

# Jefferson Elementary School

1543 Chester Hwy  
York, SC 29745

803-684-1942

Fax 803-684-1944

<http://www.york.k12.sc.us/JES>

Office Hours: 7:30 am- 4:00 pm

School Hours: 7:45 am – 2:15 pm

## 2021-2022 STUDENT-PARENT HANDBOOK



### **Equal Opportunity:**

York School District 1 offers opportunities for admission to students and employment for personnel. The programs and activities of the district are offered equally to all students without regard to race, color, national origin, religion, age, disability or sex. Inquiries should be directed to Oliver Love, PO Box 770, York, SC 29745, phone (803) 684-9916.

Jefferson Elementary is dedicated to equality of opportunity. Jefferson Elementary does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or disability.

August 2021

Dear Parents and Students,

Welcome back! I am so excited to see your smiling faces and hear all the great things our students have been involved in during the summer. I hope everyone enjoyed a relaxing summer and is ready for another successful year.

This time of year is always an exciting time. The return of students and staff brings the promise of both new and old relationships and multiple opportunities for growth (personal and professional). It also offers numerous occasions for shared learning experiences that provide unique challenges and great rewards.

I want to take this opportunity to emphasize how much our faculty and staff look forward to your return and how much we care about your success and well-being. While we strongly focus on academics, we teach the whole child so that our students can reach their highest potential. We want our students to be responsible, show initiative, be creative, set and meet goals, resolve conflicts and problems, think critically, learn from mistakes, and be contributing citizens of our community and world. We look forward to working on those goals collaboratively with you.

I am thrilled that you are a part of Jefferson, and I am looking forward to a wonderful school year together!

Thank you so much for being so supportive.

Mattie Hughes, Principal

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## **Welcome to York School District One!**

I want to welcome you and your child to an exciting new year here in York School District One! I have been in the district since 2013, and I have had the pleasure of serving as YSD1 Superintendent since January 2018. From the first day that I stepped into this district, I have witnessed many positive teaching strategies; parent, teacher, student interactions; and teamwork. The sense of connectedness within this district and the surrounding community is truly unique and is a key factor that sets us apart from other districts. As your Superintendent, you need to know that I believe in public education, and I am confident that this district provides an outstanding education for the children of York One. For the 2021-2022 school year, our focus will be on the continuous improvement of teaching and learning, school safety, facilities, and communication. Specifically, as a district, we have committed to becoming a true learning organization. With the development of our Strategic Change Agenda, we seek to confirm our belief that our children are an investment in the future of our community. By working to become a learning organization, our focus can center on the system's clear purpose: to ensure our children have the opportunity to reach their highest potential by finding the intersection of what they are passionate about and what they do well.

As a YSD1 stakeholder, we are asking you to partner with us in this journey. Working collaboratively, we believe we can achieve the following three goals outlined in our Strategic Change Agenda:

- Create a challenging and supportive educational environment that ensures readiness for all students.
- Create quality learning opportunities for students and staff that promote innovation and flexibility.
- Build a supportive learning environment that promotes capacity and leadership development at every level of the organization.

When we commit to the actionable practices within our Strategic Change Agenda, we can ensure that our efforts are focused on making sure our students graduate from our system and enter our society ready for college, career, or whatever path they may choose.

Thank you so much for being so supportive. Let's get to work!

Kelly Coxe, YSD1 Superintendent

## About Our District and Jefferson

Mrs. Amy Hagner	Finance and Operations	<a href="mailto:ahagner@york.k12.sc.us">ahagner@york.k12.sc.us</a>
Ms. April Aulmer	District Instructional Facilitator	<a href="mailto:aaulmer@york.k12.sc.us">aaulmer@york.k12.sc.us</a>
Mr. Chad Carper	Student Services	<a href="mailto:ccarper@york.k12.sc.us">ccarper@york.k12.sc.us</a>
Mr. Tim Cooper	Technology Integration Grades K-6 and Communications Officer	<a href="mailto:tcooper@york.k12.sc.us">tcooper@york.k12.sc.us</a>
Mrs. Elissa Cox	Secondary Programs	<a href="mailto:ecox@york.k12.sc.us">ecox@york.k12.sc.us</a>
Dr. Latoya Dixon	Elementary Programs	<a href="mailto:ldixon@york.k12.sc.us">ldixon@york.k12.sc.us</a>
Mrs. Jessica Elliott	Parenting Partnerships	<a href="mailto:jelliott@york.k12.sc.us">jelliott@york.k12.sc.us</a>
Mrs. Becky Funderburk	Technology Integration Grades 7 – 12	<a href="mailto:bfunderburk@york.k12.sc.us">bfunderburk@york.k12.sc.us</a>
Mr. Bryan Greeson	Special Services	<a href="mailto:bgreeson@york.k12.sc.us">bgreeson@york.k12.sc.us</a>
Mrs. Sherry Hernandez	Accounting	<a href="mailto:shernandez@york.k12.sc.us">shernandez@york.k12.sc.us</a>
Mrs. Latisha Holt	Dining Services	<a href="mailto:lholt@york.k12.sc.us">lholt@york.k12.sc.us</a>
Mrs. Jessica Koon	Testing and Accountability	<a href="mailto:jkoon@york.k12.sc.us">jkoon@york.k12.sc.us</a>
Mr. Oliver Love	Human Resources	<a href="mailto:olove@york.k12.sc.us">olove@york.k12.sc.us</a>
Mr. Kevin Queen	Transportation and Safety	<a href="mailto:kqueen@york.k12.sc.us">kqueen@york.k12.sc.us</a>
Mrs. Lisa Spangler	Special Projects	<a href="mailto:lspangler@york.k12.sc.us">lspangler@york.k12.sc.us</a>
Mr. Chuck Wallace	Technology	<a href="mailto:cwallace@york.k12.sc.us">cwallace@york.k12.sc.us</a>
Mr. Charlie Westbrook	Maintenance	<a href="mailto:cwestbrook@york.k12.sc.us">cwestbrook@york.k12.sc.us</a>

### Important Phone Numbers Area Code (803)

#### York School District 1

Main Phone Line	684-9116
Late Bus Info	818-6199
Transportation	684-1952

#### Jefferson Elementary School

Office	803-684-1942
Fax	803-684-1944

#### Jefferson Elementary Office Staff

Mattie Hughes	Principal
Megan Hoyt	Assistant Principal
Tiffany Brown	PowerSchool Clerk
Tammy Harper	Bookkeeper
Kellie Baker	Nurse
Sydnie Stover	School Guidance Counselor

## District Information

### TITLE IX — NONDISCRIMINATION STATEMENT

The York One Board of Trustees affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/ or harassment. Respect for everyone will be a consideration in the establishment of all policies by the board and in the administration of those policies by district staff.

The district is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy (including childbirth and other related medical conditions), age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic as may be required by law.

### YSD1 School Directory

#### Cotton Belt Elementary (K-4<sup>th</sup>)

Jennifer Bolin, Principal  
1176 Black Hwy., York  
Tel: 803.684.1947  
[jbolin@york.k12.sc.us](mailto:jbolin@york.k12.sc.us)

#### Harold C. Johnson Elementary (K-4<sup>th</sup>)

Crystal Sandifer, Principal  
400 E Jefferson St., York  
Tel: 803.818.6040  
[csandifer@york.k12.sc.us](mailto:csandifer@york.k12.sc.us)

#### Hickory Grove-Sharon Elementary (K-6<sup>th</sup>)

Rebecca Dover, Principal  
4901 Hickory Grove Rd., Hickory Grove  
Tel: 803.925.2116  
[rdover@york.k12.sc.us](mailto:rdover@york.k12.sc.us)

#### Hunter Street Elementary (K-4<sup>th</sup>)

Jane Wallace, Principal  
1100 Hunter St., York  
Tel: 803.684.1926  
[jwallace@york.k12.sc.us](mailto:jwallace@york.k12.sc.us)

#### Jefferson Elementary School (K-4<sup>th</sup>)

Mattie Hughes, Principal  
1543 Chester Hwy., York  
Tel: 803.684.194  
[mhughes@york.k12.sc.us](mailto:mhughes@york.k12.sc.us)

#### York Intermediate School (5<sup>th</sup> -6<sup>th</sup>)

Keith McSwain, Principal  
1280 Johnson Rd., York  
Tel: 803.684.2311  
[kmcswain@york.k12.sc.us](mailto:kmcswain@york.k12.sc.us)

#### York Middle School (7<sup>th</sup> – 8<sup>th</sup>)

Cassidy Valerino, Principal  
110 Devinney Rd., York  
Tel: 803.684.5008  
[Cvalerino@york.k12.sc.us](mailto:Cvalerino@york.k12.sc.us)

#### York Comprehensive High School (9<sup>th</sup> – 12<sup>th</sup>)

Ryan Poston, Principal  
275 Alexander Love Hwy., York  
Tel: 803.684.2336  
[rposton@york.k12.sc.us](mailto:rposton@york.k12.sc.us)

#### York One Academy Alternative School (5<sup>th</sup> – 12<sup>th</sup>)

37 Pinckney St., York  
Tel: 803.684.2381

#### YSD1 Virtual Academy

Richard Ball, Coordinator  
16 Spruce Street, York  
Tel: 803.684.9916  
[Rball@york.k12.sc.us](mailto:Rball@york.k12.sc.us)

## Board of Trustees

The York School District 1 Board of Trustees meet on the second Tuesday of each month. The public is invited to attend. Meetings are held at the York School District 1 Administration Office, 1475 East Liberty Street (unless noted otherwise.)

### Scheduled Board of Trustees Meetings for 2021-22

August 10, 2021 @ 9:00 am – YCHS  
September 14, 2021  
October 12, 2021  
November 9, 2021  
December 14, 2021 – YCHS  
January 11, 2022  
February 8, 2022  
March 8, 2022  
April 5, 2022  
May 10, 2022 – YCHS  
June 14, 2022

All meetings start at 6:30 pm unless noted otherwise.

### Board Work Sessions

7/27/2021  
8/24/2021  
9/28/2021  
10/26/2021  
11/23/2021  
1/25/2022  
2/22/2022  
3/22/2022  
4/26/2022  
5/24/2022

All meetings will start at 5:00 pm.

## Board of Trustees 2021-22



### 2021-22 Board of Trustees

Seated left to right –

**Mr. Mike Smith, Mrs. Tracy Miskelly, Mr. Wade Anderson, Chairperson – Mrs. Diane Howell, Superintendent- Mrs. Kelly Coxe, Mr. Scott Childers, Vice Chair – Mr. Christopher Revels, Mrs. Betty F. Johnson**

### York School District 1 Board Agenda

Effective August 2016, York School District One moved to BoardDocs as our meeting management system for School Board meetings. To view agendas, click the link below:

<http://www.boarddocs.com/sc/ysd1/Board.nsf>



# Vision, Mission, Motto, Beliefs, District Goals, and Commitments

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## Vision

To Learn, Serve, and Give as *One*.

## Mission

Our mission is to cultivate a service-oriented community of learners who strive for personal growth and excellence as communicators, collaborators, creators, and critical thinkers.

## Motto

“Connected as ONE”

## Beliefs

We believe...

- Learning is a life-long, ever-changing process for students and staff.
- Each child is unique and should have the opportunity to reach his/her full potential.
- A safe, orderly, and nurturing environment is essential for learning.
- Education is a collaborative effort between schools and the community.
- Technology is a tool that should leverage to enhance the teaching and learning process.
- Teaching and learning should be relevant, individualized, and intentional to equip students for success.

## District Goals

- Create a challenging and supportive educational environment that ensures readiness for all students.
- Create quality opportunities for ongoing learning for students and staff to promote innovation and flexibility.
- Build capacity and leadership at every level of the organization.

## Commitments

1. We will foster and maintain a **safe** learning environment for students and staff.
2. We will establish and nurture trusting and caring **relationships** with students, families, community members, and colleagues.
3. We will provide **quality learning** experiences to meet the **individual needs** of students.
4. We will embrace a commitment to **continuous learning** for students and staff.
5. We will **partner and collaborate** with students, families, and the community to enhance educational experiences.

[YSD1 Strategic Change Agenda 2022-2027](#)

### Administrators' Role

It is the role of the administration to be certain that rules are reasonable and are enforced consistently and fairly. Anytime a child is sent to an administrator, the child will be given an opportunity to tell his/her version of the incident. If it is found that a rule is broken, the child will be counseled, and a consequence imposed. The parents may be called in for a conference. A safe, calm, and orderly environment is necessary for maximum learning to take place at school. These policies were developed with that goal in mind.

### Parent/Guardian's Role

It is important that the school receive parental support. Parents and teachers must work together in a cooperative manner. Both have the same goal for each student: a positive and successful learning experience.



### School Spirit:

**Colors:** Blue and Gray

**Mascot:** Dolphin

## ADMISSION and ATTENDANCE

### Admission Requirements

A child entering kindergarten must be five years of age on or before September 1. Any student entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data. You will have 30 days to bring your child's immunization up to standard from the date of the letter sent home.

All children between the ages of 5 and 17 must be in attendance at a public, private school, or kindergarten or in an approved home-schooling program in accordance with state compulsory attendance law and regulations. Students are expected to attend school 180 days of each school year for the entire instructional day. Any deviation from these hours is a serious disruption to the student's educational program.



Students are counted in attendance or present when they are:

- At school and have reported to their classroom.
- Receiving homebound instruction.
- Engaged in a school sponsored activity approved by the principal.
- Assigned to in-school suspension.

