

# Oakridge Elementary School

## 2022-2023 Student Handbook

Eagle P.R.O.U.D.



***Mission:***

*The mission of Oakridge Elementary School is to provide a safe and productive environment which promotes academic excellence, creativity, and respect in an ever-changing world.*

***Vision:***

*The vision of Oakridge Elementary School, in partnership with the community, is to prepare students to become confident life-long learners who are productive, respectful and responsible citizens. Oakridge Elementary School will strive to offer a quality education that meets the emotional, intellectual and social needs of all children in order to reach their maximum academic potential.*

**Lori Maczko: Principal**

**Jennifer Camp: Assistant Principal**

**TBD: Assistant Principal**

**Office 803-631-8400 Fax 803-631-8475**

**5670 Oakridge Rd, Clover, SC 29710**

Dear Parents and Guardians,

Welcome to Oakridge Elementary School! We are incredibly excited about the 2022-2023 school year at OES!

Our staff of highly qualified professional educators and support personnel is committed to providing our students with many opportunities for high caliber and quality learning, continual growth, leadership opportunities, and achieving at a high level of excellence! We will continue to provide engaging, meaningful, and rigorous work in our classrooms utilizing the College and Career Readiness Standards, along with some fun and special times through extracurricular clubs, activities, and performing arts. We encourage our families and our young Eagles to be involved in all the opportunities our school offers.

We look forward to a very positive and productive year together! We value your involvement and encourage you to work in partnership with us to support your child's education! Again, on behalf of the Oakridge Family, we welcome you!

As always, our doors are open to you. Feel free to call, email, or stop by to discuss any questions or concerns you may have in regard to your child.

Best regards,

Lori Maczko, Principal [Lori.Maczko@clover.k12.sc.us](mailto:Lori.Maczko@clover.k12.sc.us)

Jennifer Camp, Assistant Principal [Jennifer.Camp@clover.k12.sc.us](mailto:Jennifer.Camp@clover.k12.sc.us)

TBD Assistant Principal

#### **Important Telephone Numbers**

Oakridge Elementary Office	803-631-8400
Transportation Office	803-810-8190
Oakridge Middle School	803-631-8000
Clover High School	803-810-8200
Clover School District Office	803-810-8000
District Attendance Office	803-810-8000

<http://www.clover.k12.sc.us/Domain/2435> (School website)

We are on Facebook—Search for Oakridge Elementary School and Oakridge Elementary School PTO

Download the CSD app on your mobile device

#### **ARRIVAL AND DISMISSAL PROCEDURES**

**Parents are asked to remain in their cars while unloading students in the morning.** Parents dropping off students late or tardy should escort the student into the office for sign-in. The bus loop is for buses and authorized vehicles only. Children are not permitted to be dropped off/picked up in the bus loop.

Teachers and staff members will be on duty each morning at 7:00 a.m. and each afternoon to supervise students. Please follow their directions so that we will have a safe and orderly drop-off/pick-up process. When dropping children off in the mornings, we ask that you pull all the way up as far as possible in the designated drop-off area. Please do not pass vehicles in the line. Please do not park and walk your child across the crosswalk to avoid waiting in the car line. When you are anywhere in the designated unloading area, please have your child unload. We have staff along the sidewalk to monitor and assist students during this time. Please do not have your cell phone out while in the car line.

**For dismissal, please remain in your car and wait for your child.** Please place your vehicle name tag (issued by the school) with the name(s) of your child(ren) written on it on the driver side window of your car. We will dismiss and load cars in a safe, orderly manner as quickly as possible. Please do not have your cell phone out while in the car line during the dismissal process. If your child is in a booster seat or car seat, please pull around to the parking lot if they need assistance with buckling.

Thank you for helping make the drop-off/pick-up process as safe and efficient as possible. If you have any questions, please feel free to call the school.

#### **ATTENDANCE**

##### **Bell Schedule**

7:00 a.m.	Doors open/First bell rings
7:25 a.m.	Students report to classroom/Second bell rings
7:35 a.m.	Tardy bell (All students should be in class at the sound of the bell.)
2:10 p.m.	Dismissal

School attendance and prompt arrival are the primary responsibility of the parent/guardian and student. Any activities that interfere with our goal to provide quality education are strongly discouraged. Therefore, it is very important for parents to understand that CSD will address excessive absences and tardies aggressively. The SC Compulsory Attendance law remains the same and is clear on the definition of truancy and possible consequences for unlawful absences.

