

Batesburg-Leesville Elementary School

Student Handbook 2018-2019



Mr. Matthew Velasquez, Principal
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403 South Lee Street
Batesburg-Leesville, SC 29070

Telephone: (803) 532-1155
(803) 532-1568
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This agenda belongs to:

Name _____

Address _____

City _____ Zip Code _____

Phone _____

Homeroom _____



VISITORS

All visitors to BLES are required to check-in with an administrative assistant in the office to sign-in and get a visitor's badge. For safety purposes, all visitors will be required to produce a driver's license. All visitors' badges must be worn in a logical, visible manner. Visitors should not go directly out to the playground or other outside areas while children are present.

Teacher-parent conferences should be scheduled between 2:30 and 3:30 or during the teacher's planning time. Parents will not be allowed to go to the rooms between 7:30 a.m. and 8:00 a.m. to ask teachers questions or have conferences. This is a critical time of the day when teachers are monitoring students and getting ready for instruction. Adults should only go to the area designated on the sign-in sheet unless accompanied by authorized school personnel. Items that need to go to children can be brought to the office. We will deliver these items to the room. If you need to talk with your child's teacher or an administrator, please leave your name and the phone number with the Administrative Assistants in the office where you can be reached. We will have your child's teacher or the administrators call you as soon as possible.

Parents are allowed to bring store-bought items to celebrate student birthdays. No flowers or items that may disrupt instruction will be allowed. Please contact your teacher to schedule any visits and to ensure that the school allows particular food, drink, etc.

Health Room Procedures

Illness

BLES has a licensed Registered Nurse. It is her job to assess children sent to her by staff. You will be asked by the nurse to come and pick up children who are not able to complete a full day at school because of illness/injury. Ill children **WILL NOT** be sent home on buses because it places other healthy students at risk. Please be prompt in picking up your child from school when called by the nurse.

Medications

SC State law prevents schools from dispensing any **prescription** medications unless prescribed by a licensed health practitioner. A **Medication Administration Form** must be completed and submitted by the parent/guardian for **ALL** (prescription and over-the-counter) medication administration.

Children are **absolutely not allowed** to transport medication on the bus at any time. If this policy is violated, disciplinary action will be taken at the discretion of Administration and the Director of Transportation.

Do not bring medication to school that is ordered once/twice/three times per day unless the physician specifically states a time during the school day to administer the medication. For example, an antibiotic that is to be administered three times a day can be given before school, after the student arrives home from school, and at bedtime.

- If a medication is to be administered at lunch, the physician must specify the time to be given on the prescription bottle.
- The parent/guardian must transport medication to the main office of the school. The school nurse will verify the prescription and medication count with the parent/guardian.
- Prescription medication must be in the original prescription bottle clearly labeled with the student's name, medication name and strength, amount to be administered per dose, route, medication administration time, physician's name and contact information, and dispensing pharmacy.
- Over-the-counter medication must be in an unopened original container.
- Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc.) will not be administered by the school nurse.
- The school nurse/staff will have the right to refuse to give a medication that is questionable or expired.
- The parent/guardian is responsible for notifying the school of any changes in the administration of medications.
- If these procedures are not followed, medication may not be administered by the school nurse/staff.

Head Lice

Head lice, by definition, are tiny insects that feed on blood from the human scalp. Infestation is common in the United States among children 3 to 12 years of age. Although lice are contagious through head-to-head contact, it is not responsible for the spread of any infectious disease. We understand that head lice cause a high-level of anxiety among parents and staff. Therefore, we need to approach this issue, should it arise, with sensitivity, care, and strict confidentiality. If a student has *positive identification* of head lice, the following steps will be taken:

- Parents/Guardians will be contacted and informed of the situation. We will request that the student be treated for lice as soon as possible.
- The administration will be notified of any active infestation.
- "Exclusion" from classroom activities will be at the sole discretion of Administration depending on the age group and classroom environment.
- Students may return to school the following day with a parent note describing their method chosen treatment.
- Classroom "re-entry" will be based on clearance from the school nurse.

Remember... no treatment is 100% effective. It is the responsibility of parents to continue checking their children for live lice and/or nits. "Every week take a peek!"

Communicable Disease Control

Illness and disease within the school increase student and school personnel absenteeism. Communicable disease prevention is, therefore, a safety and cost-effective measure within the schools. Parents, students, and teachers should understand their responsibilities in communicable disease control. The following measures will be taken to prevent the spread of communicable diseases: (a) isolation of persons who become ill in school, (b) exclusion of persons with communicable diseases until they are no longer contagious, and (c) notification of parents deemed necessary by the nurse so that the students who show early signs and symptoms of disease may be kept at home. Diseases commonly found in school are impetigo, scabies, pink eye, chicken pox, ringworm, fifth disease, rubella, Haemophilus meningitis, strep throat, scarlet fever, and pertussis.

