

Hickory Grove Sharon Elementary School

4901 Hickory Grove Rd
Hickory Grove, SC 29717
(803) 925-2116

www.york.k12.sc.us/hgs

Office Hours: 7:30 – 4:00 p.m.

Hours of Instruction: 7:45 – 2:15 p.m.

2023-2024 STUDENT-PARENT HANDBOOK Addendum



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.

Hickory Grove Sharon Elementary is dedicated to equality of opportunity. Hickory Grove Sharon 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.

Hickory Grove-Sharon Elementary School is a designated Title I school for the 2023-24 academic year.

August 2023

Dear Parents and Students,

Welcome to a new and exciting year at Hickory Grove Sharon Elementary are looking forward to another successful year filled with learning and fun. Our school is special because of you - a group of committed and terrific people who learn and work together as a family.

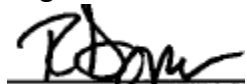
We desire the best for every child. Success isn't accidental. It is the result of a focused team effort of staff, students, and parents. Our staff of dedicated teachers and school personnel has the academic and personal success of each student as the primary focus of our instructional program. We employ every resource available to support the growth and future of the South Carolina Graduate - one that has World Class Knowledge, World Class Skills, and characteristics displaying integrity, self-direction, and interpersonal skills. We want our students to be the best version of themselves.

Students will have varied experiences to learn and work to meet their full potential. Parents, we encourage you to have regular conversations with your child(ren) about school and their work. Parental involvement shows children that school is important and that you are committed to their success. As a team, we can accomplish great things!

This year we will continue with our SC State Standards that are geared to support our students and assist them to become college and career ready.

Close cooperation between the school and home are essential to promote the best interests of the child. Our handbook is a means of communication that explains many policies and procedures for our school. **Please read and discuss the Handbook with your child. Afterwards, you and your child must sign the enclosed handbook acknowledgement form on the back page of this booklet and return it to the school.** If you have questions, please call (803) 925-2116.

Together in Education,

A handwritten signature in black ink, appearing to read 'Rebecca Dover', is written over a horizontal line.

Rebecca Dover, Principal

About Us

Important Phone Numbers

YSD1 Main Phone Line	803-684-9916
Late Bus Info	803-818-6199
Transportation Info	803-684-1952
Hickory Grove Sharon Office	803-925-2116
Hickory Grove Fax	803-925-2218

HGS Elementary Office Staff

Mrs. Rebecca Dover	rdover@york.k12.sc.us , Principal
Mrs. Ashley Yon	ayon@york.k12.sc.us , Assistant Principal
Mrs. DeDe Neelands	dneelands@York.k12.sc.us , PowerSchool Clerk/Bookkeeper
Mrs. Tina Davis	tdavis@tork.k12.sc.us , Administrative Assistant
Mrs. Beth Moore	elmoore@york.k12.sc.us , Nurse
Mrs. Amy Preslar	apreslar@york.k12.sc.us , Guidance Counselor

Vision Statement of YSD 1

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

Mission Statement of YSD 1

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 of YSD 1

"Connected as One"

Beliefs of YSD 1

We believe...

- Learning is a life-long, ever changing process.
- Each child is unique and should have the opportunity to reach his full potential.
- A safe, orderly and nurturing environment is essential for learning
- Education is a cooperative effort between schools and the community.
- Technology enhances teaching and learning and should be current.

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

- We will foster and maintain a safe learning environment for students and staff
- We will establish and nurture trusting and caring relationships with students, families, community members, and colleagues.
- We will provide quality learning experiences to meet the individual needs of students.
- We will embrace a commitment to **continuous learning** for students and staff.

- We will **partner and collaborate** with students, families, and the community to enhance educational experiences.

YSD1 Strategic Change Agenda 2022-2027

School Spirit

Colors: Royal Blue, White, and Yellow
Mascot: Bobcats
Slogan: We are SUPER



Meals

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.

For the 2023-2024 school year, **all** students may eat breakfast and lunch for free. (Subject to change for the 2024-2025 school year.) A la carte items such as snacks, chips, ice cream, juice, individual entrée items, soft drinks, cookies are not free. Students **MUST** have funds in their account or cash to purchase items. The food service department will update the Point-of-Sale System at each of the schools to account for the free breakfast and lunch.