**Having more than 10 unexcused absences in a Pre-Kindergarten class could result in your child being removed from the program.** Two Tardies/Early Dismissals=One Unexcused Absence. If you have any questions, please contact the District Attendance Office, at 803-810-8000.

Our expectation is for children to be in their classrooms at 7:35 and ready to remain at school all day. Children should not be absent from school unless it is absolutely necessary. **Trips and family vacations are unexcused absences.** Please make note of student holidays and arrange vacations to coincide. **Work missed should be made up within five days of returning to school. Please do not ask teachers to provide work in advance of a trip.** WebEx lessons will not be provided to students this school year.

For a student to be counted present, he/she must be signed into school prior to 10:50 a.m. or dismissed after 10:50 a.m. Any student who misses school must present a written excuse signed by a parent/guardian or a medical statement from a physician. If this excuse is not turned in within three (3) days, the absence will be recorded as unlawful/unexcused. Additional days will only be excused with medical statements from a physician.

School principals must approve or disapprove any student's absence more than 10 days, whether lawful or unlawful, or a combination thereof. Students with absences more than 10 days are subject to grade failure and/or referral to family court for truancy. Please read the Clover School District Attendance Policy.

### **CLOVER SCHOOL DISTRICT ATTENDANCE POLICY**

The board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, the board recognizes that some absences are unavoidable.

A student in elementary school must be in attendance at least one-half of the day (**10:50**) to be counted as present. If students in kindergarten-eighth grade go beyond 10 days of absences, the principal will make the decision on the student's promotion or retention based on the student's academic achievement, attendance history and any other pertinent student records.

**\*Note: Students are allowed only 10 absences whether excused or unexcused.**

Any student in grades K through 12 who misses school must present a written excuse, signed by his/her parent/legal guardian. The excuse will contain information as directed by the administration. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unlawful absence.

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

- They are ill and their attendance in school would endanger their health or health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Prearranged absences for other reasons and/or extreme hardships are at the discretion of the principal.
- Principal approval for prearranged absences will take into account the number of other lawful or unlawful absences on the student's record for that school year as well as the reason for the impending absence.

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

- They are willfully absent from school without the knowledge of their parent/legal guardian (ex. skipping school).
- They are absent without acceptable cause with the knowledge of their parent/legal guardian (ex. oversleeping, missing the bus, vacation).
- If a student is given alternative punishment but elects OSS instead, the student will be deemed to be unlawfully absent.

**If a student accrues three unlawful absences in a row or five total unlawful absences within a school year, the student is considered truant and the school will initiate an attendance intervention plan to determine the reason for the absences and solutions to improve attendance. If attendance is not improved, the parent/legal guardian may face court intervention and a referral to the Department of Social Services.**

### **ATTENDING SIBLING'S SCHOOL FUNCTIONS**

Students are not allowed to be dismissed from their class to attend a sibling's school function. If a student is dismissed early from school, they must leave the campus. School aged children, siblings, friends, or students from other schools are not permitted to visit during the school day.

### **BIBLICAL STUDIES RELEASED TIME (BSRT)**

Students in grades 3-5, whose parents approve, may participate in BSRT. Local churches sponsor BSRT. Students will miss one week of special area classes every six weeks in art, music, library, and technology to attend. Students who wish to participate must be enrolled by the last day of the first nine weeks. Only students who are new to the school may enroll after this time. To withdraw a student from BSRT, a parent must write/sign a note with this request. If a student withdraws from the program during the school year, he/she is not permitted to re-enroll.

## BOOK BAGS

Rolling book bags are not permitted in the school without a doctor's excuse.

## CAFETERIA

Our cafeteria serves breakfast and lunch daily. Payments may be made via check/cash to the cafeteria. Parents may also use the link <https://paypams.com/HomePage.aspx> to pay online. Fees for prekindergarten and kindergarten snack are separate fees and are not covered under the federal meals program providing free/reduced meals. You can access daily nutritional information and menus on the Clover School District website. Click on Parents and Food Services. Families in need of assistance can apply for free/reduced lunch. This application must be updated and approved every year. Forms can be attained through the office.

## CHANGE OF ADDRESS

The office must have a parent's current address and telephone number(s) at all times. This is particularly important in case of any emergency. Please notify the school immediately when changing an address, telephone number(s) or place of employment. When changing an address, two proofs of residency are required within 30 days and before bus transportation can be changed.