*\*Please note that students can suffer academically if he/she misses 10% of the school year. Sporadic absences, not just those on consecutive days of school matter. Before you know it, just one or two days a month can add up to yearly 10% of the school year. Whether excused or unexcused, too many absences represent too much lost learning time in the classroom.*

### **Important School Attendance Information**

York School District 1 will comply with these laws and regulations as set forth by the Local and State Boards of Education, SC CODE R44-274, SC CODE 59-65-90 and the Juvenile Justice and Delinquency Prevention Act of 1974.

- (1) Students are expected to attend school each day in accordance with the approved school calendar. Students should not be tardy or leave school early except for extreme and unavoidable circumstances.
- (2) If a student is absent from school, the parent/guardian must send a note to the school explaining the absence within 3 days of the student returning to school. If the school has not received a written excuse from the parent/guardian within 3 school days of the student's return, the absence(s) may be recorded as "UNLAWFUL."
- (3) Students that miss school due to a death in the family should send a note to the school stating the reason for the absence, the name of the deceased, and documentation verifying the death (i.e., newspaper clipping or funeral program).
- (4) Students who are out of school for medical reasons should provide the school with a **doctor's note upon returning to school**. If a student is out due to illness and returns to school with a doctor's note, the absences will be recorded as "MEDICAL."
- (5) **For yearlong courses**, after ten lawful or unlawful absences, or any combination of the two, the principal of the school will approve or disapprove each succeeding absence. **For semester courses**, after five lawful or unlawful absences, or any combination of the two, the principal of the school will approve or disapprove each succeeding absence. **The school will be allowed to "EXCUSE" no more than 10 school days with a parent/guardian note.** Parent/guardian notes sent after the 10<sup>th</sup> day will be recorded as "UNLAWFUL" (unless for bereavement – see #3).
- (6) In accordance with the law, excessive absences can determine a student's promotion or retention status.
- (7) Attendance letters will automatically be sent out to each parent when a child has reached the 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> day of absences – excluding medical (by doctor's note only) and bereavement (3 days maximum).

### **Truancy Prevention**

The attendance laws state that a **Truant Child** is defined as **"A child ages 6 to 17 years that has accumulated 3 consecutive unlawful absences or a total of 5 unlawful absences."** Schools are required by law to have a face-to-face meeting with every parent/guardian of a **Truant Child** and develop an **"Attendance Intervention Plan."**

Parent(s)/Guardian(s) that fail to attend the scheduled Intervention Plan meeting or refuse to cooperate with the intervention planning may be referred to Family Court in accordance with SC CODE 59-65-50, and a report may be filed against the parent(s)/guardian(s) with the Department of Social Services in compliance with SC CODE Ann 20-7-490(2)(c)(Supp. 2002).

By law, schools must review absences and tardies daily to check for compliance of attendance laws and regulations. The State Department of Education has developed a standard reporting system for the collection and reporting of truancy rates on a school-by-school basis. Schools will be audited by the State to make sure they are following all attendance laws and regulations.

**By signing the acknowledgement form on page 56 the student handbook, you are agreeing that you have read and understand Important Attendance Information and Guardians for York School District**

## Chronic Absenteeism

Beginning in the 2017-2018 school year, school districts within our state are required to identify students who are chronically absent to the State Department of Education as part of the implementation of Every Student Succeeds Act. According to the United States Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50% of the instructional day<sup>1</sup> for any reason regardless of whether the absence is excused or unexcused. Using this definition of absent, OCR requires states to report the number of students in each school and district who are absent at least 10% of the time during which they are enrolled. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10% of the school year) will be considered chronically absent. The total number of chronically absent students will be included in both school and district report cards and reported to OCR.

Because chronic absenteeism is associated with poor academic performance, increased dropout rates and decreased graduation rates, districts and schools are encouraged to make parents aware of this change and stress the importance on-time daily attendance plays in student achievement. Once a student is identified as chronically absent, parents will be notified and asked to sign an acknowledgment form with information on how to work towards minimizing school absences.

In order to facilitate the flow of information, the SC State Department of Education has standardized attendance coding and minute by minute tracking in PowerSchool for all schools throughout the state. Previously districts were able to develop their own attendance codes and policies related to their use. Due to the standardization, parents may notice some changes when reviewing attendance either through the Parent Portal or reviewing attendance records provided by staff members, including the use of new attendance codes. One significant change is the coding of early dismissals at the elementary level. In the past, when a student was signed out early, this was not indicated in PowerSchool attendance records with separate coding. Now parents may see an absence coding of **SC - EDSM= Early Dismissal** or **SC - DSML= Dismissal**, based on the time the student was signed out and/or the reason for the time away from school.

## Chronic Absenteeism and Truancy

Chronic absenteeism is not the same as truancy. Although there is some overlap, the definition and types of absences considered are not completely the same.

	Chronic Absenteeism	Truancy
Definition	Any student in K-12 who misses 50% or more of the instructional day for any reason for 10% (or more) of the enrollment period.	A student between the ages of 6-17 who has accumulated 3 consecutive or a total of 5 or more unexcused/unlawful absences during the academic year. Continued unexcused absences after the truancy intervention process begins may result in referral to family court and/or the involvement of the Department of Social Services.
Types of absences included	All types of absences contribute to chronic absenteeism, including days when a student is not present for 50% of the school day.  This includes: <ul style="list-style-type: none"><li>- Excused absences</li><li>- Unexcused absences</li><li>- Suspensions</li><li>- Tardy arrivals and early dismissals</li></ul>	Only full day unexcused absences contribute to a truancy designation for the academic year.

If you have questions about your child's specific attendance record or potential future absences, please contact his/her school attendance secretary. For questions about school district attendance policies or the implementation of directives

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<sup>1</sup> 50% of the school day is 203 minutes at the elementary level, 215 minutes at the middle school level and 195 minutes at the high school level.

from the State Department of Education regarding Chronic Absenteeism, please contact Chad Charper at the School District Office at 803.684.9916 or via email at [ccharper@york.k12.sc.us](mailto:ccharper@york.k12.sc.us).

### **Perfect Attendance**

Students who have perfect attendance each nine weeks (excluding make-up days) will be recognized. To receive perfect attendance for the year, a student must attend school for 180 days and not have more than 3 unexcused tardies or early dismissals per nine weeks.

### **Make-up Work**

If a child is going to be absent for an extended length of time, please call the school to make arrangements for any missed work that can be done at home. These assignments can usually be picked up at the end of the school day if the request made prior to 9:00 a.m. Teachers will make every effort to assist students who need extra help in making up work due to illness. Students will have one day beyond the number of days they were absent to complete make-up work.

### **Tardiness/Leaving Early**

Students and parent(s)/guardian(s) are encouraged and expected to understand how important it is to attend school each day and be on time to school. Tardies to school, as well as early dismissals, interrupt our classroom routines and will result in loss of learning.

1. All students entering the building **after 7:45 a.m.** must be signed in at the front office by a parent/guardian. Students are expected to be in their seats and ready to work **when the bell rings at 7:45 a.m.**
2. A student who has more than 3 unexcused tardies or early dismissals per nine weeks will not receive perfect attendance.
3. Your child should be in the building by 7:30, if they plan to eat breakfast.
4. Students will not be dismissed between 1:40pm and 2:15 pm.

### **Modified School Days**

- Half Days- October 15, December 21, and May 26. Elementary school students (grades K-6) are dismissed at 10:30 am. Middle and high school students are dismissed at 11:45 am.
- Professional Collaboration Days: September 22, October 27, February 2, and March 2. Elementary school students (K-6) are dismissed at 11:45am. Middle and high school students are dismissed at 1:00pm.
- Bad Weather Make-up Days: YSD1 is an eLearning district and can make up bad weather days on the actual day of bad weather or on one of the bad weather days on our calendar by using remote learning. Those days are: September 6, February 21, March 14.

### **Transfers/Withdrawals**

The school should be advised of the withdrawal prior to the withdrawal date, if possible, and should state the child's last day in school, new address, and the school where the child will transfer. The parent(s) will be requested to sign the transfer form granting the school authorization to transfer school records to the new school. Transfers should be requested prior to 11:00 am to receive them on the same day. Textbooks, library books, and lunch monies will be accounted for before the child withdraws. Special records will be transferred when a student moves to a school within the district or outside the district.

## **TEACHING and LEARNING**

### **Enrollment**

In York School District One (YSD1), all students are required to attend the school in which they are zoned. Students must reside with their parent(s) or legal guardian(s) to be eligible for enrollment. Only the parent(s) or legal guardian is allowed to register their student. New enrollees must present student's legal birth certificate (long form with seal) or

another valid proof of age (e.g., passport), South Carolina certificate of immunization, custody papers or court orders (if applicable), a copy of the child's unofficial transcript from previous school (if applicable), and most recent proof of residency in the school district's attendance zone. YSD1 reserves the right to request verification of residency of all students currently enrolled from 3K- 12th grade at any time during the school year.

### **Acceptable Proof of Residence**

Acceptable Proof of Residency documents include one of the following:

- Most recent electric, gas or water utility bill showing name and address of the parent/legal guardian (within last 60 days)
- Most recent tax notice on real property showing name and address of parent/legal guardian
- Most recent copy of closing statement on home purchase with address and name of parent/legal guardian
- Most recent copy of signed, dated lease agreement from rental company, mobile home park, or similar agent showing name and address of parent/legal guardian

If the student and his/her parent/legal guardian resides in a household which is not leased or owned by the parent/legal guardian, or if the proof of residency is in someone's name other than the parent/guardian, the homeowner must verify the parent/guardian's residency. The homeowner should accompany the parent/legal guardian to a public notary to complete and sign an official Verification of Residency (VOR) Form. If a student is enrolled using a VOR, the parent/legal guardian will have 30 days after initial enrollment to present to the school a valid secondary proof of residency (e.g., voter registration card, bill, bank statement, driver's license, or other government document) showing the parent/guardian's name and the address. Failure to do so may result in the student being withdrawn from school.

Parents/legal guardians who do not live in the district can enroll their child in York School District by paying a calculated out-of-district/county tuition to the district prior to enrollment. Any student entering York School District by tuition must be cleared for enrollment through the district office before the student can officially begin classes.

All residency information may be verified through a home visit by school district personnel. Students who are found in violation of guardianship and residency requirements may be removed from enrollment and required to pay tuition for previous educational services.

### **Legal Child Custody/Restraining Orders**

Parents with legal child custodial situations should present a copy of their most recent legal court agreement to the school for filing. Schools will operate under the guidance of the legal custodial agreement which will be required to be on file in the school office. Unless legal custodial documents are presented to the school clarifying a difference, the school will operate with the understanding that both parents have equal access to the child.

Should there be a change in normal custodial arrangements for your child/children, it is imperative that school office personnel be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the school for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the school for adherence to it. The latest orders from the courts are the one that will be followed.

### **Expulsions/Suspensions**

York School District One will not accept any student who is under expulsion from another school/district. The district has the right to deny enrollment or assign alternative placement to any student that is enrolling in the district that fails to meet the district's standards of conduct and behavior or has been charged with committing a crime, unlawful use or

possession of weapons, or unlawful possession or distribution of drugs. Program placement of students being enrolled in York School District is solely up to the discretion of the school district in accordance with state/federal laws and the student's school history.

### **Student Transfers**

Parents/legal guardians wishing to transfer their children to another school other than the one assigned should complete and submit a "Student Transfer Request" form to the superintendent or his/her designee. Student transfer forms are available upon request from the district administrative offices.

Upon receipt of a properly completed student transfer request, the district superintendent or his/her designee will consider each request individually and decide accordingly. Approval or denial will be based on space available, and verification of reasoning documented by parents on the appropriate forms.

Parents/legal guardians may appeal the decision to the board by providing the superintendent or his/her designee with written notification within five days of receipt of the superintendent's or his/her designee's decision regarding their transfer request. The decision of the board is final.

If the transfer request is approved, it is for the current school year only. A new request must be submitted for each subsequent year, and initial approval does not guarantee approval for subsequent years.

If it is found that false information has been provided regarding the transfer request, the student will be immediately reassigned to his/her home school.

Parents/legal guardians who apply for and are granted a transfer will be responsible for providing transportation to and from school for their children. A student who is attending a school on a granted transfer request and has accumulated an excessive amount of tardies and/or absences will be immediately reassigned to his/her home school.

### **Academically Gifted /Talented Students (MERIT)**

Students meeting the state criteria for academically gifted/talented are provided a differentiated curriculum. In grades 3 and 4, students must meet an established standard in two out of three dimensions. These dimensions include aptitude, achievement, and performance tasks. Students eligible for placement are served in a pull-out program one day a week with the exception of third grade. These students attend one half day a week. For further information, please contact the Director of Elementary Programs at 803-684-9916.

### **Field Trips**

Field trips have an educational value and, therefore, every student is encouraged to participate in them. Parents will be informed well in advance of an upcoming field trip. **All students are required to have a signed permission slip on file with the classroom teacher at least 48 hours before the scheduled field trip.** Parents may be asked to participate in field trips as chaperones who have completed Volunteer Training and passed a SLED check that is given by the district.

### **Homework**

According to the U.S. Department of Education, "the major purposes of homework are to help students review and practice what they have learned, prepare for the next day's class, learn to use resources such as libraries and reference materials, and explore subjects more fully than time permits in the classroom. All assignments must have relevance to students. Parental involvement in the completion of assignments should be minimal."