EMERGENCY INFORMATION

It is extremely important that parents provide updated information!!!! If during the school year you change your address and/or telephone numbers, please contact the school immediately with the new information.

TEXTBOOKS

All basic textbooks are loaned to students using our textbook scanning system for their use during the school year. The material fees collected at the beginning of school pay only for some supplies, not textbooks. Textbooks are to be kept clean and handled carefully. Please be sure the student's name is written on the book label in case the book is misplaced. Parents will be required to pay for lost or damaged books. If the student later finds the lost book, parents will receive a refund. Students are urged to take good care of books to avoid an assessment at the end of the year.

Library and Balanced Literacy Books – The fee for lost or damaged books will be assessed by the Media Center.

SCHOOL RULES

Panther PRIDE:

- P** - Positive
- R** - Respect
- I** - Involved
- D** - Determined
- E** - Enthusiasm

At **BLES**, we are a **PBIS** school. Now, what do these acronyms mean? It means that at Batesburg-Leesville Elementary School, we are using **Positive Behavior Interventions and Supports (PBIS)** as our school-wide interventions. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, **PBIS** provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific discipline plans. **PBIS** includes school-wide procedures and processes intended for:
 all students, all staff, and in all settings
 non-classroom settings within the school environment individual
 classrooms and teachers
 individual student supports for the estimated 3-7 percent of students who present the most challenging behaviors

PBIS is not a program or a curriculum; it is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating an environment within which school-based teams of educators are provided training in: For more information, please visit the **PBIS** website located at <http://www.pbis.org/main.htm>

P	I will be a POSITIVE role model and exhibit a POSITIVE attitude.
R	I will show RESPECT to all teachers, staff members, and my peers.
I	I will be INVOLVED , participate in my learning, and complete my work.
D	I will show that I am DETERMINED by not giving up on my work or myself.
E	I am preparing for my future now, and I will show ENTHUSIASM for my learning.

DISCIPLINE POLICY

- Types of Offenses
 - Minor
 - inappropriate use of technology
 - refusal to complete class work
 - refusal to hands, feet, and objects to self
 - dishonesty
 - refusal to stay in the seat
 - refusing to follow directions and procedures
 - Dress Code violation
 - name calling (other than Bullying Level 1)
 - any other behavior that disrupts the school environment (as deemed by BLES administration)
 - Major I
 - Bullying (Level 1 and Level 2)
 - Disrespect/Defiant Behavior
 - Profanity
 - Stealing
 - PDA (Public Display of Affection)
 - inappropriate language or gestures
 - Major II
 - Fighting
 - Bullying
 - Sexual Harassment
 - Leaving school property/ Unauthorized area
 - Expulsion Level
 - Weapon
 - Drugs
 - Physical Abuse to Staff
 - Sexual Assault
- Teacher Procedures for Offenses
 - Minor
 - PBIS
 - Move down on PRIDE Chart
 - Silent lunch, laps at recess, loss of privilege, etc.
 - Call/ notify parent
 - Office referral
 - Major I
 - Notify the office
 - Discipline Referral
 - Major II
 - Separate student(s) to ensure safety
 - Notify Office Staff
 - Discipline Referral
 - Expulsion Level
 - Immediately notify office
 - Discipline Referral
 - Begin District Procedures for Expulsion process
- Administration Actions/Procedures for Offenses
 - Minor
 - Lunch/Recess Detention (#of days determined by Administrator)
 - 1 day ISS or Lunch/Recess Detention
 - 2 days ISS or 1-day suspension
 - 1 day suspension
 - 2 days suspension/ Parent Conference
 - 3 days suspension
 - 5 days suspension
 - Major I
 - Suspension of 1 day or 2 days ISS
 - Suspension of 2 days or 3 days ISS
 - Suspension of 3 days

- Suspension of 5 days
- Major II
 - Suspension of 3 days
 - Suspension of 5 days
 - Recommendation for expulsion

Administrative discretion may be used to adjust suspension length

BULLYING

Bullying - Bullying is defined as insulting or demeaning a student or group of students or a family member of a student. Bullying also includes threatening or placing a student, a group of students, or a student's family member, in fear of physical harm or damaging personal property. The most severe form of bullying is aggravated assault. Bullying is a major offense with the following penalties:

- Level One – Insulting or demeaning a student or group of students or family member of a student. Penalty: In-School-Suspension (ISS) for one day.
- Level Two – Engaging in a second offense of Level One. Penalty: In-School-Suspension for two or three days (administrator's discretion) or 1 day OSS.
- Level Three – Threatening or placing a student, a group of students, or a student's family member, in fear of physical harm or damaging personal property. Penalty: Suspended for 3 days out of school (student can't attend school unless the parent/guardian has had a conference with a school administrator)
- Level Four – Engaging in a second offense of Level Three. Penalty: The student is suspended out of school for 5 days.
- Level Five – Engaging in aggravated assault or a third Level Three offense. Penalty: Recommendation for expulsion.