## CLOSING SCHOOL

At times, weather conditions require us to close the school. If this occurs, announcements will be made on local radio, television stations, Facebook, and the CSD app. The Clover School District website will keep current information about early dismissals and/or closings. You will receive a call from CSD to inform you of closings and/or delays. Please make sure the office has your correct telephone number so you will receive our calls. **Please do not call the school to inquire about inclement weather closings.**

## CUSTODIAL RIGHTS

Several questions have arisen in the past as to how school officials are to handle custodial/visitation issues concerning students and their parents. School administration will follow custodial/visitation issues as dictated by the legal documentation on record at the school site. In the instance where there is a court order of joint custody, either parent has a right to visit the child at school (subject to the guidelines above) and either parent has a right to pick up or remove a child from school. In the instance where one parent is the custodial parent and one is the non-custodial parent, the custodial parent has the right to pick up or remove the child from school. The custodial parent can designate someone else to pick up or remove a child from school. The non-custodial parent cannot pick up the child unless the school has received authorization from the custodial parent, which allows the non-custodial parent this privilege. Oakridge Elementary will retain a copy of the court order in the student's permanent record. Parents are advised that subsequent orders need to be given to school officials.

## DIRECTORY INFORMATION

Schools will treat each student's education records as confidential and primarily for school use. The exception to this rule is for **directory information**. The school and/or school district may disclose directory information without first obtaining written parental permission. Directory information could include name, address, telephone number, parents' names, date/place of birth, photographs, and dates of attendance. The school and/or school district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information, so it serves the best interests of students. **This handbook will serve as the official annual notification of privacy rights.**

Within **15 days** of the first day of school, parents have the right to refuse permission of the designation of any or all the categories of personally identifiable information as directory information. **The parent's refusal must be submitted in writing.** This written notification will become part of the student's education record. The principal is responsible for notifying appropriate personnel of this request, filing the request in the student's permanent folder and marking the folder accordingly.

## DISCIPLINE

We believe students should conduct themselves properly at all times and should be responsible for their actions. Behavior should not prevent teachers from teaching or students from learning. To encourage good behavior and maintain an environment conducive to learning, rules/agreements are necessary. If a student causes a problem, he/she will be asked to seek smart solutions to solve the problem. If the student is unable to solve the problem, an adult will assist. All students are expected to follow the procedures set forth in the classroom. The disciplinary action will depend on the offense and the student's disciplinary history.

Threats against others will result in serious consequences. **Remarks such as "I'm going to get you; I'll kill you; I'll beat you up;" are all threats and will be taken seriously.** Please discuss other ways to handle anger and/or frustration with your child. If threatening remarks result in either a real or perceived danger by the victim(s), the perpetrator could be suspended from school and required to attend an evidentiary hearing.

**All Oakridge Elementary students are expected to comply with the district's policies and procedures regarding student discipline.**

### **Level 1 - disorderly conduct**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- school tardiness
- truancy
- possession and inappropriate use of an electronic communications device in conflict with district policy
- disorderly conduct on a school bus
- an accumulation of the above
- other disorderly acts as determined by the administration

The staff will follow these basic enforcement procedures in instances of disorderly conduct. The administration/staff may apply sanctions in cases of disorderly conduct, which may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention during lunch
- in-school suspension
- out of school suspension
- other sanctions as approved by the board
- For acts of disorderly conduct on a school bus refer to policy JCDAD

### **Level II - disruptive conduct**

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

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

- use of an intoxicant
- fighting
- harassment, intimidation or bullying
- vandalism (minor)
- stealing
- threats against others
- trespassing
- abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- hazing
- any other acts as determined by the board
- inappropriate use of electronic devices

The administration may apply sanctions in cases of disruptive conduct, which may include, but are not limited to, the following:

- temporary removal from class
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer

- referral to outside agency
- for use of intoxicants and possession or use of unauthorized substances, refer to policy JICH
- expulsion
- other sanctions as approved by the board
- restitution of property and damages, where appropriate, should be sought by local school authorities

### **Level III - criminal conduct**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

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

- assault and battery
- extortion
- bomb threat
- possession, use or transfer of dangerous weapons
- sexual offenses
- vandalism (major)
- theft, possession or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling or possession of controlled substances (drugs, narcotics or poisons)
- distribution, sale, purchase, manufacture or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct.

- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- If appropriate, school officials should contact law enforcement authorities.
- Staff will follow established due process procedures when applicable.

The administration may apply sanctions in cases of criminal conduct, which may include, but are not limited to, the following:

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the board

### **Extenuating, mitigating or aggravating circumstances**

The board may give the appropriate administrator the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

### **Discipline of disabled students**

#### *Disciplinary process*

Disabled students 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 disabled children to the extent that current educational expertise permits.

### **IPADS**

All students are 1:1 with devices. We strive to instill good digital citizenship in each of our students through whole class lessons, modeled behavior, discussions of real-life scenarios, and random iPad checks. Below are consequences that will be used this school year.

#### Level 1 Violations

Include but are not limited to: being unprepared for class (iPad not charged at 80% or greater, deleted apps without permission, etc.), inappropriate use (off task, non-educational, etc.), careless or irresponsible behavior (tossing/sitting on book bag while device is present, allowing others to use device, etc.), more than the allowed two photos/videos

Consequences:

For day users:

- 1 – Warning/teacher email to parent
- 2 – Teacher email to parent/use pencil-paper for 1 day
- 3 – Teacher email to parent/use pencil-paper for 1 week
- 4 – Teacher email to parent/ use pencil-paper for 9 weeks

For take home users:

- 1 – Warning/teacher email to parent
- 2 – Teacher email to parent/iPad remains at school for one weekend
- 3 – Teacher email to parent/iPad remains at school for one week
- 4 – Teacher email to parent/iPad remains at school for nine weeks

Level 2 Violations

Include but are not limited to: photographing/filming others against their will or with malicious intent, bullying with device, harmful or malicious activities on/to the device, accessing and/or sharing inappropriate websites, materials, videos or photos, any misuse of technology outside of school that impacts the people or environment on campus.

Consequences:

Any of these infractions will constitute an automatic office referral to administrators. Parents will be contacted.

**DRESS CODE**

Parents/guardians are responsible for assuring that individual student dress is in an appropriate manner at all times while students are on campus or involved in school activities. The administration will determine the appropriateness of student attire, subject to the superintendent’s approval. If a student is dressed inappropriately, he/she will be asked to change into clothing that meets the dress code. Reminder: Your child should dress appropriately on PE and Art day.

No excessively short skirts, dresses, shorts, “skorts”... use the fingertip rule as a guide (ex: Extend your arm to ensure the hem of the shorts meet fingertips).

Pants are to be worn at the waist.

Hats, scarves, or other head gear may not be worn inside the building unless it is a designated spirit day.

Halter tops, tops with spaghetti straps, midriff baring tops, low cut, off the shoulder shirts, or see-through tops should not be worn to school.


T-shirts with obscene language, offensive comments, and messages that promote drug/alcohol use are not permitted. Slogans on shirts should be in good taste and should promote good character and citizenship. Examples of inappropriate slogans on shirts are, “I’m with stupid” or “I’m a teacher’s worst nightmare.” If such items are worn, the student will be asked to turn the garment wrong side out.

Heelies are not permitted.


No large jewelry or objects other than earrings in piercings.

No animal tails/ears should be worn to school.

**EAGLE P.R.O.U.D.**



## Oakridge is Eagle Proud!



I will be a **P**roblem solver, **R**espectful, **O**rganized, **U**nderstanding of others, and **D**etermined!