#### **Elementary Guidelines - Suggested amounts of time:**

K/1st – not to exceed 30 minutes per day

2nd/3rd grade – not to exceed 45 minutes per day

4th/5th grade – not to exceed 60 minutes per day

**Suggested activities:** Reading, unfinished homework, interviews, math facts, review for test, research and preparation, sight words

### **Promotion/Retention**

South Carolina law states, "Beginning with the 2017-18 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS)."

Some students with disabilities, limited English proficiency, and those who have been previously retained can receive a "good cause exemption" and be promoted to the fourth grade even if they are not reading at the required level. Other good cause exemptions exist for students who scored poorly on the state summative assessment, but who have demonstrated grade-level reading proficiency on other tests or through a reading portfolio.

The teacher(s) and principal of a school should know by the end of the first semester those students who are not making satisfactory progress. In cases when students are not progressing satisfactorily, the procedures below will be followed:

1. At the end of the first semester, the teacher will indicate in a letter or progress report all subjects a child is in danger of failing at this time.
2. A conference with the parent(s) must be scheduled by the teacher at this time to discuss the student's program and progress.
3. During the conference, the following areas should be included in the discussion:
  - a. The student's present level of attainment.
  - b. The level of attainment required for promotion.
  - c. Specific problems the student is encountering.
  - d. Suggestions to the parent(s) of ways in which they can assist the student.
4. Final retention conferences, when needed, will be held during the fourth nine weeks grading period.

### **Student Progress**

Report cards will be distributed to parents quarterly following the conclusion of each nine weeks grading period. The report card is aligned with the SC State Standards for English Language Arts and Math, Science, Social Studies, Physical Education, Music, and Art. Report cards must be signed by the parent or guardian and returned to school. Other reports concerning individual student progress may also be issued. Parents are urged to initiate conferences at any time by writing a note or calling the teacher. Teachers may request that parents attend special conferences.

The standards-based reporting system for academic progress in York School District 1 is for grades K-fourth and is as follows:

- E Exceeds:** Student consistently demonstrates an advanced understanding of grade level expectations. Student is performing above grade level.
- P Proficient:** Student consistently demonstrates an understanding of grade level expectations.
- NY Not Yet:** Student is not yet consistently demonstrating an understanding of grade level expectations.
- U Unsatisfactory:** Student does not consistently demonstrate an understanding of grade level expectations. Student is performing below grade level.

The goal is for all students to reach "proficient" by the end of the school year.

Science and Social Studies: K through sixth grade should follow their long range plan for teaching the SC State Standards in Science and Social Studies.

- K, First, and Second Grades: "S" or "U" will be given for social studies, science, and Health.



- Third through sixth grades: Students will receive letter grades and numerical averages for science and social studies. The grading scale is below for reference.

### Grading Scale

The following grading scale has been approved by the South Carolina Department of Education beginning the 2016-2017 school year. Grading is based on a ten-point scale. Please see the table below for reference.

Letter Grade	Numerical Average
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60



### Parent-Teacher Conferences

Parents are invited, on a scheduled basis, to meet with teachers to discuss their child’s school progress. The Parent-Teacher Conference offers the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child’s progress. Throughout the school year, parents are encouraged to communicate with their child’s teacher whenever necessary. Conferences should be arranged by sending a note to the teacher or the school office. Teachers are usually available from 2:40 pm to 3:15 pm on Mondays and Thursdays.

### Telephone Calls for Teachers

We encourage communication between parents and teachers; however, because of their teaching responsibilities, teachers will not be called to the phone during instructional hours (7:30 a.m. – 2:15 p.m.). If you would like to talk with the teacher about your child, we will write a message and you will receive a call back from the teacher when his/her teaching responsibilities are concluded for the day. Parents may also email teachers.

If at any time you have a concern regarding your child’s education or school procedures, please begin with your child’s teacher. If after talking to the teacher you still feel concerned, please call a school administrator. Your concerns are our concerns; please feel comfortable in sharing them. A resolution will be worked out with team effort if necessary.

### Request for Information

Parents of students in York School District 1 may request information about a teacher of your child from the principal for which your child is assigned. Under federal law, parents have the right to know: (1) Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, and; (3) The baccalaureate degree major of a teacher and any other graduate certificate or degree held by the teacher, and the field of discipline of the certification or degree.

### School Supplies

Each elementary school has developed a supply list by grade level. The list is available on our school webpage. If you need an additional copy of the list, please contact the school office. It is the parents’ responsibility to see that items on the list are provided in quantity to last all year.

**\*Note: Rolling book bags are not allowed.** If a student has a medical condition that requires a rolling book bag, parents/guardians must present a doctor’s note verifying this need. This request must be updated yearly.

## **Textbooks**

Each child is responsible for his/her textbooks, school equipment, and borrowed school library books. All textbooks are barcoded, scanned, and assigned to individual students. Any lost or damaged books and equipment must be replaced. The student must pay for books that are lost or damaged beyond further use.



The cost will be determined according to the amount of damage and the age of the book. If a library book has been lost and payment has not been forthcoming, the student will not be permitted to borrow additional materials. Textbooks are to be returned before a student is withdrawn or transferred to another school.

## **Media Center**

The William E. Lowry Media Center is the hub of our school. Students will be actively using the library throughout the school year. Each student will be issued a student identification number. This number will be used to check out library materials. It is the responsibility of the student to learn the number and always use it. Books may be checked out for one week and may be renewed for an additional week if a student desires. There are no fines for overdue books. Students are requested, however, to properly care for books in their charge and to return books when due. Parents can help their children develop a genuine love for books and reading by encouraging them to read and by reading to them at home. Losses from the library are usually few. As in any library, parents are responsible for books lost or damaged by students. Library privileges will be taken away if proper behavior and responsibility are not followed. Parents are welcome to use the Media Center at any time.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Notification of Rights

The Family Educational Rights and Privacy Act allows schools to release “directory information,” i.e., student’s name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The district considers photographs to include digital images, including digital photographs and recordings related to school or district-sponsored events, activities, and special recognition, as “directory information.” During your child’s school career, he/she may participate in a variety of academic, athletic, fine arts, and other events and activities. During these events and activities, your child may be photographed and/or interviewed by district or school staff, other students, or news media. Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the Internet, or in district/school promotional pieces including, but not limited to, district or school websites, school yearbooks, brochures, fliers, honor roll or other recognition lists, newsletters, playbills, programs (including graduation and athletic programs), television shows, videos, etc. **No personal information such as home address, telephone number, birth date or social security number is ever published on any YSD1 student in publications created or sanctioned by the Schools or District including the York School District One Education Foundation.**

In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories— names, addresses, and telephone listings—unless parents have advised the school that they do not want their student’s information disclosed. If for some reason you object to your child’s inclusion/identification in publicized school recognitions/events/activities, including on a school or district-maintained website/Facebook page/Twitter/other social media, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the district in writing (annually) of the specific type of directory information to withhold.

**If you do not want York School District 1, the York School District One Education Foundation, or your child’s school to include your child’s name, photograph and general information on any recognition received by your child in any print media, the Internet or other school related materials (i.e., newsletters, recognition lists, programs, yearbook, videos) you must notify your child’s school in writing by Thursday, September 2, 2021, or 14 days after your child’s first day in YSD1.** If you do not do so by this date, our district is free to release or use such information as appropriate. You may change your mind and revoke this authorization at any time by notifying your child’s principal in writing.

The Family Educational Rights and Privacy Act (FERPA) requires all public-school systems to, with certain exceptions, obtain the written consent of a parent/legal guardian prior to the disclosure of personally identifiable information from a student’s educational records. A school district may, however, release appropriately designed directory information without a parent/guardian’s written consent.

Directory information, which the federal government considers not harmful or an invasion of privacy if released, may be disclosed to outside organizations such as, but not limited to, companies that manufacture class rings or publish yearbooks and newspaper or television stations. Additionally, directory information may be used in certain school publications like the honor roll, graduation programs, sports activity sheets, a drama production playbill, school television shows, school newsletters, podcasts, and district or school promotional pieces.

In keeping with FERPA, York School District 1 considers the following as directory information: a student’s name; home address; telephone number; his/her photograph; month/year and place of birth; grade level; participation in officially

recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; the most recent educational agency or institution attended; and pictures of students involved in school activities. Our school system also considers the voice, image, and likeness of a student in pictures, videotape, film, or other medium, as well as student work intended for publication or display to be directory information. **York School District 1, YSD1 schools, and the York School District One Education Foundation will never use students' home addresses, telephone numbers, and dates and places of birth in media such as newspapers, magazines, promotional materials, television, or the Internet.**

Finally, FERPA allows parents/guardians and eligible students certain rights with respect to a student's education records and the right to file a complaint with the United States Department of Education concerning alleged failures by a school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

**By signing the acknowledgement form on page 56 of the student handbook, you are agreeing that you have read and understand FERPA Rights of Parents and Guardians for York School District 1.**

## Daily Procedures

### Arrival to School

**Doors open for students at 7:15 a.m. Parents should not leave students at school before that time.**

Students will go directly to their classrooms to begin their day.

### Dismissal Method

No student will be allowed to go home a different way from his regular travel unless permission is requested by a parent/guardian in writing. Due to concerns regarding student safety, JES Elementary School personnel prefer not to accept messages over the telephone requesting that the child's mode of transportation to go home be changed. **All riders changing bus routes that is not typical to their daily transportation must have pre-approval through administration.**

The normal mode of transportation can be altered under the following conditions:

1. The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
2. The parent personally comes into the school office and makes the request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.
3. A parent calls the office **prior to 1:30 pm** and request the child's mode of transportation be changed.

***IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO HIS/HER USUAL MODE OF TRANSPORTATION.***

### Dismissal Times

Parents who come for their children should pick them up promptly at dismissal time. The dismissal schedule is as follows:

2:13 p.m.	Bus riders are dismissed at the side of the building in the bus parking lot
2:15 p.m.	Car riders are dismissed to the car rider line
2:30 p.m.	Remaining students are brought to the office to wait for ride

\*Parents are asked to come only at the scheduled times.

**\*If students are left at school after 3:15 PM without contact from the parent/guardian, the local Sheriff's Office will be contacted for assistance.**

### Early Dismissal

Students are expected to remain in their class until the end of the instructional day (2:13 p.m.) **For the safety of all students, no student will be dismissed early without a parent or legal guardian coming to the Main Office to sign the student out. We will not dismiss a child after 1:40pm. Children dismissed after 1:45 will not be called to the office until 2:15.** You will be required to provide identification to school authorities.

Should there be a need for someone other than a parent or legal guardian to pick up a student early, the office will verify that the person is listed on the student's enrollment form.

- Parents are asked to wait at the office for their child once dismissal arrangements have been made.
- Only the names appearing on the student's emergency form will be allowed access to the student.
- If for whatever reason your contacts change, it is your responsibility to alert the office immediately.

The school asks that you keep early dismissals to a minimum. Any and all early dismissals or tardies may appear on the student's school attendance records.

## Car Riders

School personnel will accompany students being transported by car to the parent pick-up line at the various dismissal areas of the school. Please follow the signs for parent pick up. Because of the number of students being transported by personal vehicles, as well as safety concerns, parents are required to wait in the parent pickup line to pick up children. Parents must remain in line in their vehicle and display blue car tag with child's name.

## Arrival and Dismissal Procedures

### AM DROP OFF: Car Riders

**Pre-K (Mrs. Gilcher and Mrs. Whetstine):** All Pre-K car riders may be dropped off at 7:15. Please park your car in the parking lot closest to your child's class and walk your child in.

**5K-4<sup>th</sup> Grade** Car rider drop-off begins at 7:15.

All other car riders, 5K- 4<sup>th</sup> grade, are the follow the **red line** for drop off. Staff members are out front to help with drop off. Drop off begins at 7:15. For the safety our students and staff, parents should only drop off in the car line. Please do not allow your child to walk across from the parking lot.

### PM PICK UP: Car Riders

All PreK- 4<sup>th</sup> grade car riders are picked up in the regular car rider line. Please follow the **blue line** for dismissal.

## Lost and Found

Articles that have been found in the school building, on school grounds, or on school buses are placed in the Lost and Found area in the room outside of the gym where their owners may claim them. At the end of the year, unclaimed items will be donated to a local charity. Parents are requested to label all removable articles of clothing, lunch boxes, and important school supplies with the child's first and last name.

## Breakfast and Lunch Program

York School District One (YSD1) breakfast and lunch programs meet strict federal and state standards. To reduce food waste and food cost in the National School Breakfast and Lunch Programs, we have implemented the "offer versus serve" platform in our cafeteria. This allows students to have a variety of foods from which to choose. Students are encouraged to eat full lunches and make wise food choices for a well-balanced, nutritional meal. **The district will operate under the Seamless Summer option (550) for the 2021-2022 school year. All students will eat free.**



The daily charge for breakfast is \$2.20 for adults. The daily charge for an adult lunch is \$4.00.

## Reduced-Price Meals Application

All families are eligible to apply for a Free or Reduced Breakfast and Lunch Program, which may help your child/children receive school meals for free or at a reduced price. **Parents/guardians must complete and submit an application every year even if their student(s) received free or reduced-priced lunch during the previous school year. The student will continue the previous year's free or reduced status for the first 30 operating days of the new school year. After the grace period the students will automatically be charged at the full price until an application is approved. Parents/guardians are responsible for paying regular breakfast/lunch prices until benefits are issued.**

An application for free/ reduced price meals is available online at <https://www.lunchapplication.com/> or on the school district's website. The fastest way for your application to be processed is to fill out the online application. Paper applications are also available and can be found at the front office each of the schools or the district office. Paper applications must be filled out in their entirety in ink and returned to your child's school cafeteria manager or the district office. ALL sections on the application must be completed to prevent delays in the approval process for your

child. Please complete only (1) application per household. The price of a reduced breakfast is \$.30 daily. The price of a reduced lunch is \$.40 daily. Please check with your child's school for serving times for meals.

