

## **REQUIREMENTS FOR ADMISSION**

For a student to be enrolled at Batesburg-Leesville Primary the following criteria must be met:

### **South Carolina Child Development (4K) Education Program (CDEP) Enrollment Requirements**

#### **Residency**

Pursuant to S.516 - Read to Succeed (a comprehensive, systemic approach to improving reading proficiency of students through early identification and intervention and improved teaching of reading) participation in CDEP has been limited to eligible children residing in the original 33 school districts funded for CDEP since 2006, the 17 CDEP districts funded as of the 2013-14 school year, and the additional 10 districts funded as of the 2014 – 2015 school year. Parent(s)/guardian(s) of age- and income-eligible children must provide documentation of the children's legal residency within a CDEP school district.

#### **Age Eligibility**

Child must be four years of age on or before September 1 based on acceptable documentation, such as birth certificates or official documents from other countries. Proof-of-age eligibility must be on file no later than the day the child begins CDEP.

#### **Family Income Eligibility**

An annual family income of 185% or less of the federal poverty guidelines as promulgated annually by the U.S. Department of Health and Human Services **or Medicaid eligibility** qualifies a child for enrollment. Verification must be on file before the child is enrolled. **Acceptable forms of verification include the following: (a) completed free and reduced lunch form with verification of family income, or (b) copy of current Medicaid card. Verification of family income may include pay stubs, tax returns, or W-2 forms.**

#### **Application Process**

The parent enrolling a child must complete and submit a CDEP application, as well as, additional documentation as deemed necessary by the individual school district. The application must be accompanied by a copy of the child's proof of age eligibility (birth certificate), documentation of the family income eligibility, and immunization documentation.

Children must be five years old on or before September 1 to enroll in the kindergarten program. Children must be six years old on or before September 1 to enroll in the first grade. A legal state or military birth certificate is required for enrollment. The birth certificate will be copied and the original copy will be returned to the parent or legal guardian.

A valid South Carolina Certificate of Immunization **for all children, 3 months of age and older**, must be maintained by public or private childcare facilities, public, private, or parochial schools, grades kindergarten through 12<sup>th</sup> grade; or child development programs under the control of the Department of Education. Children enrolled in a Pre K or 4K programs and younger must meet Day Care Requirements, even if attendance is in a school setting. Children enrolled in a 5 year old kindergarten through Grade 12 must meet School Requirements. Children enrolled in grades 5K or greater who also attend a childcare facility (e.g. after school and/or summer program) must meet School Requirements and have a valid South Carolina Certificate of Immunization on file at both day care and school. Doses documented on the immunization certificate must be valid doses according to accepted practice standards for the minimum ages(s) and intervals.

A copy of the child's social security card is needed for identification purposes.

Proof of residency in Lexington School District 3 must be presented. This can be a phone bill, light bill, etc. that has the parent/guardian's name and street address (no PO Box address will be accepted).

## **LEGAL GUARDIANSHIP**

Students must be residing with parents or legal guardians who are residents of the school district. The existence of legal guardianship will be recognized upon the filing in the school office of an appropriate order or decree from a court of competent jurisdiction. (Guardianship of the estate shall not be used to determine school assignment.) Guardianship of the person shall be accepted only if the student actually resides with this custodial guardian who is vested with the power and charged with the duty of managing the student's affairs. If the court has awarded you sole custody of your child, and if you do not want the child's other natural parent to be able to pick up the child, you will need to provide the school with copies of the custody papers signed by the court. In unusual circumstances the Department of Social Services and/or the court may issue temporary guardianship papers which will be honored by the school for the period designated by DSS or the court.

## **ATTENDANCE/TARDIES/EARLY/RELEASES/LATE PICK-UP TRUANCY POLICY**

Attendance is a key factor in student achievement and any absence from school represents an educational loss to the student. However, the district recognizes that some absences are unavoidable.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian or a licensed physician, dentist, or medical practitioner within three (3) days after the student has returned to school. The excuse must contain the date of the absence and a detailed reason for the absence. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, the absence will be recorded as an unexcused unlawful absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate actions.

The district will consider students lawfully absent under the following circumstances:

- Student's chronic or extended illness that is verified in writing by a licensed physician, dentist or other medical practitioner within three (3) school days after the student has returned to school.
- Appointment with a licensed physician, dentist, or other medical practitioner within three (3) school days after the student has returned to school.
- Serious illness or death in the student's immediate family (defined as mother, father, stepmother, stepfather, sister, brother, grandmother, or grandfather) that is verified in writing by the parent/legal guardian within three (3) school days after the student returns to school.
- Student's observation of religious holidays of the student's faith that is explained in writing by the parent/legal guardian within three (3) days after the student returns to school.
- Student's participation in a school related activity (field trip, college visitation, etc.) that is explained in writing by the parent/legal guardian for which the student has received prior approval from the principal. (Note: Each individual student is limited to three activity related absences per semester.)
- Student's compliance with an order issued by the Department of Social Services, a law enforcement official or a judicial officer. A copy of the order must be provided to the school within three (3) school days after the student returns to school.
- Extenuating circumstances that have been investigated and approved by the principal.

The district will consider students unlawfully absent under the following circumstances:

Willfully absent from school without the knowledge of their parents/guardians.

Absent without acceptable cause with the knowledge of their parents/guardians.

Unlawful student absences will be one of the factors to be taken into consideration in making grade-level promotion decisions.

As a result of a change in the federal law that governs United States K-12 public education, the Every Student Succeeds Act (ESSA), the United States Department of Education's Office of Civil Rights changed the definition of "absent." Their new definition uses the minutes in a school day formula.

This means that when a student who misses 50 percent of his/her instructional day for any reason, whether the missed time is excused or unexcused, the student will be marked absent. At BL Primary School, our school day begins at 7:45 a.m. and ends at 2:15 p.m. Students normally attend school for six hours and 30 minutes (390 minutes total). In order for a child to be counted present, he/she would need to attend school for at least three hours and 15 minutes (195 minutes).

We believe that attendance is a key factor in student achievement and that any absence from school represents an educational loss. We recognize that some absences are unavoidable. We also know that these changes may be a little confusing. If you have any questions about your child's attendance, feel free to call the school and speak with the Assistant Principal.

## **UNLAWFUL ABSENCES AND TRUANCY POLICY**

Under the No Child Left Behind Act of 2001, states are required to establish uniform management information and a reporting system, which includes the collection of information on truancy rates on a school-by-school basis. Each school must use PowerSchool to maintain its truancy data.

The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, and corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system. An intervention team made up of the Assistant Principal, Guidance Counselor, PowerSchool Attendance Clerk, and other school personnel when appropriate, will work with parents/guardians to provide tools and resources to prevent truancy.