	<b>Cafeteria</b>	<b>Playground</b>	<b>Restroom</b>	<b>Hallway</b>	<b>Classroom</b>
<b>P</b>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Say please, thank you and excuse me</li> <li>• Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Be honest and truthful</li> <li>• Say please, thank you, and excuse me</li> <li>• Make new friends</li> </ul>	<ul style="list-style-type: none"> <li>• Be Courteous</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous</li> <li>• Smile at others</li> <li>• Look others in the eyes when speaking</li> </ul>	<ul style="list-style-type: none"> <li>• Share your thoughts and feelings</li> <li>• Be independent</li> </ul>
<b>R</b>	<ul style="list-style-type: none"> <li>• Use table manners</li> <li>• Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>• Allow others to join</li> <li>• Use equipment properly</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up paper towels</li> <li>• Flush</li> </ul>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Keep hand and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use Kind words</li> <li>• Listen to others</li> </ul>
<b>O</b>	<ul style="list-style-type: none"> <li>• Use time wisely</li> <li>• Clean up all trash</li> <li>• Wait to be excused</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment</li> <li>• Line up immediately</li> <li>• Stay where you’re supposed to be</li> <li>• Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>• Use only when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side of the hall in a line.</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible for your belongings</li> </ul>
<b>U</b>	<ul style="list-style-type: none"> <li>• Eat your own food</li> <li>• Be aware of food allergies</li> </ul>	<ul style="list-style-type: none"> <li>• Be fair</li> <li>• Keep hands and feet to yourself</li> <li>• Report problems to staff on duty</li> </ul>	<ul style="list-style-type: none"> <li>• Allow privacy</li> <li>• Walk</li> <li>• Use the restroom</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself</li> <li>• Keep hands by your side and off the walls</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of personal space</li> <li>• Look for the good in others</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Stack trays neatly</li> <li>• Keep the cafeteria clean</li> <li>• Stay seated once you sit down</li> </ul>	<ul style="list-style-type: none"> <li>• Be active and join in games</li> </ul>	<ul style="list-style-type: none"> <li>• Flush and wash hands</li> <li>• Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in a straight line</li> <li>• Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Do YOUR best</li> <li>• Be EAGLE PROUD</li> </ul>

## EARLY DISMISSALS/LATE PICK-UP

Parents should make every effort to minimize the number of times that students leave school before the dismissal bell rings. Students who leave school early miss instruction, reviews, end of the day announcements and assignments. It also disrupts the classroom when teachers have to stop teaching class in order to dismiss students early. A student in elementary school must be in attendance at least one-half of the day **(10:50)** to be counted as present.

If it is necessary for a student to be dismissed early, only those listed on the child's emergency card will be allowed to sign him/her out. Appropriate identification must be shown for a child to be dismissed. The student will be called from his/her classroom once the parent has arrived on campus. **Students are not dismissed early after 1:50 p.m.**

In the event of an emergency, and you are not able to pick your child up on time, please notify the office. Upon arriving on campus, please enter the office, provide appropriate identification, and sign your child out.

## EMERGENCY DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Monthly safety drills are executed to make certain that students learn proper safety procedures and adhere to all safety guidelines.

## EXTRA-CURRICULAR ACTIVITIES

**Extra-Curricular** activities are conducted before and after regular school hours. Examples of extra-curricular clubs are Chorus, Sole Sisters, and Let Me Run. Examples of these meeting times are 7:00-7:30 a.m. or 2:15-3:30 p.m. It is the parent's responsibility to inform supervising staff of any health conditions or life-threatening allergies.

## FEES

A \$30 processing fee may be charged for checks returned by the bank for non-sufficient funds. When a check is returned, OES reserves the right to require payment by cash or certified funds.

## FIELD TRIPS

Field trips are planned for instructional purposes and with academic objectives in mind. All students will participate in field trips unless a parent or guardian has opted out during the registration process on InfoSnap. Instructional planning and classroom activities will be provided to assist students to prepare for the learning experience. This will include expectations for bus behavior and behavior at the field trip site. Activities are to be planned and implemented following the trip as follow-up to show what students learned. If you are selected to chaperone your child's field trip, you must come to the office up to two weeks prior of the field trip date to have your ID scanned. IDs cannot be scanned for you to attend on the day of the field trip. **Students may not ride to/from field trips in personal vehicles and cannot be dismissed from the field trip site.**

Oakridge Elementary is authorized by the Clover School District Board of Trustees to establish rules and regulations for the administration of medication by the classroom teacher to students while on a field trip. Medications will not be given without written permission from the parent/guardian and the prescribing physician. Appropriate forms for dispensing medications need to be filed with our school nurses. Mrs. Valarie Stevens is the nurse at Oakridge Elementary School.

## FIRST AID AND MEDICATION

All prescription medications need written permission from the physician and parent/guardian. Medications must have the pharmacy label attached and be in original containers. **All medication, prescription and non-prescription, should be brought into the health room by a parent/guardian.**

All over-the-counter medications must be provided by the parent/guardian in original containers and require written permission from the parent/guardian. The school only provides Vaseline, Caladryl, Visine, Oragel and anti-fungal cream; permission for this is obtained at registration. Students may keep lip balm with them, and cough drops in the classroom with a parent note. No medications can be transported on the bus.

Students with a temperature greater than 100, must remain home until fever free for 24 hours without taking fever reducing medications.