### Methods of Payment

Money may be added to a student's account at any time. Parents may pay in advance. Payments may be made through the Parent Portal on the YSD1 website at <https://www.k12paymentcenter.com/> Additionally, payments may be made by check in the cafeteria. The use of cash is strongly discouraged.

Meal Prices 2021-2022		
	<u>Full</u>	<u>Reduced</u>
Elementary (K-4th)		
Breakfast	FREE	FREE
Lunch	\$2.35	\$.40
Secondary (5th-12th)		
Lunch	\$2.45	\$.40

### Lunch Procedures

Students are encouraged to participate in the school lunch program; but if lunches are brought to school, milk may be purchased from the cafeteria. We encourage beverages be brought from home in a thermos or carton. Tea is provided for adults only and may be purchased in the cafeteria.

Students bringing their lunches should not bring food that has to be heated in the microwave. Our lunch schedules do not permit time for microwaving students' food. If a student has a particular health need concerning lunch food, please contact the nurse.

Everyone visiting our cafeteria (family, visitors, volunteers, etc.) must check-in at the office with a valid ID. Visitors at lunch may sit at the designated cafeteria table for them to allow space to sit with your student. Visitors are also not allowed to follow students back to the classroom after lunch.

Family members are encouraged to eat lunch with their child(ren). Each adult must pay for his/her lunch by check or cash. We do not have the capabilities to process credit/debit cards in our cafeteria. \*Meal prices for adults are \$4.10 for lunch. **The mode of instruction as described in the 2021-22 In-Person Operational Plan will determine if students eat lunch in the classroom or cafeteria, and these procedures are subject to change. To ensure adequate space and safety, please call and plan with the office a day and time to eat lunch with your child. Please note that adults cannot eat lunch in the classroom with students and will be provided an alternate eating location as available.**

Students must help keep their area neat and clean by cleaning napkins, straws, or milk cartons from the table. Students are **not** allowed to take any food or drink from the cafeteria to eat on school grounds or in the classroom.

### Recess

All classes will have 15-20 minutes of recess. Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will be held inside.

### Telephone Use/Messages

The school telephone number is (803) 684-1942. The telephone is for school business. Students will not be called from class for incoming calls unless it is an emergency. Parents are requested not to phone-in messages to students unless it is absolutely necessary. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school unless a teacher has requested a call during his/her planning period.

## Money, Valuables, and Other Personal Items

Children are discouraged from bringing money to school except for specific purposes. Any money brought to school will be more efficiently handled if the exact amount is placed in an envelope, labeled with the child's name and the purpose for which the money is to be used. ***Students are cautioned never to leave money or other possessions in the classroom unprotected.*** Students are advised to not bring valuable items, such as iPods, tablets, phones, etc., to school for there is a possibility that they may be broken, damaged, or stolen. Electronic devices may come to school if your child's teacher requests them to be used in a special assignment/project; however, your child still remains as the responsible person over those devices. Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, music devices, jewelry, pets, trading cards, etc.

## Student Conduct

### Behavior Statement of Philosophy

The school community believes that virtually all students can and will learn the skills needed to function appropriately in the school and community if given instruction, sufficient time, and support. Students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. To assist students in getting the greatest benefit from their school experience, while individually developing responsibility and learning to control their own behavior, certain guidelines must exist. At all times, the Code of Student Conduct will be enforced.

### Behavior Expectations

- Students are responsible for their actions and must accept the consequences of their behavior.
- Students are expected to respect the rights and properties of others and themselves.
- Students will listen and follow directions.
- Students are expected to use self-control and behavior appropriate to a school setting.
- Rude or abusive language or behavior will not be tolerated.
- Students will be held responsible for any damage done by them to any part of the school building.
- Students will not be allowed to possess anything that could harm themselves or others.
- Intentional physical contact, which causes pain and suffering, is not allowed.
- Toys, collectables, etc. are not allowed in school unless they have been brought with teacher permission for a school project.
- Students are expected to dress appropriately for school.

### SC School Safety Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on, or within a radius of one-half mile of the grounds of a public school. The penalty is a \$10,000 fine or 10 years of imprisonment, or both.

Carrying a weapon on school property is a felony which carries a three thousand dollars (\$3,000) fine and a maximum prison term of five (5) years plus a one calendar school year expulsion.

This act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher, or principal any letter, document, etc. which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

This act also allows schools to expel students for illegal activities committed off campus, unrelated to school which may affect the safety of the school or the educational process.

The school board gives the appropriate administrator authority to consider all circumstances which may exist in a particular case of misconduct to determine the most appropriate consequences. **Depending on the infraction and unless otherwise noted, penalty may include (but are not limited to) detention, in-school and/or out-of-school suspensions,**



enrollment in an intervention program, and recommendation for expulsion, depending on the circumstances and the degree of the school disturbance. For cases involving theft and/or damage of property, restitution may be sought prior to re-admission to school. Likewise, police may be called for more severe cases, such as weapons possession, drug possession and/or distribution, threats of bodily harm, etc. Every reasonable effort will be made to contact the parents or guardian, and referral may be made to the appropriate resource personnel. The following are infractions that violate Board Policies on Code of Conduct:

### **Acts of Violence**

- ASSAULT: Verbal threatening, fighting or intimidating students without actual physical contact, an attempt to hurt another, or actions which cause reasonable fear of immediate bodily harm.
- SIMPLE BATTERY: Fighting, intentionally making physical contact of an insulting, offensive or provoking nature with another student or causing physical harm to another.
- BATTERY: Intentionally causing substantial or visible bodily harm, such as substantially blackened eyes, substantially swollen lips or other facial or bodily parts, substantial bruises to body parts or other substantial injury.
- AGGRAVATED ASSAULT: An assault made with a deadly weapon or with an object or device which, when used offensively, is likely to or actually does result in serious bodily harm.
- AGGRAVATED BATTERY: A person commits the offense of aggravated battery when he maliciously causes bodily harm to another by depriving him/her of a member of his body, by rendering a member of his/her body useless, or by seriously disfiguring his/her body or a member thereof.
- BYSTANDER BATTERY: A student who does not start a fight but ends up in it will be charged with Bystander Battery if he/she could have avoided the fight.

### **Weapons and/or Explosive Devices**

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The term "weapons," "tools," or "instruments" shall include by way of illustration but is not limited to:

- any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stungun, pellet or BB gun, look-alike firearms, etc.)
- any knife (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, knives of any size)
- any razor (e.g., straight, regular, retractable, etc.)
- any "martial arts" device (e.g., Chinese star, nunchaku, dart, etc.)
- any tool or instrument which by way of illustration, shall include, but shall not be limited to, blackjack, chain, club, metal/brass or any artificial knuckles, night stick, rings, pipe, studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to:

- bullets
- ammunition of any type
- fireworks of any type and size
- smoke bombs
- paint bombs
- stink bomb
- any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, fireworks, fuses, etc.).

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item is found on the person of the student, in his/her possessions, or in his/her storage cubby.

### **Non-facsimile Water Guns and/or Matches**

The use, possession or transmittal on school property or at any school function or activity of non-facsimile water pistols or matches, is not permitted.

### **Alcohol, Drugs and Other Related Substances**

The term "drugs" shall mean all substances including, but not limited to, alcohol, and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, and all other legal or illegal drugs or substances.

A student is in violation of this section if he/she:

- sells or attempts to sell and/or distribute drugs or substances REPRESENTED to be drugs by the seller or distributor and/or thought to be drugs by the buyer or receiver, on school property, at a school function, on property used by the school with the permission by the owner, at any school event held away from the school, or while the student is on his/her way to school.
- is in possession of drugs or under the influence of (or using) drugs, or substances thought to be drugs or represented to be drugs by the student on school property, or property used by the school, on the person of the student, in his/her possession, or in his/her locker, at a school function, on property used by the school with permission by the owner, or at any school event held away from school.
- is in possession of or distributes drug-related paraphernalia. Drug-related paraphernalia includes, but is not limited to, pipes, water pipes, clips, rolling papers, etc., and other items used or related to drug use.

***NOTE:** Any student required to take medication while at school will follow the procedures set forth by York School District 1.*

### **Use and/or Possession of Tobacco or Tobacco Related Products**

Students may not use or possess tobacco products, paraphernalia, or other novelty items that look like tobacco including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff, snuff, candy gum, beef jerky cigarettes, and alternative nicotine products (i.e., e-cigarettes) within all district facilities; on school buses, vehicles, and grounds; at all district-sponsored events whether on or off school grounds or during any other time they are under the direct administrative jurisdiction of the school whether on or off school grounds.

### **School Disturbance**

Acts which cause substantial disruption of the school environment and/or threaten the safety or well-being of other students, which may include sit-downs, walk-outs, rioting, picketing, trespassing, inciting disturbances, threats, pranks, or actual violence during the period of disruption are not tolerated.

### **Sexual Harassment, Intimidation, and Bullying**

Internal threats to student safety, such as sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by district employees, substitutes, other students, volunteers or third parties associated with schools are strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated.

Any employee or substitute who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination or permanent removal from the district's active substitute roster. A student who engages in such conduct may be disciplined up to and including expulsion. All school employees, including substitute employees, are required to report alleged violations of this policy to the principal or his/her designee immediately. Sexual harassment may be defined as unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature directed towards students will also not be tolerated. For further information regarding the district's policy related to the prohibition of sexual harassment of students or inappropriate conduct of a sexual nature directed

towards students, refer to Board Policy JI, Student Rights and Responsibilities, and its accompanying Administrative Rule.

Any student who believes he or she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, substitute, another student, a volunteer, or a third party, is encouraged to file a complaint in accordance with Board Administrative Rule JI-R. For details and further information, see Board Policy JI. All complaints will be investigated promptly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Students who have knowledge that sexual harassment or inappropriate conduct of a sexual nature directed at students is or may be occurring should notify the school's principal, a school counselor, or a school administrator immediately.

### **Inappropriate Bodily Contact (Including, but not limited to, Sexual Contact)**

Sexual misconduct/activity between or among students on school property or away from school which may adversely affect the educational process or endangers the morals, health, safety or well-being of other students, teachers, or employees within the school system is strictly prohibited.

### **Reporting and Response Procedures**

Students who believe they have been bullied are encouraged to immediately inform a teacher, counselor, administrator, or other school staff. Staff, students, or volunteers who witness or have reliable information that a student has been harassed or bullied are to report the matter to an administrator, counselor, teacher, or other school staff member immediately.

- Teachers are to report incidents of bullying either witnessed or reported to an administrator.
- All administrators and/or designated employees will follow up periodically on any incident of bullying they were involved in investigating to determine whether the student has been subject to any further bullying since the corrective action was taken.
- Incidences of bullying should be documented to determine a pattern. Disciplinary consequences may become more severe based on the number of infractions.
- Retaliation against students who report bullying is prohibited. Retaliation against those who participate in an investigation of bullying is prohibited. All incidents of retaliation shall be immediately reported to an administrator and are subject to disciplinary action.

Students making false accusations of bullying as a means of reprisal, retaliation or harassment are subject to disciplinary action. Engaging in bullying behavior on school property or when under the jurisdiction of the school, including while on a school bus, is considered a violation, is disorderly, disruptive, and/or is an act of criminal nature. Such conduct may result in disciplinary action, including suspension, and/or expulsion in certain instances.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that user activities are monitored and retained. **(School Board Policy IJNDB-R)**

### **Loitering/Trespassing (Going on School Campus Without Proper Authorization)**

A student is not allowed to enter the premises of a school other than his/her own school, unless prior permission is received from an administrator of the school to be visited. A student may not enter any building on weekends or after school hours without proper authorization.

**NOTE:** When a student refuses to leave school property and/or returns to school property after being instructed by school staff to leave, the matter will be referred to the York Police Department.

### **Vandalism**

Destruction of and/or threats to destroy school or public property which may include such actions as: setting fires and/or attempts or threats to destroy, damage or deface school property or property used by the school with the permission of the owner, and theft and/or attempted theft; extortion or attempted extortion; possession of stolen property; vandalism; destruction or defacement of public or private property located on the school premises, at a school function, on the property used by the school with the permission of the owner, or at any school event held away from school.

### **Repeated Violations/Misbehaviors**

Repeated violations of school rules and/or repeated misbehavior.

**ACTION:** Penalty may range from suspension to recommendation for expulsion. Prior to this charge being made, parent(s) must have been contacted about the past misbehavior, the student warned to possible other consequences, and a referral made to the appropriate resource personnel. Before the student is readmitted to school after a suspension or expulsion, a Student Behavioral Contract must be agreed upon and signed by the student and parent or guardian.

#### **Important Notice**

**THE CODE OF LAWS OF SOUTH CAROLINA, 1976, HAS BEEN AMENDED TO INCLUDE THE FOLLOWING STATEMENT:**

"Section 59-24-60. In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy."

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

Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of each disabled student while providing specific procedural safeguards.

A disabled student's staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individual Education Plan (IEP). Disciplinary provisions contained in a disabled student's Individual Education Plan will be observed except that the IEP may not prohibit the initiation of proceedings for suspension or expulsion which are conducted in accordance with regulations regarding discipline of disabled students.

Prior to a suspension for up to 10 days or the expulsion of a disabled student, a multi-disciplinary team will meet to determine whether there is a direct or causal relationship between the misconduct and the student's disability. If no relationship is determined to exist, the administration may proceed with standard procedures for handling the misconduct. If it is determined the misconduct is a manifestation of the student's disability, the student's current individualized education program will be reviewed and revised as necessary to address the student's difficulties.