Visitors and non-students: The daily charge for adults for breakfast is \$3.35 and \$5.13 for lunch.

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 other initiatives at a reduced cost. **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.

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.

Snacks Provided by Parents/Legal Guardians

Snacks served during the school day or in after-school care or enrichment programs should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Snacks and beverages brought from home or donated for special occasions must be pre-packaged and contain a listing of their nutritional and allergy contents.

Lunch Procedures

Students bringing lunches should not bring food that needs 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.

Students must help keep their cafeteria 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.

Daily Procedures

Arrival to School

Doors open for students at 7:15 a.m. Parents should not leave students at school before that time, as there may not be adequate supervision. Students will be supervised in the grade level classroom. Students are expected to study, read, or complete teacher-created activities during this time.

Dismissal Method

No student will be allowed to go home a different way from his/her regular travel unless permission is requested by a parent/guardian in writing. Due to concerns regarding student safety, school personnel prefer not to accept messages over the telephone requesting that the child's mode of transportation to go home be changed. Any parent asking to change a student's bus route (for the day) must obtain permission from the transportation office (see "Guest Rider Policy" under Bus Transportation heading).

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 1:45** 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:

2:15 p.m.	Bus riders are dismissed at the side of the building in the bus loop
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 pickup

*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 or Police Department will be contacted for assistance.

Early Dismissal

Students are expected to remain in class until the end of the instructional day (2:15 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 1:45pm. Children dismissed after 1:45 will not be called to the office until 2:15.** You will be required to provide identification to dismiss your child.

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. 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 located on the side of the school. 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 have their car rider tag prominently displayed in their windshield. **Any vehicle that does not have a car rider tag displayed will be asked to park and show identification in the front office to pick up their child(ren).**

Recess

All classes will have 15-25 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.

Library

The library is an important part of the school program. Students are encouraged to use the library resources for research, pleasure reading, viewing, and listening. Books may be checked out for one week and may be renewed for an additional week. There are no fines for overdue books. Students are requested to properly care for books 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. As in any library, parents are responsible for books lost or damaged by students.

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 off the cafeteria 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.

Birthdays and Non-school Parties

Guidelines on non-school parties help to ensure that birthday and other celebrations remain fun and do not inadvertently result in hurt feelings. With this in mind, parents are required to send party invitations directly to individual children's homes, rather than distributing them in school. An exception can be made to this policy when the entire class is invited. To maintain an academically focused environment, we respectfully request no balloons, toys or other gifts to be presented/given at school. Parties are not allowed at school. Students are allowed to celebrate their birthdays with fellow class members at certain times. Please check with your child's school to find out their procedures and expectations for snacks, treats, and goodie bags. As a general rule, if sending cupcakes or other treats for student consumption, please coordinate with the teacher in advance. Due to student allergies, cupcakes and other treats must be store-bought only (no homemade treats) and sent in the original container with the ingredients list included.

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, etc.

Lice Infestations

Please do your part to prevent the spread of this communicable condition by checking your child(ren) on a regular basis. Lice infestation is much easier to treat if caught early.

- Watch for signs of head lice, such as frequent head scratching. Anyone can get lice, mainly from direct head-to-head contact, sharing hats, brushes, pillows, etc. **Lice do not jump or fly.**
- Check all family members for lice and nits (lice eggs) at least once a week.
- Be sure not to confuse nits with hair debris, (i.e., dandruff, hair spray droplets or hair casts). Nits are yellowish white, oval shaped and are attached at an angle to the side of the hair shaft.
- Consult a pharmacist or physician before applying pesticides or other lice treatments if anyone involved is pregnant or nursing, has allergies, asthma, epilepsy, has a pre-existing medical conditions, or has nits in the eyebrows or lashes. **Never use a pesticide or lice treatment on or near the eyes.**
- Remove all nits. Separate hair sections and remove nits with a lice comb or your fingernails.
- For lice treatment, follow package directions carefully. Use the products over the sink, not in the tub!
- Wash bedding and recently worn clothing in hot water (above 130° F) and dry on high heat for 30 minutes. Combs and brushes should be soaked in hot water (not boiling) for 10 minutes.
- Avoid lice sprays! Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from furniture, rugs, stuffed animals, and car seats.
- Notify you child's school, child care provider, play partners.