Unlawful absences are absences in which a student is willfully absent from school without the knowledge of their parents or if the student is absent without acceptable cause with the knowledge of their parents/guardians. Students who have unlawful absences will be considered Truant based on the following definitions:

Truant-A child, ages 6 through grade 12, meets the definition of a Truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Habitual Truant-A child, grades 6 through 12, meets the definition of Habitual Truant when the child has a total of 10 unlawful absences.

Chronic Truant-A child, grades 6 through 12, meets the definition of a Chronic Truant when the child has a total of 15 unlawful absences.

In order to encourage and assist students in attending school regularly, the School Intervention Team will administer the following intervention procedures:

After 3 consecutive unlawful absences or a total of 5 unlawful absences occur, the Intervention Team will do the following:

- Notify the parents/guardians of the absences by letter and the phone.
- Code the student as Truant in the Powerschool Discipline Atom (ages 6-12<sup>th</sup> grade).
- Hold a conference with the student and parents at which time they will identify the reasons for the absences and develop a plan to improve future attendance. The student and the parent/guardian will sign this plan.

After 7 unlawful absences occur, the Intervention Team will do the following:

- Notify the parent/guardian of the absences by letter and by phone.
- Code the student as Truant in the Powerschool Discipline Atom (age 6- grade 5).
- Code the student as Habitual Truant in the Powerschool Discipline Atom (grades 6-12).
- School officials will hold a conference with the student and parents/guardians to review the plan for improving attendance and to clarify the consequences of continued absences which may include a referral to Child Protective Services (ages 6-grade 5) or Family Court (grades 6-12).

If unlawful absences continue to occur, the Intervention Team will do the following:

- Code the student as Truant in the Powerschool Discipline Atom (age 6 -grade5).
- Code the student as Chronic Truant in the Powerschool Discipline Atom (grades 6-12).
- The Intervention Team will refer students who continue to be absent from school unlawfully to Child Protective Services (age 6-grade 5).
- The Intervention Team will refer students who continue to be absent from school unlawfully to Family Court (grades 6-12).

The Intervention Team will maintain an attendance folder for each student that will contain a current list of all unlawful absences, parent/guardian contact information, a completed and signed Intervention Plan, and any Child Protective Services or Family Court referrals.

Attendance records will travel with the student from year to year and school to school along with the permanent record. A new Intervention Plan will be written, if needed, for each school year, but the new school year information will be added to last year's data. When a student transfers to another district, a copy of the attendance record must be forwarded along with all other school records.

### **TARDIES**

Excessive tardies cause serious problems and parental contact will be made if the school feels that the student is suffering because of chronic lateness. Unless riding a school bus, any student who signs in after 7:50 a.m. according to the school clock is tardy. Tardy students must report with a parent/guardian to the office for a tardy slip before going to class. Since being tardy disrupts classes as well as sets a poor example for our students to follow, parents are asked to make sure that their children arrive on time. A student who is present each day but accumulates 7 tardies in a semester will not be eligible for a perfect attendance ribbon or certificate.

### **TARDY, EARLY RELEASE, LATE PICKUP POLICY**

Tardies:

A tardy shall be considered as entrance into the school's front door to sign-in after 7:50 a.m. according to the school clock.

At three tardies, the parent/guardian is sent a letter of notification of the child's tardies and a reminder of the tardy policy.

At five tardies, the parent/guardian is sent a letter requesting to schedule a conference to come in within five days to meet with the principal or assistant principal. If the parent/guardian does not come in for a conference in the allotted time, the child is suspended out of school for one day.

If the student continues to be tardy, the parent/guardian is sent a letter after the student is tardy two more times, (a total of seven) again scheduling a conference to come in within five days to meet with the principal or assistant principal. If the parent/guardian does not come for a conference this time, the child is suspended for out of school for two days.

At this time, the parent's/student's name will be given to the Department of Social Services.

### **UNAUTHORIZED EARLY RELEASE**

The same plan shall be in effect for unauthorized early release of students. If a student is released from school for an unauthorized reason prior to the close of school 3 times, including the time between 2:00 and 2:15, the parent/guardian is sent a letter of notification and a reminder of the unauthorized release policy. If a student needs to be picked up early, the parent should sign their child out prior to 1:45 p.m.

After five occurrences, a letter will be sent to the parent/guardian requesting that he/she schedule a conference to come in within five days to meet with the principal or assistant principal. If the parent/guardian does not come in for a conference within the allotted time, the child is suspended out of school for one day.

If the student continues to be released for unauthorized reasons, the parent/guardian is sent a letter after this offense has been committed five more times. The purpose of the letter will be to request that the parent/guardian schedule a conference to come in within five days to meet with the principal or assistant principal. If the parent/guardian does not come in for a conference within the allotted time, the child is suspended out of school for two days.

At this time, the parent's/student's name will be given to the Department of Social Services. Authorized excuses for tardies and/or early release of students consist of the following:  
Appointment with the physician/dentist  
Court appearance  
Funeral  
Sickness of student

### **LATE PICK-UP**

The same plan shall be in effect for late pick-up. If a student is picked up from school after 2:45 p.m. three times, the parent/guardian is sent a letter of notification and a reminder of the late pick-up policy.

After five occurrences, a letter will be sent to the parent/guardian requesting that he/she schedule a conference to come in within five days to meet with the principal or assistant principal. If the parent/guardian does not come in for a conference within the allotted time, the child is suspended out of school for one day.

If the student continues to be picked up after 2:45 p.m., the parent/guardian is sent a letter after this offense has been committed two more times. The purpose of the letter will be to request that the parent/guardian schedule a conference to come in within five days to meet with the principal or assistant principal. If the parent/guardian does not come in for a conference within the allotted time, the child is suspended out of school for two days.

At this time, the parent's/student's name will be given to the Department of Social Services.

The accumulation of tardies, unauthorized early releases, and late pick-ups shall be considered together. For example, if a child has 1 tardy, 1 unauthorized early release, and 1 late pick-up, this will be considered 3 offenses and the parent/guardian will be called in for a conference.

The same plan shall be in effect for late pick-up and/or students being returned to school by bus. If a student is picked up from school after 2:45 p.m. because of not being picked up from car line or being brought back to school by school bus, three times, the parent/guardian is sent a letter of notification and a reminder of the late pick-up policy.

### **SCHOOL HOURS**

#### **Morning Procedure**

The school door opens each morning at 7:00 a.m. No student will be allowed to enter the building before 7:00 a.m. since there will be no supervision prior to that time. Upon entering the front door prior to 7:15 a.m., students immediately report to the cafeteria whether they plan to eat breakfast or not. After 7:15 a.m., they will go to their respective grade halls where teachers will be on duty. Any child coming to school on a bus or in a car after 7:15 who does not eat breakfast will go directly to their grade hall. The first bell rings at 7:45 a.m. for students to go into their classrooms. Students are considered tardy at 7:50 a.m. Non-Montessori K4 classes and special needs' classes will eat with their teachers in the cafeteria after 7:45 a.m.