BUS RULES

- Follow directions the first time.
- Stay seated and do not block aisles.
- Keep parts of body and objects to self and inside the bus.
- Show respect for the driver, other students, and property.
- Do not fight, shove or push, use profanity, talk loudly/yell, talk back to the driver, eat, drink, or smoke on the bus.
- Per Bus Transportation Department book bags should be no larger than 12"width x 24" height.

Severe Clause: For continuous, serious misbehavior, or dangerous behavior, the driver immediately notifies the Administration and Bus Supervisor. Administration may suspend bus privileges for a designated period of time including permanent removal from the bus and/or suspension and expulsion from school.

BUS CONTACT INFORMATION

If you need to contact someone regarding anything with bus transportation, please call **532-8007**.

MORNING AND AFTERNOON TRAFFIC

Our school was built with traffic flow in mind, but mornings and afternoons will still require care and cooperation. The north driveway leading to the cafeteria side of the school is for school staff, school buses, and deliveries only. Student car riders need to be dropped off and picked-up using the south driveway leading to the front door/clock tower. In the morning's parents/guardians are asked to pull-up to the Purple and White **sign** in front of the school to allow room for four cars to unload at the same time, therefore, making unloading more efficient. The school entrance will not be open until **7:00 a.m.** **Students should not be dropped off at the school before that time. NO MIDDLE SCHOOL STUDENTS MAY BE DROPPED OFF OR PICKED UP AT THE ELEMENTARY SCHOOL.** Please do not park beside the school in the unloading area. This holds up traffic, makes cars go around and increases the chances for accidents. Please park in the parking spaces in the front of the school to sign papers, to deliver a child inside the school, or to go into the office. For the safety of the students please have all students exit the car on the side that is closest to the school building. In the afternoon, bus riders will load in the areas where they unloaded in the morning, and car riders will load at the **FRONT DOOR**. After 7:50 in the mornings, tardy students must report to the office to sign in and receive a late slip to give to the teacher. For safety reasons, no students may be picked up or unloaded anywhere but the appropriate locations. Please do **NOT** park in the car rider drop-off line.

In the afternoon cars should line up single file stopping at the **Breezeway**. For their safety, students will be allowed to load at the first five stations only. Students will listen for their number and their color cone where they will be loading. This will allow six students to load at the same time. **PLEASE PLACE YOUR CHILD'S NUMBER HANGER IN THE WINDSHIELD FOR PICK-UP.** If everyone follows this procedure we will do our best to ensure your wait is as short as possible. Any person picking up that does not have a numbered hanger may be required to park and sign the student out in the office. Each student that are permanent car riders will be assigned 2 car hangers for the school year. If you lose your hanger there is a replacement cost of **\$10.00 for the pair**.

All requests to send a child home in a vehicle other than the one he/she normally rides to and from school must be pre-approved by the Administrator or their designee. The parent/guardian **must send a written note** to the main office for approval. The note should include the date, child's name, name of the person to pick-up the child, parent(s) / guardian(s) signature, and a reachable phone number for verification. Please use the given name rather than an informal name when identifying the people who will pick up the child. All notes must be received in the office by 12

p.m. each day. Transportation changes made by telephone must be called into the office no later than **1:30 p.m. (no exceptions)**. This is to allow time to make the necessary changes and notifications. There will not be early dismissals between **2:00-2:30 p.m.** On the early dismissal Wednesdays no early pick up between 11:30-12:00 p.m. This is to prevent disruption of classes at the end of the day.

*All bus changes must be made by contacting the transportation department and changes may not be made the day of ...etc.

NEW SC SCHOOL ATTENDANCE POLICY

We want to make you aware of a new attendance policy that all South Carolina schools will be implementing in 2018-2019. Under the guidance of the federal Office of Civil Rights, the South Carolina Department of Education is now requiring all districts to report students who are "chronically absent". Chronically absent students are defined as having missed 10% of the total days within a school year. Research shows that students with a history of chronic absenteeism face a serious risk of falling behind in school, thus making it more difficult for them to succeed in the classroom.

As part of these new requirements, South Carolina students will now be considered "absent" if they miss 50% of their instructional day for ANY reason, regardless of the classification of the absence as excused or unexcused.

This means Lexington Three students must be present for at least half of the instructional day to be considered "present" for that school day.