If your child is found to have head lice at school York School District One prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions.

- the student shows evidence of treatment as determined by the school
- the student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice

At no time will a student be allowed to return to school without proof of treatment and a screening.

If you have questions or concerns, please contact your school principal.

unable to work to their full potential. We highly recommend those students with glasses or hearing aids wear them daily. If parents feel that they are financial unable to seek medical attention, they should call the school nurse where your child attends for possible assistance. Parents should keep in mind these are screenings and do not compensate for medical examinations. If you have questions or concerns, please call your school nurse.

Students will be screened during the school year as follows:

- **Vision:** PreK, Kindergarten, 1st, 2nd, 3rd, 5th, 7th, and 9th grade
- **Hearing:** PreK, Kindergarten, and 1st, 2nd, 3rd, 5th, and 7th grade
- **Dental:** PreK, Kindergarten, 3rd, 7th, and 9th grade
- **Vision & Hearing:** All new students, all students repeating present grade, and all students referred by their teacher or parent.

Updated June 2023

Staying Home from School or Childcare When Your Child is Sick



If you think that your child has an illness that can be spread to others, please keep him or her home from school or childcare. Contact your healthcare provider or clinic if you think medical attention is needed.

The School and Childcare Exclusion List was updated June 2023

Dear Parents:

This guide lists the illnesses for which a child must be kept out of school or childcare. It tells you if your child needs a doctor's note or medical treatment to come back to school or childcare after certain illnesses. If you have any questions about the School and Childcare Exclusion List, please contact your child's school, childcare, or your local health department.

DHEC has also posted the School and Childcare Exclusion List on the web at the following address:
www.scdhec.gov/health/child-teen-health/school-exclusion

Frequently Asked Questions

When should sick children stay home from school or childcare?

If your child feels too sick to go to school or childcare, or has one of the illnesses on this form, please keep him or her home.

Does my child need to stay home when the child just has a cold?

Most children with mild colds who have no fever and who feel well enough to go to school or childcare do not need to stay home. Most colds spread in the 1-3 days before children show symptoms such as a runny nose or minor cough.

Does my child need to be out of school or childcare if the child has pinkeye?

It is helpful to think of pinkeye like the common cold. It can be spread to others, but it usually clears up without medicine. The best way to keep a child from spreading pinkeye is to encourage good handwashing. If your child has pinkeye and a fever or severe eye pain, take him or her to see a doctor.

How long will my child need to stay home if the child is sick?

This guide explains how long children should stay home after they become sick with certain illnesses.

When would my child have to stay out of school or childcare if the child was not sick?

Sometimes children will also have to stay home from school or childcare if they are exposed to some diseases that are preventable by vaccines or if they need to provide a specimen that shows they are no longer shedding organisms that can cause diarrhea. Your school, childcare center or local health department will discuss the amount of time with you.

If my child was excluded, what does my child need to come back to school or childcare?

The School and Childcare Exclusion List shows whether a **medical note** or **parent note** is required for your child to return to school or childcare after being absent for an illness.

What illness might keep my child from participating in other activities?

Children with illnesses spread by close contact, like lice, scabies, shingles, staph or strep skin infections may not be allowed to participate in some sports or physical education activities. Children with mononucleosis (Mono) or CMV may be told not to participate in Physical Education (PE) or sports in order to avoid injuries. Children with diarrhea may be restricted from participation in water activities like swimming, splash pads, or water tables.

Questions to Consider When Your Child is Sick:

1. Does your child's illness keep him/her from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of school or childcare.

School and Childcare Exclusion List: A Quick Reference for Parents of Children

Chicken Pox / Varicella

Children with chicken pox may return with a parent note once all of the sores and blisters are dried or scabbed over. If there are no scabs, the child may return to school or childcare when no new sores appear for 24 hours.

Coronavirus Infectious Disease 2019 (COVID-19)

Children with a positive COVID-19 test should stay home until they have had no fever for 24 hours without the use of fever-reducing medication AND improvement of symptoms AND at least 5 days have passed since symptoms first appeared.