### **PASS USE DURING SCHOOL**

Every child who is not with his/her teacher or teaching assistant should have a pass in his/her possession. This is necessary if a student is going to the nurse, media center, guidance counselor, school store, or office. No K4 student is ever allowed in the hallway alone.

## **SCHOOL -WIDE PROCEDURES**

- Car riders need to have their book bags ready and exit cars in a timely manner on the side next to the sidewalk.
- Bus riders should stop at the last white column before entering the building and wait for the adult on duty to tell them when to enter the building.
- All students should report directly to the cafeteria until 7:15 a.m.
- Students not eating breakfast after 7:15 a.m. shall report to their grade hall.
- There should be no wandering the halls in the mornings.
- Students wishing to eat breakfast may come to the cafeteria between 7:00 a.m. until 7:25 a.m. If a student comes to the cafeteria after 7:25, they will be given a Breakfast on the Go to eat in the cafeteria before going to class. If a bus is late, those bus riders will be served breakfast.

## **CAFETERIA RULES**

- Sit properly in your seat with feet on the floor.
- Get everything that you need as you go through the lunch line.
- All classes should have their children eat for the first ten minutes in silence before beginning to use their soft voices for the remainder of the lunch.
- Do not get out of your seat without your teacher's permission.
- Do not exchange food or take any food away from the cafeteria.
- Keep two hands on your tray, close your milk carton, and take your straw out before emptying your tray.
- Students should empty trays one student and one tray at a time.
- All classes should line up on the red line on the floor near the 2<sup>nd</sup> brown door and then exit out of the 2<sup>nd</sup> brown door.

## **HALL PROCEDURES**

- Walk down the halls with hands placed at your side.
- All students walk down the right side of the hallway.
- No talking in the hallways.
- Stop at these points in the hallways: end of hall, top of stairs (with enough room for the class to gather at the top of the stairs), and double fire doors; A Panther Pause sign will be in place at each point students are to stop.
- Do not place hands and feet on the walls.
- Tie shoes before leaving the classroom.
- On the stairs, always walk on the right side.
- Do not slide down stair rails.

## **PLAYGROUND RULES**

- No running is allowed anywhere inside the playground equipment area.
- No throwing rocks, sand or wood chips.
- No shoving, pushing, or breaking in line.
- Always go up the ladder, not going down the ladder of the slide.
- No "head-first" sliding on the sliding boards.
- No walking up the sliding boards, not even the short ones.
- Always make sure the person in front of you is off the slide before you slide down.
- No sitting or climbing on top of the tunnels.
- No walking under the triangles to get from one place to another. The person on the triangles could fall on a person walking or standing underneath them.
- No one is allowed on the handicapped swings or sandbox except handicapped students.
- Put all trash in the trash cans provided.
- Your class or designated students should pick up all playground toys and trash before going inside.

## **AFTERNOON PROCEDURES**

School dismisses at 2:15 every day. Parents/guardians are encouraged to determine a way for students to ride home from school the same way every day. It is very confusing and unsettling to the school and the students when parents/guardians have them going home a different way. If it is absolutely necessary for a parent/guardian to change the way in which a child goes home in the afternoon, the parent/guardian must complete a bus transportation form (only one change permitted per year). Changes over the phone will not be taken after 12:00 noon on regular days and after 10:00 a.m. on early release day.. We ask for your cooperation in this matter.

## **EARLY DISMISSALS**

Each day is important, and we encourage you not to schedule appointments during school hours. Please watch the newsletters and school calendar for important dates (like MAP testing) to avoid interruptions on these days.

If a child leaves school early, it is required that the parent/guardian come to the office and sign the child out. Children will only be allowed to leave school with either a parent/guardian or someone listed by the parent/guardian on the child's emergency form. When it is necessary for someone other than those people listed on the emergency form to pick up the child, a written authorization from the parent/guardian is required. Parents/guardians should not go to classes to pick up students. Students will be called to the office. To help each child learn as much as possible, students will not be called from their classes until a parent or guardian has signed them out in the office. Drivers' licenses are required to pick up any student.

## **SCHOOL CLOSINGS**

The school will notify parents/guardians of any planned changes in the schedule. In the event of severe weather or mechanical breakdown, the starting time may be delayed or schools may be closed. Announcements will be made through the Blackboard Connect and over local television stations beginning at 6:00 a.m. If no report is received, school will be in session. The same conditions may also necessitate early dismissal. Please listen to these stations if you have concerns about the weather. Please have a plan in place in case early release becomes necessary so that your child will know what to expect so that they do not become upset. We respectfully ask that you refrain from calling the school during this difficult time so that the phone lines can remain open for any emergency situations that may arise.

## **TRANSPORTATION**

The most important job we have at Batesburg-Leesville Primary School is keeping your children safe during the time they are in our care. This includes the time they are traveling to and from school each day. We need your help and cooperation if we are to be successful in our efforts to have an accident-free school year.

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 principal or her designee. The parent/guardian must send a written note to the main office for approval. The note should include the date, name of the child, name of the person to pick up the child, parent(s)/guardian(s) signature, parent(s)/guardian(s) address, and phone number where the parent(s)/guardian(s) may be reached for verification. Please use the given name (i.e. John Smith) rather than an informal name (i.e. Uncle John) when identifying the person who will pick up the child. All notes or phone calls must be received in the office by 12 noon on regular day or 10:00 a.m. on early release days.. This is to allow time to make the necessary changes and notifications. In the event that you designate someone different to pick up your child, please be aware that we may ask that person to show his/her driver's license for safety reasons.

Parents shall not call their child's teacher to make transportation changes.

## **CAR TRAFFIC RULES**

The law requires that bus and car traffic be kept separated. Cars bear to the right around the faculty/staff parking area, therefore, we ask buses to turn left in the driveway to drop students off and pick them up. If many cars are in line, pull up, and the first 5 cars only should unload by the covered walkway. During arrival and departure times, staff members monitor and assist with the unloading and loading of students.

Every effort is made to see that this is done quickly, efficiently, and safely. Please assist your child in being ready to get out of the car quickly in the mornings.

In the afternoon there will be 5 pick-up points (designated by colors) in 2 lanes. Children will be directed to one of the five points as parents/guardians arrive. Please place your child's name in the windshield for pickup.

Students will be loaded in the back seat of the vehicle for their own safety. Parents are asked to not get out of the cars when in the car line. Students will not be allowed to walk in between cars. Students shall be loaded on the sidewalk side only. Please encourage your child to buckle his/her seatbelt after getting into the car and wear it all the way home. Please be patient, and we will attempt to load your child as quickly as possible while keeping all our children safe. Visitors to the school should park in the spaces available in front of the building by the awning or on the "hill". Visitors should not park in the bus area where only staff and emergency vehicles are allowed.