The administration may suspend a student with a disability for up to 10 cumulative days unless a suspension is prohibited by the student's IEP. Once 10 days accumulate, manifestation procedures as described above will be utilized

to determine relationship to disability. Subsequent disciplinary procedures will be determined based upon the decision of the manifestation meeting.

Prior to a recommendation for expulsion, manifestation procedures as described above will be utilized to determine if a causal relationship exists between the misconduct and the student's disabling condition. If such a causal relationship exists, the disabled student may not be expelled, but the individual education program will be reviewed and revised as necessary to address the difficulties. If no relationship exists, the disabled student may be expelled from school. In the case of an expelled special education student, the district is required to continue educational services necessary to provide a free, appropriate public education.

Discipline regarding students with disabilities who bring weapons (excluding guns) to school will be handled according to the district procedures regarding suspension and/or expulsion of disabled students. A disabled student who brings a gun to school will automatically be removed from the school setting with no educational services provided for a period of 10 days. During this time, a multi-disciplinary team will determine the programming content for a 45 school-day alternative education placement. During the 45-day period, the multi-disciplinary team will make a determination concerning the relationship of the gun possession and the student's disability. If no relationship is found, the student will be expelled under the stipulations of the Gun-Free Schools Act.

Expelled special education student will continue to receive the educational services required to guarantee a free, appropriate public education. If a relationship is found to exist, the Individual Education Plan of the student will be reviewed and revised as necessary to address the student's needs as well as provide for the safety of others.

Nothing contained in this regulation shall be construed as limiting an administrator's ability to remove a disabled student from the school immediately under emergency conditions.

### **Camera Surveillance**

Any person entering the building may be subject to camera surveillance while on the premises.

### **Behavior Plan**

We focus on positive intervention to support each individual student to perform his/her best. We want our children to learn in a safe and positive environment. Students in each classroom will follow a "clip chart" where they are able to move up when behaviors are positive and reinforced or move down when they demonstrate misbehaviors. The following rules will be strictly enforced for the safety of all students and for the promotion of a more positive school atmosphere:

- 1) Follow directions quickly!**
- 2) Raise your hand for permission to speak!**
- 3) Raise your hand to use the restroom!**
- 4) Make smart choices!**
- 5) Make your dear teacher happy!**

**All staff will utilize a school-wide color system that assesses appropriate and inappropriate student behavior.**

**The colors are:**

**Blue:** I do what is right because it's the right thing to do.

**Green:** I do the right thing because others expect me to.

**Yellow:** I'm being inappropriate and not following the community agreement.

**Red:** I am being unsafe and/or disruptive.

All students are encouraged to demonstrate "blue" behavior throughout the entire school day.

Consequences for misbehaviors may include, but not limited to: teacher/student conference, time out, reduce or loss of privileges, parent contact (by note, phone, person to person, email), school counseling office referral, office referral, in-school- suspension, out-of-school suspension, removal from class, and/or parent contacted to pick up child early from school.

### **Student Dress**

The school recognizes that there are fads and styles, which affect student dress. Students should come to school dressed in a manner not hazardous to their health or safety or disruptive to classroom routine. We ask both parent and student cooperation in maintaining a standard of dress appropriate for school.

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. The school district realizes that dress and grooming are personal matters; however, students should not distract fellow classmates from the important business of learning by displaying extreme fads in clothing or grooming. York School District 1 seek the cooperation of the students and parents as we work together toward having our students enjoy today's styles while at the same time they are developing good taste in grooming and dress. The responsibility for the dress and appearance of the students shall rest with individual students and parents. They have the right to determine how the student shall dress, providing that such attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process. The administration is authorized to take action in instances where individual dress is determined to be disruptive to instruction or the orderly operation of the school or school events. **Consequences will be issued at the discretion of the administrator.**

The following, while not an exhaustive list, are examples of inappropriate dress and will not be permitted in classes in York School District 1:

- Tight fitting and/or revealing clothing (i.e., midriff, undergarments, or are see-through)
- Tank tops with spaghetti straps
- Clothing with obscene or suggestive language; any clothing or jewelry with advertisements or symbols of alcohol, drugs, tobacco, sex or violence.
- Hats, bandanas, head bands, or any garments which cover the head
- Sunglasses/shades
- Pants, shorts or trousers worn below the student's natural waistline.
- Shorts that are less than the "finger-tip" length.
- Pajamas/nightwear/bedroom/house slippers
- Flip flops and/or slip-ons are strongly discouraged.
- Tennis shoes must be worn on PE day.

**NOTE: It is also requested that parents and visitors to comply with these same rules while visiting the school.**

### **Electronic and/or Telecommunication Equipment**

The purpose for this policy is to establish the basic structure for student possessions/use of paging devices, cell phones, and camera devices on school property, to include buses. Schools will comply with the South Carolina law.

For purpose of this policy, paging devices are defined as any telecommunications device (including cellular telephones, etc.) that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

The board believes that the use of paging devices, cell phones and camera devices during school hours may have an adverse effect on educational activities and the operation of a school or school bus. If a student's cellular phone or any other paging device distracts from the learning environment, interrupts instruction, or interferes with the safe operation

of a school bus or activity bus, the device will be taken by the teacher or bus driver and turned over to the school administration.

- First occurrence will result in the school administration contacting a parent/guardian and returning the device to the student at the end of the day.
- A second occurrence will result in the school administration contacting the parent, scheduling a parent conference and returning the device to the parent.
- A third occurrence will result in the device being confiscated until the end of the school year at which time the device may be returned to the parent upon request and appropriate discipline as determined by the school administration.

### **Illegal and Unethical Uses of Camera Devices**

News reports have shown that cellular phones with built-in cameras, as well as other electronic devices with photographing capabilities (camera devices), are being used for unethical and illegal purposes. These purposes have included cheating on tests and taking and distributing unauthorized photographs of other people. When someone takes pictures of others without their permission, he/she risks invasion of privacy and harassment lawsuits. The individual also may face criminal prosecution. These devices also can be used to reproduce copyrighted material, so the misuse can lead to penalties under federal copyright laws. To address these concerns, in addition to our existing guidelines on the use/possession of paging devices and cell phones, the following guidelines apply to possession and use of camera devices.

- Camera devices may not be used in any unethical or illegal manner
- Camera devices may not be used to photograph another person who has a reasonable expectation of privacy without the person's knowledge and consent
- Camera devices may not be used in a way that would violate another person's copyright
- Camera devices may not be used to harass, intimidate or bully another person or to invade another person's privacy
- An image taken using a camera device may not be published, broadcasted or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns copyright to the material appearing in that image.
- Camera devices may not be used in any classroom without a teacher or principal's written permission. Such permission will state the specific purpose for which the camera device may be used and the specific date(s) on which the camera may be used.
- Camera devices may not be used in any locker room, restroom or any other place where other people have a reasonable expectation of privacy.

### **Personally-owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones and cell phones) turned off and put away during school hours unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff.

## **Bus Conduct**



### **School Bus Safety**

**South Carolina state law mandates that school districts provide transportation for students living more than 1.5 miles away from the school attended.** In keeping with this law, York School District One (YSD1) provides bus transportation for its public-school students in grades PK through 12 and certain programs for four-year old students.

## Rules and Policies

To help ensure safe, efficient transportation, parents/legal guardians, and students should familiarize themselves with all YSD1 policies and state laws and regulations so they will know their responsibilities. Riding the bus is a privilege rather than a right for each student to enjoy. Students who fail to follow established rules could lose the privilege to ride any YSD1 bus.

A student must have permission to ride to and from school on the bus. To request a bus assignment or make any changes to a student's bus assignment, parents should contact their student's school before noon (12:00PM) of the day transportation is needed. Requests received after noon (12:00pm) are not guaranteed for afternoon routes.

Students are prohibited from bringing the following items on the bus: animals; drinks/food not approved by the district or driver; glass containers; weapons; balloons; oversize items - including band instruments - which obstruct the driver's view, block the aisle, or exits or displace a student from a seat; and any other item or object which will interfere with the safe operation of a school bus. Electronic devices and handheld electronic games will be permitted if equipped with headphones and if they cannot be heard by the driver or other students. Any item carried on to the bus must remain in the student's bookbag or in the student's immediate possession/on the student's lap at all times.

Any student not present at their assigned stop for five (5) consecutive days will be removed from bus rosters and routing. To reschedule transportation, parents/guardians must contact YSD1 Transportation office prior to 5:30PM on the day before transportation is to resume.

### Pre-K through Second Grade Students

For the safety of primary-aged students, a parent/legal guardian or responsible party must be visible to the driver before he/she can discharge a Pre-K through second grade student at home or at the designated stop. If no one is visible, the school will be contacted, and the child(ren) will be returned to the school for parent/legal guardian or responsible party pick-up. (AR EEAC-R Bus Scheduling and Routing). After three occurrences, students may lose bus riding privileges for five school days. After five occurrences, students may lose bus riding privileges for the remainder of the school year.

## Guest Riders on School Buses

To ensure adequate, safe seating conditions for all passengers, the district will be unable to allow guest riders on school buses, morning or afternoon. Guest riders are students who do not ride the same bus as their "host" or students who are requesting transportation service on a bus other than the one which serves their residences or regular before/after school care location. (AR EEAC-R Bus Scheduling and Routing)

The following students are not considered guest riders:

- students who ride a bus and are wanting to go to the home of someone else who rides the same bus (these students must have written authorization from the school)
- students who are living temporarily (more than one day) with someone other than parents/legal guardians
- students who are typically car riders but temporarily need to ride the bus which serves their residence/daycare

A student who is eligible to ride buses may ride to and from his/her residence or a documented before/after school care location, which is a place other than a student's residence designated by a student's parents/legal guardians as a daily pick-up/drop-off site. These locations cannot be changed randomly or at will. To be eligible to ride a bus, a student must:

- live in the attendance zone for the school he/she attends
- live more than 1.5 (one and one-half) miles from the school



While a complete listing of district rules related to student transportation is available in the York School District One Board Policy Manual under *AR EEAEC-R Student Conduct on Buses*, the following will result in disciplinary action. Discipline records or violations are cumulative; repeated violations may lead to more serious disciplinary actions.

### **Bus Stop Safety**

Students should stand away from the roadway and clear of traffic at bus stops. Students must not stand or play in the roadway. Students should stand no closer than 10 to 15 feet from the bus and wait until the driver opens the door before moving toward the bus. Students must remain seated until the bus has come to a complete stop and the driver opens the bus door before exiting the bus. Students who must cross the roadway to enter the bus or must cross the roadway after exiting the bus should cross the road **ONLY** after being signaled to cross by the bus driver. Students should also look both ways before crossing the roadway. Horseplay at bus stops is forbidden and students must respect the property of others. Students should report any suspicious people to the bus driver immediately upon entering the bus. Students riding a bus home after school must move quickly to the bus after school is dismissed. When a school administrator signals the buses to depart and the bus doors close, no additional student loading is permitted. Students who miss the bus must report to the school administrator or teacher in the bus loading area to contact someone to take them home. Buses will not return to schools to pick up students who miss the bus. **Parents are responsible for student conduct and safety at bus stops until the bus arrives in the morning and after the bus departs in the afternoon.**

While a complete listing of district rules related to student transportation is available in the York School District One Board Policy Manual under *AR EEAEC-R Student Conduct on Buses*, please see Appendix B for offenses that will result in disciplinary action. Discipline records or violations are cumulative; repeated violations may lead to more serious disciplinary actions.

## Responsibilities and Disciplinary Actions

The school bus driver is always responsible for the bus and its occupants. However, in cases involving discipline, the principal of each school assumes responsibility for dealing with all students.

Although school bus drivers may not remove a student from a bus for disciplinary reasons without the Director of Transportation or principal approval, drivers are instructed to stop their buses and call their supervisor when a student's behavior is a threat to the safety of other students. School bus drivers must report all violations of safety regulations and any behavioral problems to the administration of the school.

Disorderly Conduct	Disruptive Conduct	Criminal Conduct
<ul style="list-style-type: none"> <li>• Using profanity, abusive language, or obscene gestures towards or amongst students</li> <li>• Failure to comply with Driver/Monitor instruction/direction</li> <li>• Getting on or off the bus at an unauthorized stop or riding the wrong bus without permission</li> <li>• Littering on or out of the bus</li> <li>• Standing or sitting improperly while bus is moving</li> <li>• Minor acts of public displays of affection</li> <li>• Violating safety procedures</li> <li>• Using rude or discourteous behaviors toward others</li> <li>• Having hands, arms, head, etc. outside bus doors or windows</li> <li>• Providing false information, including forged notes</li> <li>• Failure to arrive to the bus in a timely manner</li> <li>• Horseplay</li> <li>• Other disorderly acts as determined by administration</li> </ul>	<ul style="list-style-type: none"> <li>• Refusing to sit in assigned seat</li> <li>• Using profanity, abusive language, or obscene gestures directed toward adult</li> <li>• Vandalism<sup>1</sup></li> <li>• Harassing, threatening, intimidating, or bullying others</li> <li>• Refusal to obey school personnel</li> <li>• Other disruptive behavior as determined by administration</li> </ul>	<ul style="list-style-type: none"> <li>• Theft and/or possession or sale of stolen property</li> <li>• Throwing objects on or out of the bus resulting in damage to property or striking a person</li> <li>• Physically abusing or threatening faculty or staff members</li> <li>• Acting in a manner as to interfere with the safe operation of the bus<sup>2</sup></li> <li>• Sexual Misconduct or Offense or Indecent exposure</li> <li>• Unlawful use of electronic device</li> <li>• Vandalism<sup>1</sup></li> <li>• Arson</li> <li>• Assault and battery<sup>2</sup></li> <li>• Fighting</li> <li>• Possessing or distributing obscene literature, pictures, or devices</li> <li>• Possessing, transferring, threatening to use, or distributing object(s) that may be used as a weapon, explosive, or other incendiary device, or object(s) that creates disruption, property damage, and/or injury</li> <li>• Possession, use, or distribution of any illegal or controlled substance or paraphernalia, including tobacco products or other unauthorized substances as defined by law or local school board policy</li> </ul>

<sup>1</sup>Any vandalism will result in student billed for property damage minimum of \$50.