Diarrhea:

For most kinds of diarrhea (defined as 3 or more loose stools in 24 hours):

Children in 5th grade or younger should stay home until diarrhea stops for 24 hours, or until a healthcare provider clears the child to return to school. Your child can return with a **parent note**.

Older children in **6th through 12th grades** with diarrhea do not have to stay home, unless they are spreading illness in the school setting, they have diarrhea with blood or mucus, or they have diarrhea from one of the contagious conditions listed below.

Children of any age must have a **medical note** to return to school or childcare after having diarrhea that contains blood or mucus. *Children with non-infectious illnesses such as Irritable Bowel Syndrome (IBS) or Crohn's Disease often have uncontrolled diarrhea containing either blood or mucus. These children do not have to have a medical note to return to school or childcare once symptoms have resolved.*

Children who can use the restroom or whose diarrhea is contained in diaper-type underwear do not have to be excluded if the diarrhea is known to be from a non-contagious condition, or if it continues after the child completes antibiotics for a diarrhea-causing illness.

A medically fragile child or child who needs help with using the bathroom may need to be out of school or childcare if the diarrhea makes it hard for his or her caretakers to keep the classroom clean.

Restrict recreational water activities (pools, splash pads, water tables, etc.) until diarrheal symptoms resolve unless indicated below. For diapered children or students of any age who require assistance with personal hygiene, restrict water activities until 1 week after cessation of diarrhea unless indicated below.

If your child was diagnosed with *Cryptosporidium* please wait 2 weeks after diarrhea has stopped before participating in recreational water activities

If your child was diagnosed with *Giardia* please wait 1 week after diarrhea has stopped before participating in recreational water activities.

Children of any age are **excluded** with Diarrhea from *Campylobacter*, *Cryptosporidium*, *E. coli* (Enteropathogenic *E. coli* (EPEC), Enterotoxigenic *E. coli* (ETEC), Shiga Toxin Producing *E. coli* (STEC)), *Giardia*, *Norovirus*, *Rotavirus*, *Salmonella*, or *Shigella*:

***E. coli* 0157:H7 and other Shiga Toxin Producing *E. coli* (STEC):**

For all ages do not allow recreational water activities (pools, splash pads, water tables, etc.) until 2 weeks after diarrheal symptoms stop.

- **Children in childcare and students under 5 years of age:** Must have 2 back to back tests taken at least 24 hours apart test negative for **STEC**. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion.
- **Students 5 years of age or older thru grade 12:** Exclude until diarrheal symptoms are resolved for at least 24 hours.
- ***Salmonella Typhi* (Typhoid fever):** Children under 5 years of age must be out of school or childcare until the diarrhea stops and 3 lab tests taken at least 24 hours apart test negative for *Salmonella Typhi*. If antibiotics were prescribed the stool cultures must be collected at least 1 week after antibiotic completion.

***Shigella*:**

- **Children in childcare and students under the age of 5** must be removed for 24 hours or more after diarrhea has stopped and at least one stool culture is negative. If antibiotics were prescribed the tests must be collected at least 48 hours after antibiotic completion.
- **Students 5 years of age or older thru grade 12:** Remove until diarrhea has stopped for 24 hours or more: provided that the student has good handwashing and is able to self-toilet. A **parent note** is required to return to school or childcare.
 - A student with questionable or poor hand hygiene may be required to have at least one *Shigella*-negative stool culture and to be diarrhea-free for at least 24 hours prior to returning. If antibiotics were prescribed, stool cultures must be collected 48 or more hours after the antibiotics are completed.

***Campylobacter*, Enteropathogenic *E. coli* (EPEC), Enterotoxigenic *E. coli* (ETEC), *Giardia*, *Norovirus*, *Rotavirus*, and most types of *Salmonella*:**

Your child may return with a **parent note** after diarrhea stops for 24 hours.

Fever only

Keep your child home for a fever of 100.4 degrees or higher. The school will specify when your child can return based on the situation.

Flu, Influenza or Influenza-Like Illness (ILI)

(ILI is defined as an oral temperature of greater than 100° F with a cough and/or sore throat for which there is no other known cause)

A child with the flu will be excluded for a fever of 100 degrees with cough and/or sore throat until he or she is fever free for at least 24 hours without any fever medicines.