For our schools, these new attendance requirements will look like this:

Regular School Day

BLES	7:50 A.M.	2:30 P.M.	200 Minutes to be counted present
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Early Release / Teacher Professional Development

BLES	7:50 A.M.	12:00 Noon	125 Minutes to be counted present
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STUDENT ATTENDANCE

South Carolina State law requires that parent notification be made whenever a student misses the following:

- **3 consecutive days**
- **5 accumulated days**
- **10 accumulated days**

Student attendance is vital to learning, and these notifications serve to bring to the parents' attention their student's status. Each time a student is absent, he/she must bring an excuse for that absence.

Truancy is defined as a child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.

A student is allowed up to **10 absences with a parental written excuse**. Over 10 unexcused absences require that the school file with the Department of Social Services. This will initially result in a contact by a representative of Child Protective Services.

Truancy intervention is initiated when a student accumulates "unlawful" absences. Lawful absences include but are not limited to:

- absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others,
- absences due to an illness or death in the student's immediate family,
- absences due to a recognized religious holiday of the student's faith, and
- absences due to activities that are approved in advance by the principal.

Unlawful absences include but are not limited to:

- absences of a student without the knowledge of his or her parents, or
- absences of a student without acceptable cause with the knowledge of his or her parents

Out of School Suspension is not to be counted as an unlawful absence for truancy purposes.

Please keep us informed of absences. We can usually work with you as long as we are aware of a situation, but the letter of the law will be followed concerning student attendance.

TARDIES, UNAUTHORIZED EARLY RELEASES, AND LATE PICK-UPS

Excessive tardiness and unauthorized early releases cause serious problems. Unless riding a late school bus, any student who arrives in class after **7:50** a.m. is considered tardy. Since this disrupts classes as well as sets a very poor example for our students to follow, parents are asked to make sure that their children arrive on time. Likewise, unauthorized early release of students causes disruptions in the classrooms and results in a loss of instructional time. Please see the following new Tardy and Unauthorized Release Policy.

TARDY AND UNAUTHORIZED EARLY RELEASE FOR THE ELEMENTARY SCHOOLS

- A tardy shall be considered as entrance into the classroom after 7:50 a.m. according to the school clock
- At **five tardies**, the parent is sent a letter of notification of the child's tardies and a reminder of the tardy policy.
- At **seven tardies**, a letter will be sent scheduling a conference to meet with the parent.
- The same plan shall be in effect for **unexcused early releases of students**. If a student is released from school for an unexcused reason during the last 30 minutes of the school day five times, the parent is sent a letter of notification and a reminder of the unexcused release/tardy policy.

If the student continues to be released for unauthorized reasons, the parent is sent a letter after this offense has been committed five times. The purpose of the letter will be to request that the parent schedule a conference to come in within five days to meet with the principal or assistant principal.

****PLEASE NOTE THAT THE ONLY EXCUSED TARDY IS MEDICAL OR A LATE BUS****

Authorized early release of students consists of the following:

- **Excuse from a physician**
- **court appearance**
- **sickness of student**

EARLY DISMISSAL

Parent/Guardian must present ID to be allowed to pick students up early from the office. If you are not the Parent/Guardian your name must be listed as one of the emergency contacts. Parent/guardian should not go to the classroom to pick-up students. We strive toward making the end of the school day as orderly as possible. To assist in this, no unauthorized early student releases/dismissals will be allowed after **2:00 p.m.**

LATE PICK-UP STUDENTS

The school day ends at 2:30 p.m., and it is important that students who are car riders are picked-up from school in a timely manner. After 3:00 p.m. school personnel are not available to supervise students. Thus, students who have not been picked up by 3:00 p.m. will be brought to the office, and **their parents will need to come to the office to sign the student out.**

After a student is left beyond 3:00 p.m. **five** times, the parent will be sent a letter of notification of these late pick-ups, as well as a reminder of the late pick-up rule.

BOOK BAGS

There have been periodic parent concerns over the weight of students' book bags. All teachers have been instructed to only require students to take books home which is necessary for homework or study. The rest may be left at school. In almost every case of concern, it has been discovered that the student was voluntarily taking extra books home or had a large number of personal items stored in the book bag. If this is a point of concern, please encourage your child to transport only those books needed and to refrain from adding extra weight with personal items. **Rolling book bags are permitted.**

DRESS CODE

- All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. **Flip flops and high heel shoes are STRONGLY discouraged due to safety issues.** Students must wear tennis shoes during P.E. class.
- Hats, caps, or other forms of headgear may not be worn inside the building.
- Offensive or suggestive writing, pictures, or patches on clothing depicting alcohol, drugs, or tobacco products are prohibited.
- Clothing shall be worn with appropriate undergarments. Tank tops, see-through blouses or shirts, and bare midriffs are prohibited. Straps on shirts should be at least two inches in width. Trousers must be worn in an acceptable fashion. Cleavage of students must not show.