## **STUDENT HEALTH INFORMATION**

### **Emergency Information**

For the safety of your child, it is extremely important to keep the school informed about your current home and work addresses and phone numbers. Each parent/guardian will be asked to fill out a new registration form at the beginning of school. This form will be used to contact the parent/guardian (or designee if parent/guardian cannot be reached) in the event your child is sick or injured. Please fill out this form completely including the phone numbers of contact persons. Please update this information as changes occur.

### **ACCIDENTS OR SICKNESS**

In the event of an accident at school, students will be brought to the health room. Parents/guardians will be notified immediately if the injury requires anything other than minor first aid. Every effort will be made to encourage students to remain in school when they complain of minor pains and discomfort.

Parents/guardians will be notified if their child has a fever or has other serious illnesses. If the child has a fever, please do not send them to school. It is good practice to keep a child home 24 hours after his/her fever has broken. When children are sent to school sick they are exposing other children. In the case of serious illnesses, parent/guardian will need to pick your child up from school.

### **MEDICATION**

Medications (prescription and non-prescription) can only be administered by the nurse upon doctor's orders. Parents/guardians or a designated adult must bring their child's medication to the office and pick it up. Whenever the parent/guardian brings their child's medication in, it must be in the original prescription bottle with the child's name, date, medication, dosage, strength, directions for use, including frequency, duration, mode of administration, prescriber's name, and pharmacy name and address. You can ask the pharmacist for two bottles; one for home and one for school. Over-the-counter medicines (Tylenol, cough medicine, etc....) may be given but indicate the schedule and the duration (the number of days they need to take it.). The parent/guardian should supply this medication. If your child has taken an over the counter medication for more than seven days and the same symptoms persist, your child may need to see a doctor. The school health staff will administer all medications. If your child is taking any type of medication in the morning before they come to school, the health staff needs to know about it. This information is to assist the staff in case your child has a reaction from a medication. Please be assured that any information you give the school is confidential.

### **STUDENT ACCIDENT INSURANCE**

All students enrolled in Lexington County School District Three are covered under an accidental policy. If a student is injured while at school or during a school sponsored event and injury requires medical attention, you must first file the claim with your own private insurance policy and then we can file the remaining balance with the district's policy. This 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 complete the top portion of the claim form and send it to District Nurse. She will then contact the parent in writing to notify them of all claim procedures.

## **CODE OF CONDUCT**

Every student at Batesburg-Leesville Primary School is responsible for his/her conduct and must accept the consequences for it in accordance with school and district policy. The following rules and regulations governing standards set for conduct of our students have been adopted by the Lexington 3 School Board. This code complies with the legal provisions of the state of South Carolina, regulations of the State Department of Education, and opinions of the Attorney General of the State of South Carolina. Students are required to conduct themselves at all times in a manner that will promote the best interest of individuals at the school. Conduct by a student which disrupts classwork or involves substantial disorder or invasion of the rights of others is ultimately a basis for suspension or expulsion from school. The conduct rules apply to on or off campus behavior, if a nexus to the school or the learning environment is established.

## **DISCIPLINE**

Student behavior is a reflection of our school whether students are at school or at a school-sponsored event. Students are expected to abide by the rules and procedures at all school activities, even those that are after school hours and off campus such as sports events, graduations, and programs at the Fine Arts Center. The Board of Trustees has authorized all school personnel to instruct students in the proper behavior for school and after school activities. They have also charged the faculty, staff and administration to correct students who are misbehaving at such events. Consequences for misbehavior will be issued for misbehaving students just as if they were in a school setting. We ask that parents/guardians partner with school personnel in assuring that students behave properly at all times so that school events are pleasurable for all.

One of the most important lessons education should teach is discipline. All students must conduct themselves in a manner such that the learning process can continue effectively. Training in good behavior develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Good discipline is an essential element in the instructional program.

## **POSITIVE SCHOOL DISCIPLINE INCENTIVE PROGRAM**

In an effort to improve behavior on the bus and in the classroom, Batesburg-Leesville Primary School implemented a program that recognizes good behavior that students exhibit.

In an effort to improve discipline while at school, any faculty or staff member, including bus drivers, may award a student who is following the three school- wide rules-Be Safe, Be Responsible, Be Respectful. Students who have earned a certain number of tickets or coins will receive prizes, or visit the school store either daily or weekly.

We believe children have a right to attend a school that is free from unnecessary disruptions, safe, and emotionally secure for all. It takes students, parents/guardians, teachers, staff, and community organizations working together to make this happen. We solicit your support as we work to develop well-disciplined students.

Please help your children to solve problems without pushing, hitting, and fighting. We cannot allow students to do those things at school. They must know how to handle conflicts in a non-violent way. If you need help in this area, please call our Guidance Counselor or the Assistant Principal.

Discipline plans are in place in each classroom to encourage good behavior through rewards and to give consequences for offenses. A Home Communication Form will be sent to parents to inform them of misbehaviors prior to the consequences being issued. One of those consequences is a trip to the office after other discipline measures have been exhausted. The consequences of an office visit may include the following:

- A conference with the student and the assistant principal/principal
- Letter or phone call home
- Required parent conference
- Intervention Class

- Out of School Suspension
- Conference with the Superintendent
- Expulsion

### **DISCIPLINE POLICY**

The offenses listed are to give you examples that may occur at school; however, this list may not include all offenses that may occur at school. The administration of the school or district has the right to use their discretion in any discipline case which may arise. The discipline consequences are used in an effort to correct inappropriate behavior and to make the school environment a safe one in which learning is allowed to be maximized.

#### **LEVEL ONE OFFENSES:**

Disruptive Behavior  
 Horseplay on Campus/Inappropriate  
 Pushing or Shoving  
 Disrespect to Staff  
 Cheating  
 Obscene/Inappropriate language toward students  
 Hitting another student  
 Throwing inappropriate objects  
 Refusal to Obey  
 Harassment/Bullying  
 Theft-Value less than \$50

#### **CONSEQUENCES:**

1<sup>st</sup> offense-1/2 day ISS  
 2<sup>nd</sup> offense-1 day ISS  
 3<sup>rd</sup> offense-2 day ISS  
 4<sup>th</sup> offense-1 day out of school suspension  
 5<sup>th</sup> offense-2 days out of school suspension  
 6<sup>th</sup> offense-3 days out of school suspension  
 7<sup>th</sup> offense-5 days out of school suspension  
 Expulsion Recommendation after the 7<sup>th</sup> offense

#### **LEVEL TWO OFFENSES:**

Disruptive Behavior  
 Fighting-Stops on Command  
 Forgery  
 Bar Code Removal/Defacing District property

#### **CONSEQUENCES:**

1<sup>st</sup> offense-1 day ISS  
 2<sup>nd</sup> offense-2 days ISS  
 3<sup>rd</sup> offense—1 day out of school suspension  
 4<sup>th</sup> offense-2 days out of school suspension  
 5<sup>th</sup> offense-3 days out of school suspension  
 6<sup>th</sup> offense-5 days out of school suspension  
 Expulsion recommendation after the 6<sup>th</sup> offense.