Hand, Foot, and Mouth Disease

Children with hand, foot, and mouth disease should be out of school or childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities.

Head Lice

Children with crawling lice or with nits (eggs) 1/4 inch or closer to the scalp may be sent home at the end of the day, if head-to-head contact with other children can be avoided. Otherwise, they may be sent home immediately.

Your child may return with a **parent note** after one treatment with an over the counter or prescription lice-killing product, if there are no active lice crawling on your child's head. The school or childcare may also allow children to return after crawling lice and nits have been removed from the hair by combing or heat treatment methods.

The school or childcare should check your child's scalp for any newly hatched lice 7-10 days after treatment. If any are present, your child will have to be removed and retreated for lice in order to come back to school or childcare.

***Haemophilus influenzae* Type B (Hib)**

Children with a Hib infection are excluded until cleared by a **healthcare provider** to return to school or childcare.

Hepatitis A

Children are excluded until 1 week after the start of illness or jaundice. The child may return with a **medical note** 1 week after the start of the jaundice or positive specimen collection in the asymptomatic child.

Impetigo

Your child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A **parent note** is needed to return to school or childcare.

Measles (Rubeola)

Children with measles can return with a **medical note** 4 days after the rash begins, if they have no fever and feel well enough to participate in regular school or childcare activities.

Meningitis

A child with signs of meningitis (high fever, rash, stiff neck) must remain out of school or childcare until a **healthcare provider** provides a medical note stating that the child may return.

Mumps

Children with mumps can return with a **medical note** 5 days after the beginning of swelling.

Pink-eye / Conjunctivitis

Children with pinkeye do not have to stay home unless there is a recommendation from the health department or the child's healthcare provider. A child with pinkeye should see a healthcare provider if he or she has fever or severe eye pain. Antibiotics are not required for return.

Rash with fever, behavioral changes or other symptoms

Children who have a quickly spreading rash or a rash with fever or behavior change are to be removed from school or childcare immediately. A **medical note** is required to return.

Ringworm

Children with **ringworm of the scalp** must remain out of school or childcare from the end of the day until they have begun treatment with a **prescription oral antifungal medication**. Your child may return with a medical note.

Children with **ringworm of the body** must remain out of school or childcare from the end of the day until they have begun treatment with a **topical antifungal medication**. Your child may return with a **parent note**.

Rubella / German Measles

Keep your child home until 7 days after rash starts. The child may return with a **medical note**.

Scabies

Keep children with scabies out of school or childcare until treatment/medication has been completed (usually overnight). A **medical note** is required to return.

Shingles

Keep children home who have shingles sores or blisters that cannot be covered. Your child may return with a **parent note** once the sores are dried or scabbed.

Skin Infections from Staph or Strep (includes MRSA) or Herpes Gladiatorum

Children may attend school or childcare if the sores are covered with clothes or dressings, and if the drainage does not come through clothes or dressing.

"Strep Throat" / Streptococcal Pharyngitis

Your child with "Strep throat" can return to school or childcare with a **medical note** 24 hours after starting antibiotics, if there is no fever.

Tuberculosis (TB)

Keep children who are diagnosed by a healthcare provider with active (infectious) TB home until the healthcare provider treating the TB writes a **medical note** that says that the child is no longer contagious.

Vomiting

Keep young children home when vomiting has occurred 2 or more times in a 24 hour period. All children should stay home for any green or bloody vomit. If the child is vomiting and also has not urinated for 8 hours the child should stay home.

Whooping Cough / Pertussis

Children with whooping cough can return to school or childcare with a **medical note** after completing 5 days of antibiotics.

If there is an outbreak of disease in your child's school or childcare, DHEC may change the exclusions found in this document in order to stop the spread of disease.

If your child has not received immunizations to protect against diseases like Measles, Mumps, Rubella (German measles), or Chickenpox, he or she may need to be removed from school or childcare if there are cases of these illnesses in the school or childcare. Your school nurse will provide more information if there is an exposure or outbreak.