<sup>2</sup>Any student who is charged with assault on a school bus or is charged with interference of the operation of a school bus will be automatically suspended from riding the bus for one calendar year. A second offense of the above noted charges, whether at school or on the bus, will result in a permanent expulsion from school bus transportation.

### **Recording Devices**

The York School District One board of trustees has authorized the use of video and audio recording devices on all buses used by the district. The district will use these devices to monitor student behavior to maintain a safe environment. Students and parent/legal guardians are here notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings is a confidential student record. The district will retain the recordings with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. For reasons of confidentiality and only when a legitimate educational purpose exists, video/audio recordings may only be reviewed by the bus driver, school and district administrators or their designees, school resource officers and/or other law enforcement personnel. Parents/Legal guardians of any affected student may request to review a video/audio recording under the direct supervision of the school administration as long as the video/audio contains recordings of their child(ren) and a legitimate educational purpose exists.

School administration or YSDI Transportation Director may alter consequences as deemed necessary to ensure student safety and appropriate bus conduct.

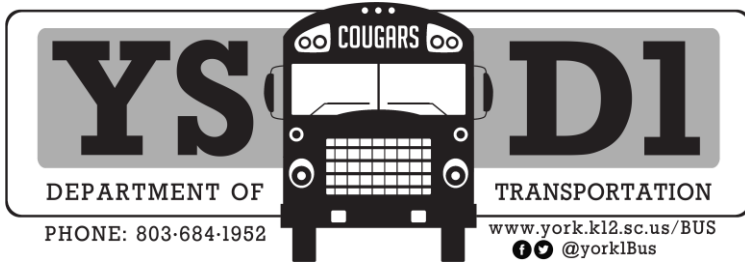
### **Electronic Devices**

Student possession and/or use of electronic devices while on school transportation or school-sponsored trips is permissible if the device causes no distractions or creates an unsafe environment. If a student's electronic device interferes with the safe operation of a school bus or activity bus, the student will be directed by the driver to power off the device and put it away. Failure to comply with driver directive may result in loss of riding privilege.

### **Request of Parents/Legal Guardians**

- Parents/legal guardians are responsible for the safety, conduct and timely arrival of their children to, from and at the designated school bus stop. This includes the time before the arrival of the school bus for pick up and transport to school, as well as the timely departure of the child after the school bus leaves the designated school bus stop after transporting the children from school. (SC-59-67-415)
- Parents/Legal guardians should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus and stress the importance of good behavior on the buses.

*Online links to S.C. laws, S.C. Department of Education regulations, and York School District One policies and administrative rules are available through the district website at [www.york.k12.sc.us](http://www.york.k12.sc.us).*



*The mission of YSD1 Transportation is to transport students to and from school activities safely and timely each day.*

***Late Bus Information: 803-818-6199***

## **Transportation Conduct Agreement**

I understand that safely transporting students-whether to and from school or on a school field trip-is a primary concern for the York School District One Transportation Department and that proper student behavior is required to make this possible. I also understand that riding a school bus is a privilege and that for my child to remain eligible to ride a bus, he or she will be required to observe the following York School District One Safe Practices for Bus Students:

I have read the York School District One Rules and Policies for Students Riding Buses and I agree to help my child understand the importance of safe, proper behavior while riding a bus. I understand that if my child fails to follow these practices, rules, and policies, he or she is subject to disciplinary action up to and including suspension of bus privileges for the remainder of the school year. Remember: poor conduct on a bus puts everyone's life in danger.

*By signing the acknowledgement form on page 56 of the student handbook, you are agreeing that you have read and understand the Transportation Conduct Expectations for York School District One.*

## Acceptable Use of Technology

Innovative technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. York School District 1 (YSD1) offers its students and staff access to the electronic information highway, the Internet. Use of the district network and network resources must be in support of education consistent with the goals and objectives of the district. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the workplace. However, on a global network it is impossible to control all materials. The staff is responsible for setting and conveying the standards that should be followed when using media.

### Unauthorized Technology Usage and Online Access

The following actions are prohibited:

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without the permission of the school's technology and learning coach
- Loading or attempting to load software or files onto the district network without the permission of the Information Technology Department
- Accessing or modifying data without authorization
- Modifying or sharing passwords without authorization
- Unauthorized access, including so-called "hacking" or other unlawful activities by minors online
- Vandalism: i.e., any malicious attempt to harm or destroy data of another user
- Unauthorized disclosure, use or dissemination of personal information regarding minors. The district prohibits the use of its network and the internet to intentionally access, view, download, store, transmit or receive any information that contains material that is in violation of any district policy or administrative rule, or any local, state and/or federal laws or regulations. Prohibited material includes, but is not limited to, the following:
  - Pornography or obscenities
  - Harassing or threatening language or images
  - Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
  - Material that is copyrighted or protected by trade secret
  - Material used to further any commercial business, product advertising, virus transmission or political activity
  - Material that is potentially disruptive of the learning environment and information sources.

The district reserves the right to monitor and/or review all uses of the district network and the internet, and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted, or received.

### Network and Internet Usage

Access to the district network and internet is made available to students for educational and district operational purposes. Students will receive instruction on proper use of the district's network and internet system.

The district will not be liable for students' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, students' mistakes or negligence, or costs incurred by students. The district will not be responsible for ensuring the accuracy or usability of any information found on the internet.

## **Internet and Online Safety**

The internet can provide a vast collection of educational resources for students. It is a global network that makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

## **Accessing Inappropriate Sites**

Student internet activities will be monitored by the district to prevent students from accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The district will use technology protection measures to protect students from inappropriate access.

## **Reporting**

District and school computer technicians as well as other district employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

## **Off-Campus Conduct**

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

## **Electronic Mail (Email) Usage**

The district's email system is made available to district students for educational and district operational purposes. Email is not guaranteed to be private. People who operate the system have access to all mail. Inappropriate messages can result in suspension of privileges.

The district prohibits the use of its email system for unprofessional and/or inappropriate purposes to include, but not be limited to, the following:

- Creating, transmitting, or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual, racist, or discriminatory
- Any use that violates local, state and/or federal laws or regulations
- Setting up or operating a commercial business All electronic messages created, transmitted, or received via the district's email system, including those created, transmitted, or received for personal use, are the property of the district. The district reserves the right to archive, monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted, or received on the district's email system.

## **Possession/Use of Electronic and Wireless Devices**

Depending on how they are used, electronic devices can either be valuable learning tools or a source of disruption in the learning environment. A wireless device is defined as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice, picture, video, and or text communication or data. These include, but are not limited to, cellular phones, smart phones, gaming devices, music and media players, tablets, laptops, notebooks, netbooks, e-Readers, and iPods.

Students are personally and solely responsible for the care and security of their personal electronic devices. The district assumes no responsibility for theft, loss, damage, or vandalism to any devices brought onto its property,

the unauthorized use of such devices and/or data charges incurred by the student as part of his/her family's personal data plan(s). The district, the school, and its staff will not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

### **Authorized Use**

The possession of an electronic device by a student on school property or while attending school-sponsored or school-related events is a privilege, not a right. Students may possess mobile telephones, smart phones, tablets, or other such devices as described above if they adhere to the restrictions provided herein. Students and parents/legal guardians should refer to their school handbook for additional information. Any unauthorized use of these devices during the instructional school day is prohibited as it can disrupt the instructional program and/or distract from the educational environment.

**Elementary school students** may possess mobile telephones, smart phones, or other such devices as described above provided such devices are not visible, used, or activated and are kept in the "off" position throughout the instructional school day. Students must keep such devices stored in a purse, locker, backpack, or other non-visible secure location during the instructional school day. Students may only use such devices when given permission by school personnel.

### **Unauthorized Use**

Students' privilege to possess and/or use an electronic device may be forfeited if the student fails to abide by the terms and provisions of this policy or when such possession, display, or use of such devices results in conduct that includes, but is not limited to:

- accessing or viewing websites that are inappropriate or otherwise blocked to students at school while on district property or at school-sponsored activities
- capturing, recording, or transmitting the words/sounds (audio) and/or images (pictures/video) of any student, district employee, or other person in the school or while attending a school-related activity without express prior notice and explicit consent by the student's principal, assistant principal, or appointed district employee
- "sexting" or the taking and/or transmission of nude or sexually explicit photos or videos in school
- taking pictures or recording audio/pictures/video in locker rooms, changing areas, and bathrooms or any other areas in which there is a reasonable expectation of privacy
- capturing or transmitting test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty; likewise, students are prohibited from using devices to receive such information
- the unauthorized or unlawful sharing or posting of images taken or stored on electronic devices during school hours and/or on school property
- using devices on school grounds or at a school function to commit a crime under federal or state law
- using the devices in a manner that is profane, indecent, obscene, threatening, discriminatory, bullying, or harassing through language, pictures, or gestures pursuant to policy **JICFAA**
- using electronic devices in any manner that reflects violations in the school Student Handbook and/or disrupts the instructional environment
- failing to turn off, put away, and/or relinquish an electronic device after being requested by an administrator, faculty, or staff member.

### **Personal Use of District Research, Information and Communication Resources**

Limited personal use of district computers, the district network and the internet, electronic research, and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the district and its instructional programs. Excessive personal use that may or does disrupt or interfere is prohibited.

## **Violations**

All authorized users of district research and communication resources are expected to report any use that is believed to be unauthorized, excessive, or otherwise in violation of this administrative rule. District employees who witness, experience, or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience, or otherwise learn about a suspected violation should report the matter to a teacher or school administrator. Other authorized users who witness, experience, or otherwise learn about a suspected violation should report the matter to a district administrator.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator's use privileges
- Disciplinary measures consistent with the district's student discipline code, up to and including expulsion
- Report to law enforcement when the violation is believed to constitute a violation of a state or federal law or regulations.

## **Illegal and Ethical Uses of Camera Devices**

News reports have shown that cellular phones with built-in cameras, as well as other electronic devices with photographing capabilities (camera devices), are being used for unethical and illegal purposes. These purposes have included cheating on tests and taking and distributing unauthorized photographs of other people. When someone takes pictures of others without their permission, he/she risks invasion of privacy and harassment lawsuits. The individual may also face criminal prosecution. These devices also can be used to reproduce copyrighted material, so misuse can lead to penalties under federal copyright laws. To address these concerns, in addition to our existing guidelines on the use/possession of paging devices and cell phones, the following guidelines apply to possession and use of camera devices:

- Camera devices may not be used in any unethical or illegal manner.
- Camera devices may not be used to photograph (or record) another person who has a reasonable expectation of privacy without the person's knowledge and consent.
- Camera devices may not be used in a way that would violate another person's copyright.
- Camera devices may not be used to harass, intimidate, or bully another person or invade another person's privacy.
- An image taken using a camera device may not be published, broadcasted, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright to the material appearing in that image.
- Camera devices may not be used in ANY classroom without the teacher and/or principal's written permission. Such permission will state the specific purpose for which the camera device may be used and the specific date(s) on which the camera may be used.
- Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.

## **Policy on Electronic Devices During State Testing**

During the test, students may not have any electronic or other device that can be used for communicating, timing, or imaging. These devices include, but are not limited to, cell phones, pagers, beepers, headphones, stop watches, electronic translators, hand-held devices, PDAs, or any electronic or photographic device. The Test Administrator must collect all electronic or other devices before students begin taking the test. This restriction does not apply to devices documented for use during



testing in a student's IEP or 504 Plan and/or required for customized administration (e.g., headphones for an oral administration with an audio CD-ROM).

### **Internet Use Rules and Responsibilities**

Users are responsible for good behavior on computer networks just as they are in an office setting. Communications on the network are often public in nature. General rules for behavior and communications apply.

The Internet is provided for users to conduct research and communicate with others in relation to schoolwork. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrator will deem what is inappropriate use and his/her decision is final. The system administrator may close an account at any time. The administration, faculty and staff of York School District 1 may deny, revoke, or suspend specific user accounts.

Individual users of the Internet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of York School District 1. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited. Use of public property for personal gain is a felony and subject to prosecution.

The user is expected to abide by all the rules of usage contained herein.

### ***Disclaimer***

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district is not responsible for any damage suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruption.

## Parent and Community Involvement

### Communication to Non-Custodial Parents

Non-custodial parents may contact the school office to receive copies of school communications. We encourage non-custodial parents to stay involved in their children's education and to focus on the needs and progress of their children through opportunities like Parent/Teacher Conferences. Parents may at any time eat lunch with a student, unless court documents specify that visitation is supervised.

### Electronic Communication

We communicate through electronic connections and social media (Facebook). Please leave an updated email address with the office and your child's teacher. We can also provide you a paper copy of information only if requested.