#### **LEVEL THREE OFFENSES:**

Cutting/Leaving Class or Campus  
 Possession of tobacco products, matches, lighters, rolling papers  
 Use of obscene language/gestures to school personnel or adults  
 Sexual harassment/Verbal or Physical

Fighting (does not stop on command)  
Fireworks on campus  
Discharging of fire safety equipment/setting off the fire alarm  
Throwing Inappropriate objects  
Possession of a facsimile of a dangerous weapon, such as a gun or knife

**CONSEQUENCES:**

1<sup>st</sup> offense-1 day out of school suspension  
2<sup>nd</sup> offense-3 days out of school suspension  
3<sup>rd</sup> offense-5 days out of school suspension  
Expulsion Recommendation after the 3<sup>rd</sup> offense

**LEVEL FOUR OFFENSES:**

Assault/Battery  
Bomb Threat  
Arson  
Sexual Offenses  
Vandalism over \$50  
Theft over \$50  
Selling/possessing controlled substances  
Trespassing including students under suspension or expulsion  
Possession, use or transfer of dangerous weapons or defensive devices

**CONSEQUENCES**

1<sup>st</sup> offense-5 to 10 days Out of School Suspension  
Possible Expulsion  
Report filed with law enforcement  
Full restitution

**NOTE: THE ADMINSTRATION RESERVES THE RIGHT TO USE DISCRETION IN ANY DISCIPLINE CASE.**

**HARRASSMENT, INTIMIDATION, BULLYING POLICY**

In the fall of 2006 the South Carolina Legislature passed the Safe School Climate Act and Lexington County Board of Trustees then adopted a policy to address the issue of harassment, intimidation, or bullying. Harassment, intimidation, or bullying, is described as a written, verbal, physical, or sexual act reasonably perceived to have the effect of any of the following:  
Harming a student physically or emotionally, damaging a student's property, placing a student in reasonable fear of personal harm or property damage, or insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

The Board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn. In addition, acts of harassment, intimidation, or bullying will not be allowed to interfere with the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the Superintendent. Complaints will be investigated promptly, thoroughly and confidentially.

All school employees are required to report alleged violations of this policy to the Principal or his/her designee. Reports by students or employees may be made anonymously. Retaliation in any form against a student or employee who has filed a complaint or report is prohibited.

The penalties for bullying or retaliation for reporting bullying are as follows:

Level 1: Insulting or demeaning a student or group of students or family member of a student.

Penalty: 1/2 day In School Suspension

Level 2: Engaging in a 2<sup>nd</sup> offense of a Level 1 offense of bullying.

Penalty: 1 day of In School Suspension

Level 3: Threatening a student, a group of students, or a student's family member, in fear of physical harm or damaging personal property, or 3<sup>rd</sup> offense of Level 1 bullying.

Penalty: 2 days of In School Suspension

Level 4: Engaging in aggravated assault, or a 2<sup>nd</sup> Level 3 offense of bullying.

Penalty: 2 days Out of School Suspension

### **INTERVENTION ROOM**

The Intervention Room is a room for students who are having difficulty conforming to the school and class rules. While in the Intervention Room students lose privileges such as recess and fun times with their classmates, but they do keep up with their class work. At the same time they work on good habits and following rules so they will be ready to return to the regular classroom. Teachers will provide schoolwork for the students to keep them occupied and continue their class studies when they are assigned to the Intervention Room. Only an administrator can assign a student to the Intervention Room.

### **DRESS CODE**

Students are expected to be well groomed and neatly dressed at all times. We ask your cooperation in following these guidelines:

- No rubber flip flops are allowed. Girls are discouraged from wearing shoes with high heels for safety reasons.
- Clothing which displays slogans, pictures, or emblems relating to alcoholic beverages, drugs, or sex are not allowed.
- Please print your child's name on each item of clothing as well as other possessions, particularly coats and sweaters.
- All clothing must be worn as it is intended to be worn. Pants must not sag.
- Shorts and tops must be modest.
- Hats and sunglasses may not be worn inside the building.
- The child should be able to fasten and unfasten all clothing.
- Students must dress appropriately for P.E. to ensure safety and ease of movement. Please check your child's schedule to be aware of his/her scheduled P.E. day. Tennis shoes that cover the entire foot (no slides) are to be worn. Long pants, shorts, skorts, or capris that fit securely at the waist should be worn. It is best not to wear dresses or skirts on P.E. day unless it is picture day.
- No Heeley's are to be worn at school.

### **FOOD SERVICE**

Breakfast and Lunch Programs

Beginning on the first day of school, breakfast will be served, at no cost to students, from 7:00-7:45 each morning. Car riders should arrive in the cafeteria no later than 7:25 a.m. if they wish to eat breakfast at school. Lunch is served between the hours of 10:30 a.m. and 12:45 p.m. Parents/guardians are welcome to eat breakfast and lunch with their children.

The lunchroom at B-L Primary is automated. This computer system allows parents to pay for their child's meals whenever it is most convenient (daily, weekly, bi-weekly, monthly, etc). The price for full paying students will be 2:35. The system works much like the Automatic Teller machines that many of us use to do our banking. Each time your child eats, the cost of his/her meal will be subtracted from their balance. Parents are asked to send lunch money in an envelope with the amount and the full name of the child written on the front. If at any time you have a question about your child's account please call the cafeteria manager, at 532-1770. Her hours are 6:30 a.m. to 3:00 p.m.

Federal regulation requires that each family be given an application for the free/reduced lunch program. If you are interested, you will need to complete this form and return it during the first 10 days of school. You will have to pay full price until you are approved for free or reduced pay meals.

Students may purchase individual (a la carte) items. Students may also bring their lunch from home. No refrigeration or microwaves will be available for student use. Teachers will not be allowed to heat food for students.

### **LUNCH CREDIT LIMITS**

The lunch credit limit is \$10.00 (three lunches) at the Primary School.

### **NOTIFICATION PROCEDURES:**

Parents/guardians will be notified by a phone call from the manager and a note the first time that a student charges.

Notes only will be sent home each day until the charge limit is reached.

The teacher and principal will be notified before lunch on the day the credit limit is reached.

The teacher will instruct the student to get the sandwich and milk meal at lunch if no money is brought.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form <[http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)>, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: [\(202\) 690-7442](tel:2026907442); or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)<mailto:[program.intake@usda.gov](mailto:program.intake@usda.gov)>.

This institution is an equal opportunity provider.