OK to Attend

Children with the following conditions do not have to be excluded from school or out-of home childcare, if they feel well enough to participate in regular activities:

- Canker Sores
- Chronic Hepatitis B or C
- Colds or coughs, without fever or other signs of illness
- Cold Sores
- Croup
- Cytomegalovirus (your child may need to stay out of PE and sports)
- Disease spread by mosquitos for example Malaria and West Nile Virus
- Diseases spread by ticks: Babesiosis, Ehrlichiosis, Lyme Disease, Rocky Mountain Spotted Fever, Tularemia
- Ear Infection
- Fifth Disease
- HIV infection
- Mononucleosis (your child may need to stay out of PE and sports)
- MRSA, if child is only a carrier
- Pinworms
- Rash without fever or behavior change
- Roseola, once the fever is gone
- Thrush
- Urinary Tract Infection
- Warts, including Molluscum contagiosum
- Yeast Diaper Rash

Help your child stay healthy and ready to learn.

We hope that your child never has to miss school or childcare because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child receives immunizations and by making sure your child washes his or her hands often.



DHEC Bureau of Disease Control
Division of Acute Disease Epidemiology
2100 Bull Street, Columbia, SC 29201
Phone: 803.898.0861 / Fax: 803.898.0897

scdhec.gov/health/child-teen-health/school-exclusion

CR-010752 7/23

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. Parents may leave a message for the teacher or email them. The teacher should be given reasonable time to return your call. 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.

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.

PTO and Parent Volunteers

We welcome parents' help as volunteers and will assist parents in choosing an area in which to participate. Parents may assist with activities sponsored by the PTO and other areas within the school (as needed). Volunteer surveys sent out at the beginning of school year (includes checklist for parents who may wish to volunteer at home by making materials, etc. and parents who might want to talk to students about their careers or hobbies) York County School District One requires background checks for all volunteers and training.

School Improvement Council (SIC)

A School Improvement Council 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 the 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 the 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.

Student Expenses/Debts

Parents/guardians are expected to clear all debts promptly or when withdrawing a student from school. All educational materials including textbooks, library books, locks, etc., are the responsibility of the student and must be paid for if lost. Parents/guardians will be required to pay for any damage caused by their student to school property, including school buses. Students owing fees will not be allowed to participate in graduation and elective activities, such as pageants and school dances.

Paying With Checks

Our school district will also gladly accept checks. Please include a full name, street address, and phone number on your check. YSD1 recognizes that occasionally one may inadvertently overdraw the checking account and a check may be returned by the bank. To recover these funds privately and professionally, the district has contracted with CHECKredi for the collection of returned checks. Each person writing a check to a school should write the check on a commercially printed check with a name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account until

collected, and that the fees established by law, may be debited from the same account (Fees are currently \$30 each time presented for collection). If the check and fee are not collected electronically, then CHECKredi will contact the person by mail and by telephone to make arrangements to pay. Payments may be made to CHECKredi by mailing to 4925 Sparkman Drive or PO Box 3829, Huntsville, AL 35810. [Payments of the check and fee may be made electronically at checkredi.com](#) by using a credit card, debit card, or electronic check without an additional fee. For a convenience fee, payments may be made over the telephone by credit or debit card or electronic check by calling toll free 877.524.7334.

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 not to 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 remains as the person responsible for 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, etc. School staff will not be held liable for valuable items brought from home that are lost, stolen, and/or traded. We will attempt to locate the item, but it is not guaranteed, and we are not responsible for valuables. We encourage students to leave electronics and jewelry at home.

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, the Remind app, 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)
- Weekly electronic classroom newsletters
- School handbook for parents and students (outlining school policies and procedures)
- School web site (updated with calendar of events and school information)
- Web Address: <https://www.york.k12.sc.us/hgs>
- HSES Facebook page: <https://www.facebook.com/york1HGS/>
- School marquee (displays upcoming events)
- School yearbook
- York SD 1 and SchoolMsgr apps (FREE)
- York School District 1 and YSD1 Transportation Facebook pages

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 or Remind app
- Peachjar
- On the school marquee
- On the school website
- Use automated system to call each home

Visitors

Everyone coming into our school must first check in at the Main Office with a valid Driver's License. If you wish to speak with your child's teacher, please make an appointment with the office secretary. Visitors, parents, and guests entering the security door must present a valid driver's license will be given a visitor's pass to wear. Before leaving the school, visitors are asked to stop at the main office and sign out. Visitors will NOT be allowed entry without a driver's license.