- Pants shall be worn such that they do not “sag” showing the student’s underwear. **Pants may not have any holes in them above the knee. This includes pants with holes above the knee with something worn under them.**
- Belts must be buckled, sashes tied, and buttons buttoned except at the neck.
- Shorts are permitted but must be appropriate or parent will be called for a change of clothes.
- **The length of shorts should be as long as the bottom of the fingertips when the student holds his/her arms by his/her side. Shorts may not fit tightly.**
- Blankets, bedroom shoes, pajamas, pajama bottoms, and pajama tops are not allowed to be worn.
- Any clothing or hairstyle which tends to be so attention-getting as to disrupt the educational process is prohibited. This includes possible gang colors (blue and red scarves, for example).
- If leggings are worn, the shirt or shorts must come down to the top of the knee.

SPECIAL SERVICES

The primary consideration of the Special Services Department in Lexington School District Three is to meet the individual needs of students with disabilities. Staffed by a director, school psychologists, compliance specialist, secretaries, and support staff, the Special Services Department offers inclusive programs to meet the special education needs of students identified as disabled according to State and federal regulations in Lexington School District Three. Special education and related services are providing to students who are learning disabled, mentally disabled, health impaired, speech impaired, vision and hearing impaired, orthopedic impaired, emotionally disabled, and autistic.

REPORTING TO PARENTS

At the beginning of the school year, teachers will inform parent/guardians and students of class policies and contact procedures. Samples of your child's work are sent home weekly on Fridays. Please review all work and sign and return papers to the school when requested to do so. A cover sheet on each group of papers sent home will help you stay informed.

It is difficult to best meet the needs of students when they do not return their weekly papers signed. When a student does not return signed papers, it makes it much more difficult for the teacher to establish and continue communications with parents. If after four weeks of not receiving any indication that parents are seeing their child's papers and after attempting to reach those parents by phone, the teacher will send a note stating that the child's papers will be kept on file in the room for those parents to see at their convenience. Each student will purchase an agenda to assist him or her in organizing time and remembering needed tasks. Teachers are encouraged to use this agenda for quick communications with parents.

Parent/guardians are requested to look at the child’s agenda each day, to respond to messages, and keep current with homework assignments. Agendas need to be signed by parents each day. Information, which needs to be transmitted to the teacher from home, may also be placed in the agenda for the student to present to the teacher.

MAKE UP WORK

All students will be required to make-up any work missed due to absences, regardless of the reason for the absence. Arrangements must be made to make-up missed assignments within three days of the day the student returns to school. This includes absences due to suspension. Parent/guardians may call the office by 10:00 in the morning and assignments and books will be ready for you to pick-up after 2:30 in the main office.

HOMEWORK POLICY

The amount of knowledge and practice required by the curriculum often cannot be gained during school hours alone. Specific homework assignments are made after careful consideration.

Our school policy for homework is as follows:

- Homework assignments should be definite and meaningful.
- Homework may be given over weekends or holidays, the night of special events, such as PTO, MAP testing weeks, and State testing week, but should be kept to a minimum
- The length of time required to complete homework, on an average, should not exceed one hour.
- If your child is having problems doing his/her required work or if it takes longer than 1-1/2 hours to complete, please contact your child’s teacher and discuss your concerns.

PHYSICAL EDUCATION

All students must participate in physical education. A student must have a written excuse, preferably from a doctor, to be temporarily excused from PE for medical reasons. Home excuses are good for one day only. Students are to wear tennis shoes during physical education. Students are scheduled for PE on the same school days of the week so it is important to come prepared on those days.

MEDIA CENTER

The role of the Batesburg-Leesville Elementary School Media Center is to encourage reading and an appreciation for books, to provide varied materials for students' information and recreational needs, to help students become effective users of all types of

media, and to support and enrich the curriculum. The media center will be open each day from 7:30 am until 3:00 p.m. Students may checkout two books for two weeks. Books become overdue the day after the two weeks due date. A student may not check out another book until his/her overdue books are returned. Books overdue at the end of the year are considered lost, and the student must pay for them.

Students may come to the library before school, during recess, and after school. The media center is set up under a flexible schedule so all classes may visit the media center as often as the teacher establishes the need for his/her students.

Access to the internet is a **privilege**; not a right. With this privilege, there also is a responsibility to use the internet solely for educational purposes and not to access inappropriate materials unsuitable for students.

Parents must sign a permission form to allow students to access the internet. This form will be placed in the permanent record. Students must sign a form acknowledging that they have read and understood the Internet Acceptable Use Policy and administrative regulations and that they will comply with consequences of violating the policy or regulations. This form will also be placed in the permanent record.

Lexington School District 3 Responsible Use Agreement

Lexington School District 3 encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with procedures and regulations that have been established for technology use in the district. The district's Responsible Use Agreement is also available on the district's website, www.lex3.org.

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. Lexington School District 3 is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Lexington School District 3 email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

Terms and Conditions of the Computing Device Agreement:

- It is imperative that the device the student is issued be maintained and handled in a responsible way.
- Students' failure to follow this agreement will be subject to the school's discipline code.