## **INSTRUCTIONAL PROGRAM**

Batesburg-Leesville Primary School's curriculum includes instruction in the South Carolina State Standards in the subjects of language arts (reading, writing, spelling, and English), mathematics, social studies, science,, health, physical education, art, music, technology, and library skills.

A goal for the presentation of the curriculum at our school is to provide instruction for every student at his/her academic level. This is accomplished through differentiated, small group, and one on one instruction.

Reading is the translation of written symbols that represent our oral language. A child's success in beginning reading is not determined by his actual age but by his degree of physical, emotional, mental, and social development. Chances for success are much greater if the child is not "pushed" into reading before he/she is ready. A slow or delayed start is sometimes followed by rapid progress. Students are encouraged to practice reading at home in their text leveled books as well as in books selected from the school library. Families are requested to take care of these books and return them to school as scheduled.

You can help your child by:

Reading and telling stories.

Encouraging him/her to say rhymes and jingles.

Answering questions about stories.

Encouraging interest in trips to a farm, a fire station, children's museum, etc.

Discussing pictures, books, and magazines.

Reading yourself.

Listening with interest.

Explaining the meaning of words.

Helping him/her to listen and follow directions.

Providing books, newspapers and magazines.

Asking him/her to identify words that rhyme or have the same beginning sounds.

The math curriculum is based on hands-on active learning through the use of manipulatives. Daily practice is provided for students in basic math skills. The Everyday Math curriculum is one of the resources used in Kindergarten-2<sup>nd</sup> grade.

Science and Social Studies are largely integrated through the language arts program. All grades are involved with hands-on science activities and social studies projects.

Physical Education, which is also related to health and safety, is taught with the basic aim of contributing to the total growth (physical, emotional, mental, and social) of each individual. Students K5-2<sup>nd</sup> grades attend P.E. class twice each week for a total of 100 minutes/week. K4 classes attend for 30 minutes once per week.

Art is taught with the goal of stimulating each student to be creative by providing opportunities for expression through a variety of media and subject matter.

Music is taught with the aim of exposing students to various types of music and encouraging appreciation and enjoyment, both as a listener and a performer. As part of the music program, kindergarten, first grade, and second grade will be involved in a music performance each year.

All students K5-2<sup>nd</sup> will attend the iXL computer lab once per week to enhance their reading and math skills.

## **LIBRARY/MEDIA CENTER**

The Media Center at BLPS will operate under a modified flexible scheduling system to allow optimal use of the Media Center's resources. Students will also receive periodic instruction by Mrs. Bedenbaugh using iPads and other devices that become available. These devices will offer more opportunities for extended learning and research. Skills taught will build upon each other and cover Google Docs and Apps, DISCUS resources and other iPad apps like PicCollage, QR Scanner, StoryMaker, Shadow Puppet, Adobe Voice.

The library media center is open for students from 7:30 a.m. until 2:30 p.m. Students are encouraged to visit the Media Center regularly. Three book fairs will be offered during the school year; one in the Fall; one in the Spring, and BOGO fair in May. K-4 and K-5 students will visit the library with their class weekly for story time and/or checkout. They may check out one book per week. First and second grade students will attend class in the library once every other week for research, library skills, technology, story-time, and author studies. First and second graders may come to the library as often as needed for checkout or to access other library resources with a pass from their teachers. First and second graders may check out two items at a time.

In order to save paper, overdue notices will not be sent home weekly. Students will be told of overdue books when visiting the library. A list of overdue books will be given to teachers at the conclusion of each class library visit and overdue notices will be sent home with students monthly. Fines will be assessed for lost or damaged books. ***No child will be allowed to checkout if they have overdue books and outstanding fines.*** Parents may call the circulation desk (Mrs. Dee Stewart ext. 2140) about overdue books or fees. Several reading incentive programs will be offered at different times during the 2017-2018 school year. More information about them will be sent home with the students as they occur.

## **REPORTING TO PARENTS/GUARDIANS**

Parents/guardians should expect to receive information concerning their child's performance in school. The following are examples of how the information will be sent home from the school:

Work samples of your child's work are sent home in your child's agenda/purple folders. Please review all work. Students will be writing information in their agendas each day. Teachers will be writing notes to parents/guardians in the agendas. Parents/guardians can get involved by reading and responding to the agenda notes each day. Please note that students in Montessori classes will only have purple folders, no agendas.

Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable social habits and attitudes. The progress report provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. Report cards are issued every nine weeks in Grades K5-2.

School newsletters will be sent home with students four (4) times a year. The newsletter will contain news from each grade level and special areas as well as upcoming important dates to remember.

## **GRADING SYSTEM AND PROGRESS REPORTS**

The evaluation of student achievement is one of the important functions of the teacher. This evaluation helps us improve our instruction and communicate your child's progress to you. Grades on a progress report do not always indicate a complete picture of your child's work. We encourage parents/guardians to have conferences with their child's teacher on a regular basis so that they may fully understand the progress their child is making.

Progress reports are issued at the end of each nine-week period in Grades K5-2. Each student is evaluated with reference to his or her own instructional level. The accepted marking system is as follows:

### **K5 STUDENTS:**

- 3-Student produces work that meets the standard presently taught.
- 2-Student produces work that is beginning to meet the standard.
- 1-Student does not produce work that meets the standard presently taught.

### **1<sup>ST</sup> AND 2<sup>ND</sup> GRADE:**

- 4-Student consistently and independently produces high-quality work that meets the standard presently

taught.

3-Student produces work that meets the standard presently taught.

2-Student produces work that is beginning to meet the standard presently taught.

1-Student does not produce work that meets the standard presently taught.

## **STUDENT PROMOTION/RETENTION POLICY**

### **Purpose**

To establish a basic structure for the promotion/retention of students which combines compliance with state regulations and expectations for academic excellence with the thoughtful consideration of individual student differences.

### **CRITERIA FOR PROMOTION:**

K4 students are not retained.

Kindergarten retentions generally are not recommended. However, there may be a small number of students who could benefit from more time and nurturing at this level. Reading levels and math skills will be considered for promotion.

Students in grades 1-2 in Lexington County School District Three should pass language arts and math in order to be promoted to the next grade. Multiple data sources are used to determine retention for each child, such as MAP scores and DRA levels.

Individual Student Considerations:

Individual Education Plans (IEPs) for special education and English as a Second Language (ESOL) student requirements will take precedence over the school retention policy.

The teachers, school administrators, and parents/guardians will have input into promotion-retention decisions. The final decision to retain a student is based on the judgment of professional school personnel.

## **TESTING PROGRAM**

All K4 students are given the Dial 4 tests and PALS at the start of school and again at the end of the year to measure growth in the 3 areas of motor skills, concepts and language.

All K5 students are tested in Math using Measures of Academic Progress (MAP), the Kindergarten Readiness Assessment (KRA), and DRA2, a text leveling assessment.

