PRINCIPAL AGREEMENT**

**I support this pact and parent involvement. Therefore, I shall strive to do the following:**

- Provide an environment that allows for positive communication between the teacher, parent, and student (phone and voicemail, E-mail, daily agendas, parent conferences).
- Hold parent-teacher conferences to discuss the compact as it relates to individual student achievement.

Principal's Signature Tonyelle L. Thomas



## **TITLE IX**

It is the policy of Florence County School District 3 not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Acts.

## **VISITORS**

If you come to school for any reason, you are to enter in the main entrance and proceed directly to the office for a pass **At All Times**. You must **sign in and out** so that we can ensure we know who is on campus at all times. This includes morning drop off and eating breakfast or lunch with your child. Anyone without a pass will be asked to report to the office. If you need to conference with a teacher or you would like to observe a class please schedule an appropriate time with the teacher and administrator. Also, cell phones are not allowed to be in use during class visits. We have adopted this procedure for your child's safety and welfare. **Please do not drop in to your child's class and interrupt instructional time. This is time taken away from your child's learning.**

### **Morning Visitors**

To ensure that students follow morning procedures and teachers have the opportunity to begin the day smoothly we are asking that you use the time from 7:15-7:30 for student drop off only. This is not a time for teacher conferences, to assist your child with classroom morning work, or unpack your child's belongings.

## **VOLUNTEERS (Board policy IFCD)**

The school is constantly seeking parent volunteers to assist with the instructional program. Volunteers have provided the school with a much needed and valuable service. If you are interested in serving the children and the school, please contact the school office and pick up a FCSD3 volunteer application. We would love to have you!

In order to ensure the safety of all students, reasonable background inquiries and checks are required for approval of any volunteers who have unsupervised contact with students at the cost of the volunteer. Those who are interested in volunteering must complete an application each school year.

## **WEBSITE**

Visit our school website often to get your child's homework, view the school calendar, and send e-mail to faculty members and to look for volunteer opportunities. There are also special sections dedicated to parents and students. There's something for everyone! Visit us at <http://www.oes.florence3.k12.sc.us/> or visit our Facebook page to stay updated.

## **WEEKLY SIGNED PAPERS**

A folder is sent home with every student each week on Tuesdays. Parents are asked to assist students by going over these papers with their child each week. The folder is to be signed and returned to the teacher by the following Wednesday, no later than one week. If the folder is not returned, the teacher will make every effort to contact the parent. After three consecutive weeks of no signed papers, all papers will be kept on file at school for documentation purposes. It is then the parent's responsibility to demonstrate an interest in their child's education by sending a letter requesting that their child's papers come home weekly for their signature.

## **MEDIA CENTER POLICY**

The Olanta CAAS Magnet School Media Center will provide resources for students and staff in the form of print, non-print and electronic materials, in order to complete assignments, explore ideas, and find a wide variety of recreational reading on many levels and topics, so that students will become lovers of reading, independent library users, informed users of information, and life-long learners.

**Hours:** 7:30 a.m. until 2:00 p.m. on Monday – Friday unless otherwise noted.

**Circulation:** Any staff member may borrow materials.

Students visit the library on a scheduled basis for instruction and book checkout. Checkout Materials must be checked out at the circulation desk before being taken from the library. Students are responsible for all library materials checked out in their name.

### **Number of books students may check out at any one time:**

4K/Kindergarten- 1 book; 1<sup>st</sup>-5<sup>th</sup>-2 books

### **Length of circulation period and renewals for students: one week.**

4K/5K Students must keep their book in the classroom. 1st through 5<sup>th</sup> Grade students may take their books home to read and/or keep in the classroom. Library books are due each week.

### **Reference Materials**

All reference materials are restricted to the library. Teachers may checkout reference materials for classroom use.

Reference books and periodicals are used for instructional purposes in the library media center.

Students with overdue books may not check out another book until the overdue books are returned, or lost book fees are paid. Overdue notices are sent out at the time of interim reports. Any school fees not paid by end of 9 weeks will prevent student from participating in Incentive Days and/or other special activities.

### **Library Media Center Rules**

- Respect the library by having a positive attitude and showing self-control.
- Respect others by cooperating and sharing.
- Respect our time by coming in quickly and quietly, and by starting and stopping on time.
- Respect school equipment by caring for the books, the computers, and library center materials.
- Be a responsible learner by listening, following directions, and participating positively.
- No food or drink allowed in the library.

Students, who fail to meet their responsibilities in the library, will be given a verbal warning. A second warning will result in a behavioral time out and loss of book privileges for the week. If it is during regular class time and the misbehavior continues, the student will be sent to the office. If necessary, parents will be notified about student behavior.