- **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

1. The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
2. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
3. Parents may request that photos, names and general directory information about their children not be

published.

4. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

GRADING SYSTEM AND REPORT CARDS

Report cards are issued every nine weeks. Interim report cards are issued approximately every four and a half weeks. You are encouraged to request conferences as needed. The accepted grading system is as follows:

Numerical Grading Scale

A= 90-100
B= 80-89
C= 70-79 D=
60-69
F= below 60

All grades will receive a numerical grade for English Language Arts, Math, Science and Social Studies.

They receive a grade of "S", "N", or "U" for all other subjects (health, handwriting, art, music, physical education, and computer lab).

TELEPHONE/CELLPHONE USE

The school phones are business phones and are not to be used to make arrangements to go home with a friend, etc. These arrangements should be made at home the day before, not at school. Students will not use the office phone for personal calls except in an emergency and with **staff permission**. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

Students are not permitted to use cell phones at school. Therefore, students are strongly advised not to bring cell phones to school. Cell phones cannot be used on the school buses or anywhere on the school property.

CELL PHONE/ELECTRONIC DEVICE POLICY

All cell phones must be registered in the office. Phones that are registered must remain in the student's book bag at all times and not visible. The following consequence will apply if a student's phone is confiscated by a staff member.

The device will be confiscated. A parent/legal guardian may retrieve the device from the school.

LOST AND FOUND

All non-clothing articles found in and around the school should be turned in to the main office. All clothing that is placed in the lost and found will remain there until the end of each semester. The Lost and Found for clothing is located in the cafeteria. At the end of each semester, the items are donated to charitable organizations. Please encourage your student to check for lost items.

FIRE AND OTHER CRISIS

Fire and other crisis drills are held throughout the school year. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.

Students should remember these basic rules:

- Walk.
- No talking.
- Move quickly and quietly to a designated area
- Listen carefully to what you are instructed to do and then do it

In the event of an emergency, the school system may use the phone messaging device, television, internet, radio, or other media to inform the public.

VOLUNTEERS

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. Volunteers are used for assisting in the workroom, library, classrooms, as tutors, and with school projects. In the interest of safety, a SLED check will be authorized for all volunteers.

PARENT TEACHER ORGANIZATION (PTO)

The main purpose of our Elementary School PTO is to work with the school in creating a safe, happy environment where our children can learn and grow. Input from concerned parents will always be treated with the respect and consideration it deserves.

A fund-raising project is vital to the PTO. With money raised from this project, we can enrich the educational quality of our school.

An active, concerned PTO helps to create a better school. New PTO officers and members will be established at the beginning of each school year.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council is a group of elected and appointed parents, teachers, and community members who serve to participate in the development of the five-year school improvement plan, assist in implementing it. The SIC will meet no less than eight times each year. Officers for SIC will be elected/appointed during a meeting.

STUDENT ACCIDENT INSURANCE

All students enrolled in Lexington County District Three are covered under an accidental injury policy. If a student is injured while at school or during a school-sponsored event and the injury requires medical attention, you must file the claim with your own private insurance and then we can file the remaining balance with the district's policy. The policy will not pay your claim in full but will pay a portion of the claim. You will be responsible for any remaining balance once the school insurance has paid its portion. The injury must be reported to the school nurse or coach immediately following the injury. The school nurse or coach will have the necessary forms to be sent to the District Office. The District Office will then contact the parent in writing to notify them of all claim procedures.

BREAKFAST

BLES serves both breakfast and lunch. Breakfast is **free** for all students. Car riders must be in the cafeteria by 7:25 a.m. to receive breakfast. Bus riders will be allowed to receive breakfast when they are dropped off at the cafeteria. Students that are on late buses are still allowed to receive breakfast if they report to the cafeteria upon arrival.

LUNCH

If your child received free or reduced meals last year or you would like to be considered for free or reduced meals this year, you must fill out a new meal form and return it to the school within 10 school days of the school start date.

Appropriate dining behavior will be required at all times. Students will enter the cafeteria and proceed through the lunch lines in an orderly manner. Students are allowed to talk in a quiet voice during their lunch period but loud, disruptive talking will not be tolerated. Students will be allowed to drink water if there is a medical reason for not drinking milk. The student must bring a note, signed by a parent/guardian, to his or her teacher. If students bring their lunch, there should be no carbonated beverages, cans, or glass bottles. Students will be responsible for leaving their tables neat and clean for the next users.