First and Second grade students are administered the Measures of Academic Progress (MAP) three times each year. The tests measure educational growth in the areas of reading and math and provide the student and teacher with information to better meet future educational goals.

Students in grade 2 also will be given two norm-referenced tests in November. The tests are the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (CoGat). These tests are used to measure achievement and ability in the areas of reading, language arts, and mathematics. These test results provide educators with information that facilitates the decision-making process. Parents/guardians are notified of testing dates and results.

Throughout the year, all K5-2nd Batesburg-Leesville Primary students are assessed using the DRA. These tests provide additional information to the student and teacher to determine the educational growth of the students and any weaknesses they may have.

## **LEXINGTON COUNTY SCHOOL DISTRICT THREE GIFTED AND TALENTED PROGRAM**

Mission:

The mission of our gifted education program is to maximize the potential of gifted and talented students by providing learning opportunities and experiences that match the unique characteristics and needs of these students.

### **WHO ARE THE GIFTED/TALENTED STUDENTS?**

The following description of the identification process reflects the South Carolina definition of gifted and talented and is in keeping with the National Excellence Report (1995) which states:

Children and youth with outstanding talent perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. [They] exhibit high performance capability in intellectual, creative and/or artistic areas, possess an unusual leadership capacity, or excel in specific academic fields. They require services or activities not ordinarily provided by the schools. Outstanding talents are present in children and youth from all cultural groups, across all economic strata, and in all areas of human endeavor.

### **WHY ARE GIFTED AND TALENTED STUDENTS IDENTIFIED?**

The purpose of the identification process are (1) to find students who display characteristics of the gifted and talented (i.e., ability or potential for high performance in academic areas); (2) to assess the aptitudes, attributes, and behaviors of each student; (3) to evaluate each student for the purposes of placement; and (4) to provide appropriate academic programs and experiences to meet their needs.

### **DO I NEED TO NOMINATE MY CHILD FOR GIFTED/TALENTED EVALUATION?**

Nominations are not necessary for rising 3<sup>rd</sup> graders since every student is tested and screened in 2<sup>nd</sup> grade. Parents of rising 4<sup>th</sup> through 8<sup>th</sup> grade students who have demonstrated ability or potential for high performance in academic areas may refer their child for screening by completing a referral from available in the school office. Nominations will be accepted through October 3, 2016.

### **HOW DOES A STUDENT QUALIFY FOR GIFTED/TALENTED PROGRAMS?**

Gifted and talented students may be found within any racial, ethnic, or socio-economic 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 of the following three dimensions:

#### **STATE SCREENING/ASSESSMENT**

##### **DIMENSION A-APTITUDE**

Students must obtain a composite score or a subtest score at or above the 93<sup>rd</sup> national age percentile on a nationally normed aptitude test (Cognitive Abilities Test (CogAT)). A composite score of 96 or higher is acceptable as the sole criterion for placement. This assessment is administered during November. Two-year old scores may be used.

##### **DIMENSION B-ACHIEVEMENT**

Students must score at or above the 94<sup>th</sup> national percentile on a nationally normed achievement test (Iowa Tests of Basic Skills – ITBS or Measures of Academic Progress – MAP) in reading comprehension and/or mathematical concepts and problem solving or score at the Exemplary level on the reading portion of the English/Language Arts and/or Math on the Palmetto Assessment of State Standards (PASS) administered in May. The ITBS will be administered in late October to early November, and the initial assessment of MAP of the current school year will be used. The most recent ITBS and PASS scores are used.

##### **DIMENSION C-PERFORMANCE**

Students in grades 2 or 4 meeting the criteria in Dimension A or B, but not both, take Performance Tasks. Students in grades 3 or 5 meeting the criteria in Dimension A or B but not both take Performance Tasks if they did not take them in grades 2 or 4 respectively. Students may take the Performance Tasks once at the Primary Level and once at the Intermediate Level. The performance standard for the Primary Level is sixteen on either the verbal or nonverbal assessments for placement in grade 3 and eighteen on either the verbal or nonverbal assessments for placement in grade 4. The performance standard for the Intermediate Level is sixteen on the verbal or twenty-two on the nonverbal for placement in grade 5 and eighteen on the verbal or twenty-five on the nonverbal for placement in grade 6. The Performance Tasks are administered in March. For placement in grade 7 and above, an end of the year grade point average of 3.75 or higher on a 4.0 scale in math, language arts, science, and social studies is used in lieu of the Performance Tasks.

### **WHEN WILL PARENTS/GUARDIANS BE NOTIFIED?**

Parent/guardian notification letters will be mailed for students who are eligible or ineligible upon completion of the screening process by the Evaluation and Placement Committee. Parent/guardian notification will be in February after Cog AT, ITBS, and MAP screening and will continue through early June. (PASS results will be screened as soon as received.)

### **HOW ARE THE NEEDS OF THE GIFTED/TALENTED STUDENTS MET?**

Special Classes-Language Arts and/or Math

In grades 3-7, the special classes deliver services to identified students through rigorous and accelerated language arts and/or math classes. In addition, services are provided to students in grades 6-8 in science and social studies classes. In grades 8-12, students are served through Honors classes, dual credit courses, and/or Advance Placement classes.

### **PARENT/GUARDIAN INVOLVEMENT**

School Visits, Phone Calls

Parents/guardians are always welcome at Batesburg Leesville Primary. For the safety of our children all persons (including parents/guardians) visiting the school must report to the office, have his/her driver's license scanned, and receive a visitor's sticker with their destination indicated. Forgotten books, lunches, etc., may be left at the front desk for students to pick up. If you are planning a visit to your child's room, please notify the teacher in advance so he/she can plan for your visit. All teachers have 2:30-3:15 available for meeting and conferences. No parent/guardian is allowed to walk to their child's classroom without permission from the office. Parents may not interrupt instruction after 7:45 a.m. to conference with the teacher. Parents/guardians are encouraged to handle school-related business at school and during school hours. Teachers' hours are from 7:30 a.m. until 3:15 p.m. Appointments may be scheduled before or after school or during a teacher's planning period. Voice mails can also be left for your child's teacher. You know important things about your child that you can tell his/her teacher. Please introduce yourself.

### **SCHOOL IMPROVEMENT COUNCIL**

In compliance with the South Carolina Education Finance Act of 1977, the Batesburg-Leesville Primary School has a School Improvement Council. The council consists of at least two parents/guardians elected by the parents/guardians; two teachers elected by the faculty; and at least two representatives of the parents/guardians appointed by the principal. The principal and assistant principal will serve as an ex-officio members of the council. The elected members serve a minimum term of two years. Should a vacancy occur, a replacement will be appointed by the principal, elected by the teachers, or appointed by the council. These members perform in accordance with the guidelines and regulations of the South Carolina Education Finance Act of 1977. The term for SIC members is two years. The elected and appointed parents must have a student at BLPS to be eligible for membership.