### Written Communications

- Weekly parent communication folder from classroom teachers (behavior and academics – every Wednesday)
- School handbook for parents and students (outlining school policies and procedures)
- School web site (updated with calendar of events and school information)
- Web Address: <http://www.york.k12.sc.us> (click on elementary schools and then JES Elementary)
- JES Facebook page: <https://www.facebook.com/york1JES/>
- School marquee (displays upcoming events)
- York School District 1 and Blackboard
- York School District 1 and YSD1Transportation Facebook pages
- School Newsletter

### Telephone Communications

- An automated calling system for school and district announcements and emergency communications.

### School Programs/Meetings

- Orientation Session/Open House
- PTO/SIC meetings
- Student musical programs
- Student recognition programs
- Field Day
- School events
- End-of-Year Awards Day
- Book Fairs
- Scheduled Parent Conference Days

To inform parents about these and other important meetings, we send a letter from the office and place information about the upcoming events:

- In the electronic school newsletter
- Email
- Peachjar
- On the school marquee
- On the school website
- Use automated system to call each home

- Facebook

### **PTO and Parent Volunteers**

*\*Due to Covid 19 PTO meetings may be conducted via virtually. More information will be sent home regarding the PTO.*

The PTO is a very active part of our school. It provides many additions to our educational program. All parents are encouraged to join the PTO and to participate in its activities. Its many functions include:

- **Recruiting** parent volunteers for many varied activities
- **Financing** staff resource materials and equipment
- **Sponsoring** staff appreciation activities
- **Coordinating** with staff such activities as Hall Crawl, 4<sup>th</sup> Grade Superstars, and Grade Level Activities
- **Providing** playground equipment
- **Supporting** field trips for students
- **Coordinating** grounds beautification
- **Increasing** technology in the school

We welcome parents' help as volunteers and will assist parents in choosing an area in which to participate. All resource persons/volunteers who are in contact with students must complete the district resource persons/volunteer application (Board Policy IJOB/IJOC-E) and submit to a background check. The objective of the background check is to ensure, so far as is reasonably possible, that students are safe in school environments and to identify resource persons/volunteers who may pose an unacceptable risk to students or the school system. Serving as a resource person/volunteer is conditional upon receipt of a satisfactory criminal record report. (Board Policy IJOB/IJOC)

Students are more successful in school when parents are interested and involved in education and school activities. We invite and encourage you to become an active member of our school's parent-teacher organization.

### **School Improvement Council**

An SIC is a broad-based body intended to advise the principal and school, and is focused on helping to achieve school improvement. Parent, teacher, and community member representatives serve on an SIC, as do the school's principal and other ex-officio members. Parents are elected by the parents of the school to serve. Teachers are elected by their fellow teachers. Community members are appointed by the principal. SIC duties focus primarily on the school improvement process. SICs:

- provide input and feedback during the development of the school's five-year renewal (improvement) plan and annual updates;
- assist in implementation of school improvement programs and activities;
- monitor and report on progress toward improvement goals in the annual *SIC Report to the Parents* and with the principal in the narrative to the *SC School Report Card*;
- provide other assistance as requested by the principal.

### **Visitors**

**We welcome visitors into our building. Due to safety and adequate space, we request that visitors call in advance so that we can make adequate arrangements.**

### **Parties**

There are two scheduled class parties during the year, which will take place just before the winter holidays and at Valentine's Day. Food purchased for the parties, must be store bought items. **Due safety and adequate space, no visitors will be allowed to attend school parties. No unscheduled parties are allowed without permission**

**from the teacher or principal. Parents are asked to please refrain from sending individual student birthday or special occasion invitations to school with their child to distribute.**

## **YSD1 Clear Bag Guidelines and Procedures**

Ensuring the safety of students, staff, and guests of York School District One is a top priority. Clear bags provide another level of safety and security recommended by the Department of Homeland Security. In keeping with this recommendation, York School District One will implement Clear Bag Guidelines and Procedures to ensure that our venues are safe for all. As students, staff, and guests' approach and enter event venues, law enforcement and staff workers can more easily spot prohibited items providing the ability to resolve safety or security concerns before they become an issue or threat. Additionally, YSD1 Clear Bag Guidelines and Procedures promote the Department of Homeland Security's "See Something, Say Something" campaign.

Students, staff, and guests of after school Athletic and Performing Arts events held at York School District One venues will be expected to comply with Clear Bag Guidelines and Procedures.

Students, staff, and guests are allowed one large clear bag plus a small purse-type clutch. The large clear bag must be no larger than 12"x 6" x 12" and made of clear material that is easily searched. A gallon Ziploc-style bag is a readily available clear bag that meets these requirements. The small purse-type clutch can be used to carry more personal items but remains subject to search. The clutch must be no larger than 4.5"x 6.5." Medically necessary items are approved but subject to search. Every spectator, including children, is allowed to enter the venue with one clear bag.

The following prohibited bags include, but are not limited to:

Purses larger than a clutch bag, briefcases, backpacks, fanny packs, cinch/drawstring bags, luggage of any kind, computer bags, diaper bags, binocular cases, and camera bags.

1. Prohibited items include, but are not limited to, the following: weapons, alcohol, animals, (other than service animals as defined by ADA), drugs, lasers, fireworks, or outside food and drinks.
2. If a spectator attempts to enter the venue with a clear bag, the event staff member should visually inspect the contents of the bag by looking through the outside of the clear bag. In the majority of cases, a visual inspection through the outside to the clear bags should be sufficient to determine that no contraband is being brought into the venue. If the event staff member determines that he/she is unable to adequately screen the bags contents from the outside bag, he/she is permitted to feel the bag or open it to look for any concealed items. Event staff members should be aware of the possibility that contraband may be concealed within blankets/garments carried in the clear bag or within a smaller bag stored inside the clear bag.
3. If a spectator attempts to enter the venue with a permissible non-clear bag such as a small purse, "clutch," or medical device the bags are subject to search.
4. If a member of the media with proper credentials attempts to enter with an equipment bag, the event staff member should conduct a search of the bag prior to allowing entry.
5. If a spectator does not comply with a request to search a bag, he/she will be asked to return the bag to his/her vehicle. No spectator should be authorized to enter a venue without first complying with this procedure.

6. On occasion event staff members may encounter noncompliant or verbally aggressive individuals during the screening process who do not agree with the application of the rules to their person or property. If this occurs, the event staff should remain calm and attempt to deescalate the situation by re-explaining the rules. If the situation persists, the event staff member should stop the interaction and the uncooperative individual should be asked to step outside of the venue until a supervisor and/or nearby law enforcement officer can be notified and respond. At no time should the event staff member make the interaction personal or do anything that would escalate the situation.

7. If contraband is located, the appropriate event supervisor or law enforcement officer should be notified.

## **Safety and Security**

Your child's safety is our highest concern. Each school has an emergency plan which is practiced and reviewed annually. These emergency plans have comprehensive safety measures that include:

### **Fire and HAZMAT Drills**

Fire drills are held monthly throughout the year so that our students will understand what is expected of them in case of an emergency. Every precaution is taken to ensure the safety of your children. Evacuation routes are posted in each room. Other drills, such as lock-down, secure, hold, tornado, and earthquake are held once or twice a school year.

Drills that require everyone to exit the building (fire, HAZMAT, etc.), go to designated exits, move away from the building, and report to designated areas. Upon the sound of the fire alarm, students should follow these procedures:

- If a student is in class, follow the teacher's instructions. Fire drill instructions for each classroom are posted inside the door of each room.
- Students must not reenter the building until instructed to do so by an administrator. It is important for students to behave in a quiet and orderly manner during a fire drill in case further instructions are necessary.
- If student is **not** in a classroom, quickly and orderly leave the building through the nearest fire exit and upon joining a class of students, report into the staff member in charge of the group and stay with the group until the students are directed to return to class.
- No talking is permitted during emergency drills.

### **Tornado/Severe Weather Drills**

Severe weather (high winds, tornado, etc.) drills, that require everyone to report to the hallways and assume the safety position kneeling against the wall with head down and arms over the head or follow directions given.

- **Tornado Watch:** Conditions exist which could result in the development of a tornado. An announcement will be made advising students and staff of these conditions. Teachers will explain procedures to students. Classroom work will continue.
- **Tornado Warning:** An actual tornado has been sighted in our area. Students and staff will be advised by repeated short ringing of the bell or Claxton horn. Students will move as a class group to the nearest interior hallway and sit quietly. Follow the directions of your teacher. If you are out in the open and cannot get into the building quickly enough, lie face down in a ditch or low area. If you are in the building and cannot get to an interior hallway quickly enough, curl up on the floor and protect yourself. Get under sturdy furniture if possible and avoid areas with glass windows.

### **Loss of Lighting**

When the school loses power, emergency lighting might be provided. If you have sufficient lighting, stay in your classroom or area until further notice. If you are in complete darkness, move with caution to the nearest lighted area. Follow the teacher's instructions.

### **Fixed Nuclear Facility-Emergency Plan**

Schools around the Catawba Nuclear Station have emergency plans for students. If an evacuation were ordered, all students would be moved by bus to the pick-up point for their school. Adults will care for the students until their parents arrive at the pick-up point. Parents should report to the pick-up point to be reunited with their child. Parents should not report to the school.

### **Earthquake**

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. There will be no time to think through what to do. Earthquake drills require everyone to protect their face and head and follow directions given.

The first indication of an earthquake may be a gentle shaking. Hanging plants or light fixtures may sway and objects on shelves may wobble. There may be a jolt like a sonic boom or there may be a low rumbling noise. A second or two later, the shaking may make it difficult to move. Therefore, immediate action must be taken. In the event of an earthquake alert, students will take cover under their desk immediately and follow the directions of the supervising teacher.

### **Secure and Lock Out**

Schools may be placed on Secure or Lockout in response to threats to the campus or general area.

- **Secure:** This is in response to an immediate potential or actual threat, such as an intruder, inside of the school building. Students and staff run away from the danger by either leaving the building or hiding in a secure location inside the building. If hiding in a secure location, all doors are locked, all lights are out, all phones are silenced, and everyone hides out of sight until the danger is over.
- **Lock Out:** This is in response to a general threat to the area or campus. All entrances are locked, and no one is permitted to leave the building. Normal instructional activities continue. Staff and law enforcement (SRO) will be in the halls. A lockout may continue for an extended period of time. The lockout will be cancelled when the threat no longer exists.

With both secure and lockout procedures, parents should know that students are in a secure environment with increased staff and law enforcement presence. We ask that you not come to the school unless it is an absolute emergency.

### **Bus Evacuation**

Requires all students, whether they ride a school bus to school or not to participate in two bus evacuation drills each year. These evacuation drills are conducted at the schools by the Transportation Department using state school buses.

Parents wishing to discuss specific concerns or have any questions regarding our safety plans should call the school principal or the Director of Safety, Kevin Queen at 803-684-1952.

## School Schedule Changes/Closures

The decision to close or postpone school is taken very seriously and is made with collaborative input from state and local safety officials. In some instances, this decision will be made early in the morning, and notifications will be made by 5 a.m. In other instances, this decision will be made the day before. Additionally, some emergencies will occur during the school day causing schools to dismiss early and send student's home. In the case of early dismissals, school buses will transport students who are bus riders' home via established routes. Parents of car-riders and walkers must make arrangements for pick-up upon notification.

Parents will receive notification via our mass notification system. It is imperative that your emergency contact information is kept current to receive emergency phone messages. The district will also use Facebook to communicate to parents/students. Please visit the district's site, sign up to follow York School District 1. Check the district's website about school closings, delays, and early dismissals. Information will also be relayed to local media. Please do not call the school or the District Office. When schools are opened two hours late, the following will apply:

- Students who ride the bus should report to their bus stops two hours later than usual; Car-riders should report to their schools two hours later than usual.
- Employees who have not been notified otherwise should report to work two hours later than normal. For example, employees who usually start at 8 a.m. will start at 10 a.m. instead.
- **Do not bring your child at the regular time.** There will not be anyone at the school to supervise them.
- Breakfast **will not** be served when school opens on a two (2) hour delay.

Only parents, guardians, and pre-designated adults may pick up students at school during any severe weather. All students must sign out at the office. For information regarding inclement weather or early dismissal, you may check the district website or Facebook page.

For information regarding inclement weather or early dismissal, you may check the district website or Facebook page or tune to one of the following:

### TELEVISION:

Rock Hill..... CN2  
Charlotte ..... Channel 3 WBTV  
Charlotte ..... Channel 9 WSOC  
Charlotte .....Channel 36 WCNC

**If the decision is made to cancel school, State law requires that the district schedule inclement weather make-up days in the school calendar. Make-up days for the 2021-2022 school year are as follows: September 6, February 21, March 14.**

## INSTRUCTIONAL SUPPORT SERVICES

York School District One provides various services for students who are experiencing physical, emotional, behavioral and/ or learning difficulties. If a student has a disability that substantially limits his or her ability to learn or participate in school activities, the district offers educational services that can help.

### Special Services

Special services are available for children with special needs. Teachers licensed to provide special education services assist students identified with Autism, Deaf and Hard of Hearing, Deaf-blindness, Developmental Delay, Emotional Disabilities, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech-Language Impairment, Traumatic Brain Injury, or Visual Impairment. Parents who have questions concerning these programs may call the office.

- Section 504 of the Rehabilitation Act of 1973 (Section 504)- Section 504 is a federal law that requires public schools to adjust so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the Director of Special Services at 803-684-1905.
- Individuals with Disabilities Education Act (IDEA)- Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. To learn more about the IDEA, contact the Director of Special Services 803-684-1905.