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### **Computer Rules**

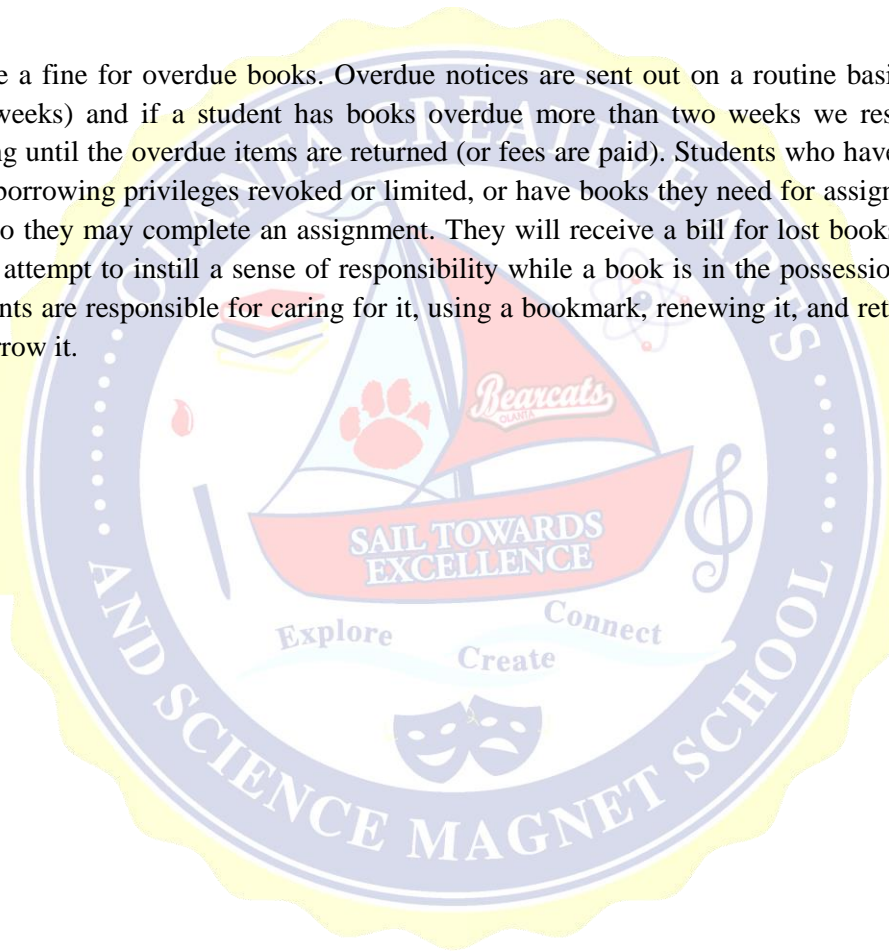
All students are allowed access to the computers. Students must have signed and returned the Internet Acceptable Use Policy in order to use the Internet. The completed AUPs are filed in the media center. Blank copies are available at the main office. Students may use the Internet only for research/study purposes.

### **Damaged and Lost Books**

Students are responsible for damaged or lost books. If a book becomes accidentally damaged or lost, the student is responsible for reporting it. If a book page accidentally rips, it should not be repaired at home. The librarian will repair the book. If a book becomes damaged beyond use, the student will be billed for the replacement cost.

### **Overdue Books**

We do not charge a fine for overdue books. Overdue notices are sent out on a routine basis (during interim reports every 9 weeks) and if a student has books overdue more than two weeks we reserve the right to suspend borrowing until the overdue items are returned (or fees are paid). Students who have chronic overdue books may have borrowing privileges revoked or limited, or have books they need for assignments signed out to their teacher, so they may complete an assignment. They will receive a bill for lost books, if the items are not returned. We attempt to instill a sense of responsibility while a book is in the possession of the students. This means students are responsible for caring for it, using a bookmark, renewing it, and returning it on time, so others may borrow it.