### **PARENT TEACHER ORGANIZATION (PTO)**

The Batesburg-Leesville PTO is open to parents/guardians and teachers. The main purpose of the PTO is to work with the school in creating a safe, happy environment where our children can learn and grow. Fundraising projects are vital to the PTO. With money raised from projects, we can enrich the educational quality of our school. An active PTO can mean a better school.

### **VOLUNTEERS**

Parent/guardian involvement is vital if we are to offer our students the educational program they deserve. If you are interested in volunteering, please contact the school at 532-4452. If you have time you want to donate, we have something meaningful for you to do. For those of you who like to come early and wait in the car line, we could use your talents during that time also! Whether you have a day a week, an hour a day, or just want to work at home on school projects-we need you! All volunteers will be asked to sign in at the school office and scan their drivers' licenses. All volunteers will also be required to fill out a Chaperone/Volunteer form and be SLED-checked.

### **STUDENT ACTIVITIES/SERVICES**

Registration/Parent Orientation, August 18, 2018

Fall Pictures, September 21, 2018

Trike-A-Thon, November 15, 2018  
2nd Grade Music Program, November 16, 2017  
Jump Rope for Heart, February 8, 2019  
1<sup>st</sup> Grade Music Program, March 19, 2019  
1<sup>st</sup> Grade Mini Relay, April 12, 2019  
K5 Music Program, April 30, 2019  
K4/K5 Enrollment, May 1, 2019 (New Rising K4 and K5 students only)  
Book Fairs: September 24-28, 2018, February 2019, May 2019  
BLPS Family Nights, October 18, 2018 and April 11, 2019  
BLPS 2<sup>nd</sup> Grade Transition to 3<sup>rd</sup> Grade Meeting, BLES

### **GUIDANCE**

Batesburg-Leesville Primary School has a full-time guidance counselor who holds individual sessions with students at the request of the student, teacher, or parent/guardian. She also teaches guidance classes monthly to each class addressing subject areas such as bullying, honesty, responsibility, etc. Feel free to contact the guidance counselor at any time if you believe your child could benefit from talking to our counselor, 532-4452, ext. 2301.

### **SPECIAL SERVICES**

Batesburg-Leesville Primary School provides services to those students who do not learn in the traditional school setting. Our school houses 3 self-contained special education classes, 3 resource teachers, 3 speech therapists, a school psychologist, an occupational therapist, a physical therapist, and a teacher of the hearing and visually impaired. A referral process is in place for teachers and families who detect the need for seeking help for their student/child. Please contact the school if you would like to begin the process for referral.

### **ADDITIONAL INFORMATION VISITORS SCHOOL CHECK IN**

In order to assure you and your child that a safe environment is provided, all visitors will be asked to sign in and swipe their drivers' licenses. At that time, each visitor is checked for appearing on the National Sex Offender List.

### **FIELD TRIP/CHAPERONES**

Field trips are provided in order to extend the experiences and opportunities for our students to learn more about the grade appropriate South Carolina State Standards. Every effort is to plan a field trip that is financially affordable, organized, and safe. In order to assure safety for all students, chaperones are needed.

Guidelines for chaperones follow:

- No less than one chaperone per ten students shall accompany the students.
- Chaperones will be assigned a group of students and will be responsible for them at all times during the trip.
- Any chaperone who is chosen to accompany the students shall complete a chaperone form and be SLED-checked no less than one week prior to the field trip. This form has to be filled out every year.
- All chaperones shall ride in the vehicle (usually a bus) in which the students are riding.
- Chaperones will sit on the vehicle in such a way that students in the front, back and rear of the bus are closely monitored.
- Other children of chaperones may not participate in the field trip.
- Other adults may meet the students at the destination the day of the field trip, but must complete a chaperone form and go through the SLED-check process no less than one week prior to the field trip.
- Chaperones shall dress and behave in accordance with the Lexington County District 3 Board Policy.

**PARTIES**

Parties will be allowed in all classrooms for Halloween, Christmas, Valentine's Day, and End of the Year Parties/Field Days. Parents/guardians may provide items for these parties such as paper goods, cookies, candy, chips, and sodas. These parties will be held during the last hour of the school day. Other parties are not permitted (including birthday parties). Please check the Wellness/Nutrition Policy on the District website or call the school before bringing snacks to school.

**VALUABLES**

Students should not bring toys, footballs, radios, unnecessary money, cell phones, trading cards, or other valuables to school without the consent of the teacher. The school cannot be responsible for items brought without permission. Such items will be confiscated and returned to the child at the end of the day. In the event of repeat offenses, items will be confiscated and returned only to the parent/guardian.

**LOST AND FOUND**

Lost clothing will be placed in the cafeteria. Every effort will be made to return misplaced items to their owners. Please help us by putting your child's name on coats, sweaters, backpacks, lunch boxes, and other personal items. At the end of each quarter unclaimed items will be given to a local charity.

**SCHOOL PICTURES**

Fall and spring individual pictures, as well as class pictures will be taken at announced dates. Every child will have his/her picture taken. Purchase is not required. A class picture will also be taken which must be paid for in advance.

**FUNDRAISING ACTIVITIES**

Throughout the year there will be opportunities for you to support your school by participating in the PTO fundraising or school sponsored activities. The funds generated from these activities allow the school to provide the "extras" for your child, as well as to enhance the school atmosphere and student activities. We thank you in advance for your help!

**EMERGENCY PLAN/PROCEDURES**

You can be assured that every precaution is being taken to provide a safe school for all our students. There is an emergency plan in place for all unforeseen mishaps that could happen. Our faculty, staff, and students are taken through drills in case of fire and tornado on a regular basis. A copy of the emergency plan is available for you to read at any time.

**BLACKBOARD CONNECT MESSAGE SYSTEM**

Batesburg-Leesville Primary School, along with Lexington School District 3, utilizes a message system called Blackboard Connect that has the capability of calling all the families of our students in a matter of minutes. This system is an excellent, efficient way of contacting families in cases of weather closing, upcoming events, and reminders about fees, holidays, etc. The system will call the numbers you provided at registration. If you have a change in numbers, please inform the school.

**INTERNET USE**

The Internet use by Batesburg-Leesville Primary School students is only allowed if a student has a signed copy of the Internet Use Parent Permission in the school files. When students do use the Internet for student activities and research, you can be assured your child is being closely supervised.

**SCHOOL STORE**

Each morning from 7:20 a.m. to 7:45 a.m., a school store will be open on the stage. Students will need to get a pass to visit the school store from an adult on duty in the cafeteria or from their teacher.

**BELL SCHEDULE**

7:45 a.m. School Begins

7:50 a.m. Tardy

2:15 p.m. School Ends

## **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 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 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 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 Primary  
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

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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

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Parent/Guardian's Signature

Date

## 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 web site, [www.lex3.org](http://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.