### **School Counseling Services**

The school counseling program is an important part of the overall educational process. The school counselor provides developmentally appropriate information and instruction in the following areas: learning to live, learning to work, and learning to learn. The counselor helps students adjust to new in-school and out of school situations through counseling and support and/or referral to outside agencies. Students may request or be referred by the teacher to meet with the counselor.

### **School Social Work Services**

Each school has an assigned school social worker who offers a variety of student and family services, including assessment of student and family needs for community resources, assistance accessing services, attendance interventions, advocacy and awareness, crisis management, and services for students identified as homeless under the McKinney Vento provisions. Social workers also provide direct services, such as food, clothing, hygiene items, and school supplies. School social workers may work with students in their schools. Parents will be contacted regarding any ongoing services. Parents should contact their school for information on specific services available at each site.

### **In-School Mental Health Services**

York School District One provides mental health therapists for students at the elementary, middle and high school levels. For more information, interested parents should contact his/her child's school counselor.

### **School Nurse Services**

Students who become sick while at school may be sent or taken to the school nurse by his/her teacher. The school nurse will call the parent of any student who has a fever or is too sick to remain at school. First-aid supplies are maintained in the clinic to treat minor emergencies. Families will have a choice to choose from two Dental Services: Dental Access Carolina (a mobile dental lab accepting any Medicaid eligible students); and Health Promotion Specialists (provides dental assessment and primary preventive care that includes: cleanings, dental sealants, fluoride and referral. HPS covers both Medicaid eligible and all other students, regardless of insurance. Many health care services can be provided for students to keep them at school where they can learn and participate with other students.



## Sickness

- Children with temperatures of 100 degrees or higher should stay home. They should not return to school until they have had a normal temperature for 24 hours without the help of medication.
- Prescribed antibiotics should be taken for 24 hours before your child returns to school.
- Children with vomiting or diarrhea should not return to school until they have been free of symptoms for at least 24 hours.
- Children complaining, but without any symptoms, should be sent to school. They will be sent home if they become sick during the day.
- Whenever possible, please provide the school with medical excuse for student absence(s) due to illness.

## Emergency Procedures (illness or accident)

Every effort is made to prevent accidents. If a student becomes ill or is injured during school hours, the school nurse is contacted. The school nurse will determine the seriousness of the illness or injury and upon her determination, a parent, or legal guardian may be contacted. If neither parent nor legal guardian can be contacted, those persons listed on the emergency form may be contacted. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility.

**IMPORTANT NOTE:** *No treatment other than first aid will be administered by school personnel. Please keep the school informed with the most up-to-date information concerning:*

- Changes in name, phone number, home address, work phone number, or family doctor
- Names of alternate contacts in the event parents cannot be reached.

## Medications

*(Policy JLCD Adopted 3/11/80; Revised 10/8/85, 10/11/88, 9/10/91, 9/10/96, 6/29/99, 4/4/06, 3/8/11)*

The principal or his/her designee may assist with medications during school hours at the written request of the healthcare provider and parent/ legal guardian.

- All medications must be properly labeled and in their original container. In grades pre-K through eight, over-the-counter medications will only be given with written permission from both the doctor and the parent/legal guardian.
- All medications to be administered by the principal or his/her designee will be kept in a designated, secured location.
- All medications must be brought to school by a responsible adult. A student cannot transport any medication to or from school. Exceptions to this are students who have been approved for self-medicating and monitoring or students in grades 9 through 12 who are carrying over-the-counter medications.
- All medications considered to be controlled substances by the Federal Drug Administration must be kept in a designated, secured location and administered by the school principal or his/her designee. Students are not allowed to share any prescription or over-the-counter medication with another student. Each year, the district will notify students in writing of this prohibition and those violations may result in disciplinary action including, but not limited to, suspension or expulsion.

A student that needs to self-monitor and self-medicate for medications, which are lifesaving or life preserving such as an inhaler, insulin or epinephrine auto injectors will need the development of an Individualized Healthcare Plan and an Emergency Action Plan. A medication permission form signed by the healthcare provider with prescriptive authority, as well as signatures from the healthcare provider, parent and student stating they are capable of self-medicating and self-monitoring are also required. Please speak with your child's school nurse regarding the necessary paperwork.

Please remember all medications must be brought to school by the parent in the original factory packaging, the

original prescription bottle, or the original box (in the case of epinephrine auto-injectors and inhalers). This is for the safety of the child to ensure that the right medication is administered to the right child, at the right time. Parents must provide all medications for their child to take at school, on field studies, or for after-school activities. The registered nurse will send emergency medications provided by the parent on field studies, e.g., inhalers, epinephrine auto-injectors, glucagon, Diastat, etc. in a properly labeled box.

### **Students with Special Health Care Needs**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the Director of Special Services.

### **Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for medical reasons even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that an extended period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Director of Special Services at 803-684-1905.

### **Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 to 21 years, may receive services under the IDEA if the student has an IDEA disability and needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. To learn more about IDEA, contact your child's principal or administrator.

## Title One

Jefferson Elementary School is a Title One School. In order to raise academic achievement for all students, this school-wide program permits a school to use funds from Title I, Part A, and other Federal education program funds and resources to upgrade the entire educational program of the school. If you have any questions concerning this program, or would like to make recommendations as to how these funds are spent, please call Mattie Hughes at 803-684-1942.

### York School District One – Title 1 Parent Involvement Plan

#### I. Parent Involvement

The Parent Involvement Plan is jointly developed with, agreed upon with, and distributed to, all of the parents of participating children. We will provide full opportunities for the participation of parents with limited English proficiency and parents with disabilities. Furthermore, we will coordinate and integrate parental involvement programs and activities at the school level with other federal, state, and district programs. The Parent Involvement Plan will be presented for discussion and approval with parents and the community during the initial open house meeting. The Plan will be updated as needed and reviewed annually by a team of people – including parents, community members, school and district administrators, and school faculty and staff members – in order to continuously meet the changing needs of our parents, our students, and the school.

#### II. Shared Responsibility: Parent – School Compact

The Parent – School Compact, jointly developed with, agreed upon with and distributed to all parents, will describe how parents, students, and the entire school staff, will share in the responsibility for high student achievement. A team of people – including parents, community members, school and school faculty and staff – will annually review the School Compact (**see page 54**).

#### III. Building Capacity for Involvement

In an effort to ensure effective involvement of parents and to support a partnership among the stakeholders for student achievement, we will:

- assist parents in understanding South Carolina’s academic and achievement standards and the school’s Title 1 participation by disseminating pamphlets and handouts and conducting parent-teacher conferences, parent workshops, and Open House.
- communicate and monitor a child’s progress by interim report cards, quarterly report cards, IEP meetings, telephone calls, parent-teacher conferences and dissemination of PASS/SCReady information.
- assist parents in helping them improve the achievement of their children through parenting workshops, adult education, newsletters that provide activities and suggestions, and students’ weekly folders.
- educate teachers and other staff members, with the assistance of parents in reaching out to, communicating with, and working with parents through PTO, conferences, workshops, and staff development.

- send information related to school and parent programs, meetings, and other activities to the parents in a format and language they can understand through school-generated newsletters, PTO meetings, school improvement council meetings, school calendars, parent/student handbooks, and student planners.
- provide opportunities for parents to communicate with the school through an open door policy, suggestion boxes, designated times to meet with principal and/or teachers, and parenting workshops.
- provide other activities to promote parental involvement through National Volunteer Week, field trips, parenting workshops, volunteer programs, and tutoring programs.
- provide reasonable support for parental involvement activities as parents may request.

### **York School District One – Title 1**

All our schools are Title I eligible. For the 2021-2022 school year Hunter Street, Harold C. Johnson, and Jefferson are the Title I designated.



Kelly Coxe  
District Superintendent

Parents/Guardians of students in York School District One may request information about a teacher from the principal of the school to which your child is assigned. Under federal law, parents have the right to know:

- Whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of a teacher and any other graduate certificate or degree held by the teacher, and the field of discipline of the certification or degree.

If you have any questions about your child's teacher, please do not hesitate to call:

Ms. Jennifer Bolin  
Cotton Belt Elementary School  
1176 Black Highway  
York, SC 29745  
684-1947

Ms. Mattie Hughes  
Jefferson Elementary School  
1544 Chester Highway  
York, SC 29745  
684-1942

Dr. Lee Green  
Floyd D. Johnson Technology Ctr.  
275 East Alexander Love Hwy  
York, SC 29745  
684-1910

Ms. Crystal Sandifer  
Harold C. Johnson Elementary  
400 East Jefferson Street  
York, SC 29745  
818-6040

Mr. Keith McSwain  
York Intermediate School  
1280 Johnson Road  
York, SC 29745  
684-2311

Alternative Program Coordinator  
York One Academy  
37 Pinckney Street  
York, SC 29745  
684-2381

Ms. Jane Wallace  
Hunter Street Elementary  
1100 Hunter Street  
York, SC 29745  
684-1926

Ms. Cassidy Valerino  
York Middle School  
1010 DeVinney Road  
York, SC 29745  
684-5008

Ms. Rebecca Dover  
Hickory Grove-Sharon Elementary  
4901 Hickory Grove Road  
Hickory Grove, SC 29717  
925-2116

Mr. Ryan Poston  
York Comprehensive High School  
275 East Alexander Love Highway  
York, SC 29745  
684-2336

1475 East Liberty Street York, South Carolina 29745 (803) 684-9916 (803) 684-7903 (FAX) [www.york.k12.sc.us](http://www.york.k12.sc.us)  
Jefferson Elementary School

## Title One Home-School Compact

### “A Shared Responsibility for High Student Achievement”

Research clearly indicates that effective learning only takes place when there is a combination of **effort**, **interest**, and **motivation**. Research also states that learning is greatly enhanced when there is a cooperative effort between the student, school, and home. The faculty and staff of Jefferson Elementary School pledge to do our very best to improve the academic, social and emotional success of all students enrolled.

School compacts make sure that everyone owns the responsibility of helping children achieve high academic standards. This Jefferson Compact is a promise from all participants to work together for the betterment of the student. We sincerely believe that this compact can only be fulfilled by our team effort, for it is only through the team effort that your child will reach his/her highest potential. We look forward to working with you to provide the best possible education for your child.

#### **AS A PRINCIPAL, I WILL:**

- Provide a safe and productive learning environment for all students
- Set high expectations for all students
- Provide the framework for high quality curriculum and instruction
- Enforce school rules fairly and consistently
- Provide ongoing communication with all parents on information such as student progress, school programs, and testing results.
- Seek parent participation in decisions pertaining to school programs and governance and encourage parents to share opinions
- Provide opportunities for parents to meet with teachers, visit and observe in classrooms and volunteer
- Provide ample opportunity for parent-teacher conferences
- Make special arrangements when necessary to help parents participate in school activities

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#### **AS A TEACHER, I WILL:**

- believe that each child can learn
- make all decisions that are in the best interest of the student
- show respect for each child and his/her family
- help each child grow to his/her fullest potential
- come to class each day prepared to teach and learn
- provide a safe, productive and nurturing learning environment
- model professional behavior and a positive attitude
- ensure fairness and equity in adherence to school, district and classroom rules
- recognize and celebrate the cultural diversity of my students
- maintain an open line of communication with students and parents
- provide a variety of opportunities for parents to become involved in school activities
- be flexible when scheduling parent communication
- provide parents with appropriate information and resources
- provide meaningful and appropriate homework; and
- consult and coordinate with other teachers about the specific needs of each child

**AS A PARENT/GUARDIAN, I WILL:**

- recognize that I am my child’s first and most important teacher
- provide a home environment that encourages my child to learn
- strive to develop the parenting skills needed to help my child succeed
- consistently stress the importance of a quality education and acceptable behavior
- read to or listen to my child read every night
- make sure my child attends school regularly and arrives to school each day on time and well groomed
- provide my child with adequate school supplies for successful learning
- encourage my child to be independently responsible
- communicate regularly with my child’s teacher
- review my child’s progress reports
- provide educational opportunities for my child throughout the year; and
- if possible, volunteer in my child’s school

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**AS A STUDENT I WILL:**

- do my very best in my work and in my behavior
- come to school each day prepared with all my assignments and supplies
- assume total responsibility for my actions
- obey all school and bus rules
- be respectful at all times
- be an active participant in school and community service; and
- read aloud or silently every day

**By agreeing to this compact, you have made one of the most important commitments you will ever make. Thank you for taking the time to make a difference in the life of a child.**

**Together, we can make a difference!**

*Revised: June 2021*

*By signing the acknowledgement form on page 56 of the student handbook, both the student and the parent are agreeing that you have read and understand the Title One Home-School Compact for Jefferson Elementary School.*

**Signature Page**

**Jefferson Elementary School  
Student/Parent Handbook  
2021-2022**

Dear Parents,

Please sign and return this form to the school office after you have reviewed the following:

- Student/Parent Handbook
- FERPA Rights of Parents and Guardians (Student Directory Information Notice)
- Bus Conduct Agreement
- Internet User Agreement
- Important Attendance Information
- Title One Information (if applicable)
  - Parent Right to Know
  - Parent Involvement Policy
  - Home-School Compact

Thank you,

Mattie Hughes, Principal

***“I have read, reviewed, and agree to follow the following policies and procedures: The Student/Parent Handbook, FERPA Rights of Parents and Guardians (Student Directory Information Notice), Bus Conduct Agreement, Internet User Agreement, Right to Know, Parent Involvement Policy and the Title One Home-School Compact.”***

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**Student Name (Please Print)**

**Date:**

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**Parent/Guardian Signature**

**Date:**