MEAL PAYMENT OPTIONS

Parent/guardians may pay by the day, week, month, or year for school meals. Elementary students should bring their money in a sealed envelope with the child's legal name and the amount written on the outside of the envelope. We ask parent/guardians to write checks for the exact amount and include the name of the student on the check. We do not give change or cash checks for lunch money. **Do not include field trip or other activity money in with a check for lunch.**

PREPAYMENTS ONLINE

Lexington School District Three now has a system (Schoolbucks). Lexington School District Three's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a website which is available at the District Website www.lex3.k12.sc.us. Go to the district website at Click on the Food Service Information link to get to the mySchoolBucks. (www.myschoolbucks.com). You will first need your child's student ID number that may be obtained by contacting your child's school or contacting Food Service office. Click **Sign Up** and enter the required information. **This is parent information.** - Click **Finish** to complete the initial registration process.

SPECIAL SALES and CAFETERIA CREDIT LIMIT

If you do not want your child to use the money you send for school meals to buy special sale items, please contact the food service manager at your school. The credit limit at the elementary school is **\$10.00** for charging lunch.

NOTIFICATION PROCEDURE FOR CHARGE

- Parent/guardians will be notified by a phone call and note the first time a student charges.
- Notes or phone calls will notify parents of additional charges until the charge limit is reached.
- A note will be sent home the day the charge limit is reached and the manager will call the parent/guardian. Please keep phone numbers current.
- The teacher and principal will be notified before lunch on the day the student can no longer charge.
- The teacher will tell the student to get the sandwich and milk meal at lunch.

FREE AND REDUCE PRICE ELIGIBILITY AND APPLICATION

Free and reduced meal application are available throughout the year in all schools for families who qualify because of financial needs. After the application has been approved, your child may participate in both the BREAKFAST and LUNCH meal programs in their respective categories. Any child who was not enrolled in the district at the end of the previous school year must return an application to apply for meal benefits. Students who were on temporary benefits at the end of the school will be **full pay** when school starts.

Return only **ONE** application per family. Be sure and include the school your child attends on the application. The application will be processed and the information will be transferred to each school by computer. If you receive a letter stating one of your children is Directly Certified, these benefits do not apply to your other children. You must return an application for them to get meal benefits.

BATESBURG-LEESVILLE AFTERSCHOOL PROGRAM

Director: Donna H. Padgett 803-532-8037

AFTERSCHOOL PROGRAM GOALS

The Afterschool Program wants to provide a loving, friendly, and safe environment for students to receive academic tutoring, homework help, exposure to various enrichment activities, and field trips. We want the students who attend the Afterschool Program to have a good attitude toward school and be proud of their accomplishments both in day school and after school.

The Afterschool Program staff wants to work hand in hand with parents to provide the most positive and productive atmosphere for our students during the after school hours. The Afterschool Program offers students academic tutoring, as well as a wide choice of enrichment activities. Students will have the opportunity to go on Saturday field trips 3-4 times throughout the year. Daily behavior and attendance will be taken into consideration for participation.

Lexington County School District Three Parent Involvement Policy

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

The District acknowledges that students learn best when families and schools work together and develop relationships of shared responsibility and mutual support. The District recognizes that families are diverse in culture, language, and needs. It shall be the goal of the schools and teachers to meaningfully collaborate with all parents in meeting the needs of individual students.

The District shall assist parents in learning how home environments can support the academic achievement of students. Communicating the value of an education and the importance of high expectations will be emphasized. Strategies such as parenting classes, home visitation opportunities, and adult education programs will be offered to support parents. The District acknowledges the responsibility to help parents access and secure educational information, services, and opportunities for their children. Special assistance will be provided to ensure that non-English speaking parents may also participate as full partners in their child's education.

Parents make valuable contributions to the educational process and shall be included as participants in important school and district decisions. The District supports the work of the members of the Strategic Planning Committee and School Improvement Councils to participate as decision-makers. Parents are encouraged to participate on committees and parent organizations at both the school and district level and to serve as volunteers for the classroom, school, and district-wide activities.

Professional development opportunities for teachers, administrators, and other district employees shall be offered to enhance the ability of schools to effectively service all students, parents, and families. As a priority focus for the District, parent involvement activities will be supported through the allocation of District and special revenue resources. The District shall also collaborate and cooperate with businesses and community agencies to support the needs of parents and families.

Lexington County School District Three adheres to the mandates set forth by the Elementary and Secondary Education Act, Title I.

Involve parents with the joint development of the district plan and in the process of school review and improvement.

- Collaborate with community stakeholders at all levels of district and school strategic planning through School Improvement Councils, Title I planning committees, PTO, etc. in the development of goals.

- Schoolwide planning teams review the schoolwide plans and provide input into revisions, additions, and deletions for activities and budget.
- Findings from the school's needs assessment will be utilized.
- Present Title I program/activities and requirements of Title I at parent meetings.
- Schoolwide plans are also presented to parents at an annual meeting each year.

Provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

- Parents are involved in the decisions regarding how funds are allotted for parental involvement activities.
- Not less than 1% of the Title I allocation will be reserved for parent involvement activities including family literacy and parenting skills.
- Not less than 95% of the funds reserved for parental involvement shall be distributed to schools and used for activities such as parent education workshops and home visits.
- Provide training to school staff, administration, and parents to strengthen parent involvement efforts by reaching out to, communicating with, and working with parents as equal partners.
- Continue a school counselor program to provide services such as individual and group counseling, home visits, character education, and career education programs.
- The Title I program will provide coordination for effective parent involvement through the school's School Improvement Council.

Build the schools' and parents' capacity for strong parental involvement.

- Involve parents in the planning of the Title I plan.
- Obtain signatures on the teacher-parent-student compact.
- Provide parent conference opportunities.
- Family nights are offered and provide information on literacy, math, assessments, monitoring their child's progress, science, and the state's academic standards.
- Volunteer programs are supported in schools.
- Parents are invited to observe in classrooms.
- Grade Level Intervention Teams (GLIT) identify at-risk behavior at an early stage and begin intervention through the efforts of parents, teachers, school counselor, and student.
- Provide an Open House/Parent Meeting near the beginning of school.

Coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as Head Start, First Steps, Even Start, etc.

- Home visits are provided for preschool and four-year-old kindergarten children to orient them to school programs.
- Parents with children participating in these programs will be encouraged to become involved in all parenting activities.
- Information is provided to parents concerning First Steps, Head Start, and family literacy programs.
- During May, Head Start visits and tours the kindergarten program at Batesburg-Leesville Primary School. Parents are invited and encouraged to attend.

Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy that will determine the effectiveness of the present policy and any barriers to participation in the parenting activities.

- Solicit comments from parents regarding the parent involvement policy through an annual meeting/survey conducted in the spring.
- Appropriate revisions are made based on suggestions and/or recommendations for improvement.
- The final parent involvement policy is distributed to parents.
- The policy will be updated as needed and reviewed annually by parents, community members, school and district administrators, and school staff members in order to continuously meet the changing needs of parents, students, and the school.
- The findings of this evaluation will be used to design strategies for more effective parental involvement and to revise the parent involvement policy, if necessary.
- Frequent reminders, such as flyers, newsletters, telephone contacts, and SchoolReach messages, will be provided to parents concerning meetings, workshops, and conferences.

Involve parents in the activities of the school served under Title I, Part A.

- Schedule parent-teacher conferences at a variety of times to accommodate parents' schedules.
- Provide family night workshops.

- Encourage two-way communication between home and school through newsletters, email, phone calls, home visits, parent conferences, surveys, etc. in an understandable and uniform format.

Develop jointly with parents a school-parent compact.

- Solicit comments from parents regarding the school-parent compact.
- Appropriate revisions are made based on suggestions and/or recommendations for improvement.
- The revised compact is discussed and signed by the teacher, the parent, and the student.
- The compacts involve parents by having them make a commitment to share the responsibility for their children's performance.
- The school and parents build and develop a partnership to help the students achieve the state's standards.

In addition, Lexington County School District Three shall also implement the provisions set forth by the No Child Left Behind legislation. Parents have a right to ask the school administration if a teacher possesses proper certification to teach the grade and the content area he or she has been assigned. Parents have the right to notice if students are taught more than four consecutive weeks by a teacher who is not highly qualified.

**Home School Compact Batesburg-Leesville
Elementary
2018-2019**

Student Name: _____

As a Teacher, I will:

- Believe that each student can learn
- Show respect for each child and family
- Provide an environment conducive to learning
- Help each child grow to his/her fullest potential
- Enforce school and classroom rules fairly and consistently
- Plan and present lessons that are interesting, meaningful, and challenging
- Maintain open lines of communication with students and parents
- Send frequent reports to parents on their child's progress
- Be reasonably available to parents
- Provide parent-teacher conferences
- Provide opportunities to involve parents in the classroom and the school program
- Demonstrate professional behavior and a positive attitude

Teacher's Signature

Date

As a Student, I will:

- Always try to do my best in my work and in my behavior
- Work cooperatively with my classmates
- Show respect for myself, my school, and others
- Obey the school and bus rules
- Take pride in my school
- Come to school prepared with my homework and my supplies
- Believe that I can learn and will learn and take pride in my school work and abilities
- Get plenty of rest and exercise

Student's Signature

Date

As a Parent/Guardian, I will:

- See that my child attends school regularly and on time
- Provide a home environment that encourages my child to learn
- Insist that all homework assignments are complete
- Communicate regularly with my child's teachers
- Support the school in developing positive behaviors
- Talk with my child about school activities every day and reward positive achievements as appropriate
- Encourage my child to read at home and monitor TV viewing, electronic gaming and web surfing
- Show respect and support for my child, the teacher, and the school

Parent/Guardian's Signature

Date