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## OCAAS Discipline Matrix

Incidental Violations (Non-referred/recorded)	Level 1 – Minor Violations (Non-referred/ Recorded(Referral))	Level 2 – Major Violations (Referred/Recorded)	Level 3– Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> <li>▪ Running</li> <li>▪ Loud voices/yelling</li> <li>▪ Off-task behavior</li> <li>▪ Name calling</li> <li>▪ Noise making</li> <li>▪ Out of seat</li> <li>▪ Disruptive</li> <li>▪ Breaking cafeteria rules</li> <li>▪ Breaking playground rules</li> <li>▪ Inappropriate behavior in the bathrooms</li> <li>▪ Chewing gum or eating candy except by teacher permission</li> </ul> <p><b>Document using ABE- Classroom notes and Parent Communication Form</b></p>	<ul style="list-style-type: none"> <li>▪ Classroom/School tardiness;</li> <li>▪ Cheating on examinations or classroom assignments;</li> <li>▪ Gambling;</li> <li>▪ Student behavior that interferes with the instructional process;</li> <li>▪ Kissing, petting and public display of affection</li> <li>▪ Abusive language between or among students; profanity;</li> <li>▪ Failure to complete assignments or carry out directions;</li> <li>▪ Forgery; use of forged notes or excuses;</li> <li>▪ Verbal false statement to staff; lying;</li> <li>▪ Acceptable Use violation</li> <li>▪ Loitering in unauthorized places;</li> <li>▪ Failure to comply without disciplinary action (detention, etc);</li> <li>▪ Deliberate violation of safety codes</li> <li>▪ Dress Code Violation;</li> <li>▪ Cutting class/school;</li> <li>▪ Truancy;</li> <li>▪ Littering;</li> <li>▪ Other disorderly acts as determined by the Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unprovoked attack</li> <li>▪ Fighting</li> <li>▪ Vandalism (minor)</li> <li>▪ Stealing or possession of stolen goods</li> <li>▪ Threats</li> <li>▪ Verbal assault</li> <li>▪ Use of tobacco products/ e cigarettes</li> <li>▪ Profanity/Threatening language toward staff to include nonverbal gestures</li> <li>▪ Refusal to obey school personnel and/or agents</li> <li>▪ Disrespect to school personnel</li> <li>▪ Unlawful assembly</li> <li>▪ Disrupting lawful assembly</li> <li>▪ Sexual harassment</li> <li>▪ Bullying and cyberbullying</li> <li>▪ Fireworks</li> <li>▪ Third Level 2 Offense</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assault and battery</li> <li>▪ Extortion</li> <li>▪ Bomb threat</li> <li>▪ Setting a false fire alarm</li> <li>▪ Possession, use, or transfer of weapons</li> <li>▪ Sexual offenses</li> <li>▪ Vandalism (major)</li> <li>▪ Theft, possession, or sale of stolen property</li> <li>▪ Disturbing schools</li> <li>▪ Arson</li> <li>▪ Furnishing or selling unauthorized substances</li> <li>▪ Furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)</li> <li>▪ Threatening, intimidating, or an act of physical abuse by a student to a staff member</li> </ul>
Teacher Handled Behaviors	Minor Offense 1-3 Parent Communication Forms	1 <sup>st</sup> Major Offense - Office Referral  2 <sup>nd</sup> Major Offense - Office Referral/Principal referral to Counselor	Administrative Hearing will be requested

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## OCAAS PBIS Matrix & SCHOOL-WIDE EXPECTATIONS

	<b>Cafeteria</b>	<b>Transportation</b>	<b>Hallway</b>	<b>Playground</b>	<b>Restroom</b>	
<b>Be R E S P E C T F U L</b>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use school language</li> <li>Use appropriate hand signals</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use school language</li> <li>Use appropriate hand signals</li> <li>Follow safety rules</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>No talking in the hallway</li> <li>Use appropriate hand signals</li> <li>Hips and lips in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use school language</li> <li>Report any injuries to you and others immediately</li> <li>Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use school language</li> <li>Use appropriate hand signals</li> </ul>	<b>Act Y O U R  B E S T</b>
<b>Be R E S P O N S I B L E</b>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep hands, feet and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep hands, feet and other objects to yourself</li> <li>Follow safety rules</li> <li>Board the bus quietly</li> </ul>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep hands, feet and other objects to yourself</li> <li>Hips and lips in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep hands, feet and other objects to yourself</li> <li>Use school appropriate language</li> <li>Return playground and report any broken equipment</li> <li>Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep hands, feet and other objects to yourself</li> <li>Clean up behind yourself</li> </ul>	<b>Do Y O U R  B E S T</b>
<b>Be R E A D Y</b>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep your area clean</li> <li>Use table etiquette</li> </ul>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep your feet on the floor</li> <li>Keep feet out of the aisle and where they belong</li> </ul>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep hands, feet and other objects to yourself</li> <li>Hips and lips in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Follow all procedures</li> <li>Keep hands, feet and other objects to yourself</li> <li>Use school appropriate language</li> <li>Return playground and report any broken equipment</li> <li>Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>Think “safety” in the restroom</li> <li>Keep your hands/feet to yourself</li> </ul>	<b>Believe, Achieve, Succeed!</b>

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