Safety and Security

York School District One 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.

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.

Promotion and Retention

Promotion: Kindergarten through Grade Eight

A student must meet or exceed expectations in achieving grade-level academic standards for English/language arts, mathematics, science, and social studies. Mastery of grade-level expectations will be evidenced by formative, interim, and summative assessments and classroom performance. Although the primary consideration for promotion is the student's academic achievement, other factors will be considered before a final decision is made.

Other factors to be considered include the following state and federal laws and regulations, report cards, interim reports, portfolios, attendance records, and intervention records. The final recommendation of promotion or retention is an administrative decision. Parents/Legal guardians may request a waiver for promotion in lieu of the retention recommendation.

Retention

Any decision to retain a student in the same grade level will be made following considerable deliberation and consultation. A student will be retained only when the student has not demonstrated appropriate grade-level competencies. The action of retention will be in the best academic interest of the student and will be based on the professional judgment of the school-based instructional personnel, with the ultimate decision made by the principal.

Kindergarten

Although retention of kindergarten students is not recommended nor encouraged, decisions of whether a child is cognitively ready for first grade are made on a student by student basis. All decisions concerning kindergarten retention will involve parents/legal guardians, teachers, support staff, principals, and appropriate district-level administrators, including the director of early childhood, the Read to Succeed coordinator, and the Director of Special Services.

Grades First through Eighth

Decisions for retention of students will be made per the provisions of the South Carolina Education Accountability Act of 1998. A student who has not made adequate progress in English/language arts, mathematics, science, or social studies achievement as determined by his/her classroom performance and ongoing assessment of grade-level academic standards may be retained.

In kindergarten through eighth grade, if a student is performing below grade level and a possible recommendation for retention could be made, the principal must notify the parents/legal guardians in writing by the end of the first semester. A mid-year conference must be held with the parents/legal guardians to share information supporting the student's lack of academic achievement. At the conference, the student, parent/legal guardian, and appropriate school personnel will discuss the steps needed to ensure student success at the next grade level. If parents/legal guardians do not attend the conference, they will be sent a summary letter of concern. A follow-up conference will be held with the affected student and his/her parents/legal guardians at the end of the third nine weeks to assess the student's academic progress since the mid-year conference.

Read to Succeed Mandated Retention

A student will be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the year as indicated by a score at the lowest achievement level on the state summative reading assessment. Parents/Legal guardians of each student not demonstrating third-grade reading proficiency will be notified in writing during the second grading period that the student is being considered for retention, and a conference will be held before a determination regarding retention.

Students eligible for retention under this requirement may enroll in the summer reading camp provided by the district to meet the required reading proficiency level before being retained.

Parents/Legal guardians may designate another person as an education advocate to act on their behalf to receive notification and to assume the responsibility of promoting the reading success of the child.

Good Cause Exemptions

A student may be exempt for good cause from mandatory retention but will continue to receive institutional support and services and reading intervention appropriate for their age and reading level. Students who may qualify for an exemption include, but are not limited to, those:

- who are classified as English learners and have less than two years of instruction in an English program
- with disabilities whose IEP indicates the use of alternative assessments or alternative reading interventions, and students with disabilities whose IEP or Section 504 plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency
- who demonstrate third-grade reading proficiency on an alternative assessment approved by the State Board of Education and which teachers may administer following the administration of the state assessment of reading
- who have received two years of reading intervention and were previously retained
- who demonstrate mastery of the state standards in reading equal to at least a level above the lowest achievement level on the state reading assessment through a reading portfolio

Appeal of a Retention Determination

A parent/legal guardian may appeal the decision to retain a student to the superintendent if there is a compelling reason why the student should not be retained. To initiate an appeal, the parent/legal guardian must notify the superintendent in writing within two weeks after receiving notification of the retention decision. The letter must be addressed to the superintendent and must include the reasons why the student should not be retained. The superintendent will render a final, written decision and provide copies to the parent/legal guardian and the principal.