Most illnesses and injuries at school are not an emergency and can be resolved without medications. We are dedicated to meeting your child's needs in a safe manner. If you have any questions, please contact Mrs. Stevens.

### *Prescription medication*

All the prescription medications with the exceptions of life-sustaining medications (inhalers, insulin, and EpiPens), must be administered through the health room by authorized school personnel. The parent/legal guardian must submit a written authorization with the following:



- student's full name
- start/stop date for assisting student with medication
- name and purpose of the medication
- dosage
- time to be administered
- written authorization from the healthcare provider (letter from the healthcare provider or healthcare provider's signature on school-provided form)

Schedule II (controlled substances) will be given by authorized school personnel. The parent/legal guardian must submit a written authorization with the following:

- student's full name
- healthcare provider's name
- written authorization from the healthcare provider (letter from the healthcare provider or healthcare provider's signature on school-provided form)
- start/stop date for assisting student with medication
- name and purpose of the medication
- dosage
- time to be administered

All over-the-counter medicines will be administered to students at school by authorized school personnel if necessary. The parent/legal guardian must submit a written request to the school office. A written permission request must contain the following:

- student's full name
- start/stop date for assisting student with medicine
- name and purpose of the medicine
- dosage and time to be administered

#### *General Guidelines for all Medications*

All medications must be in the original prescribed or purchased container. The parent is responsible for ensuring the appropriate dosage for all medication arrives at school. The student must bring a request slip for each new or different medication or over-the-counter medicine. The parent/legal guardian will assume responsibility for informing the school of any change in medication. One permission form per year will suffice for medications that will be given on a long-term basis or those medications administered in cases of exposure to allergens, for example, adrenalin for bee stings. The school retains the discretion to reject requests for giving or assisting with medication or over-the-counter medicine at school. The school will not be responsible for any adverse drug reactions.

The parent/legal guardian will reclaim any unused medication or over-the-counter medicine within one week of the termination of treatment or within one week of the last day of school. The school will destroy any unused medication or over-the-counter medicine after this time.

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

Students, at all grade levels, with special healthcare needs may be authorized to self-monitor and self-administer medication as prescribed by the student's healthcare provider with written authorization from the parent/legal guardian. The healthcare provider must provide a written statement verifying the student has a medical condition and has been instructed and demonstrated competency in self-monitoring or self-administration of medications or both.

The school will work with the parent/legal guardian to develop an IHP that will provide for the safety of the student and others. The IHP will contain components as required by the SC State Department of Education and will be developed with input and approval from the following:

- student's healthcare provider who prescribed the medication/self-monitoring device
- parent/legal guardian
- student, if appropriate
- school nurse, principal or his/her designee

Receipt of the above will authorize a student to possess and administer medication within the classroom or on school grounds, at school-sponsored activities, in transit to and from school or school-sponsored activities or before or after school activities on school property.

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

The district may revoke a student's permission to self-monitor/self-administer medication if the student endangers him/herself or endangers others through the misuse of the self-monitoring device or misuse of the medication.

### **GIFTED AND TALENTED PROGRAM**

The Clover School District strives to meet the educational needs of all students. In doing so, the district has established gifted programs that

respond to the unique characteristics of these learners. The guidelines and screening procedures for these programs are consistent with the regulations provided by the South Carolina Department of Education.

The academic program (GT) includes students in grades 3-8 who meet the program's requirements. Brochures, including detailed information regarding gifted and talented programs, are provided to all students and parents in grades 2-8 at the beginning of each school year. For additional information, contact the GT coordinator at 803-810-8000.

### **HOMWORK GUIDELINES**

1. Homework should be given only after a skill has been introduced and taught.
2. A homework grade can be assigned for completion, but not accuracy. Failure to complete homework assignments could lower a child's grade.
3. The following guidelines are appropriate amounts of time to be spent on daily assignments:
  - Kindergarten—5-10 minutes
  - 1st Grade—20 minutes
  - 2nd Grade—30 minutes
  - 3rd Grade—40 minutes
  - 4th Grade—50 minutes
  - 5th Grade—1 hour

### **INTERRUPTING INSTRUCTIONAL TIME**

We value instructional time from 7:25-2:10. Classrooms will not be interrupted to deliver dropped off items throughout the day. A staff member will deliver dropped off items by 8:30 each day. Items dropped off after the 8:30 deadline will be placed in teacher's boxes. Please understand that teachers may or may not retrieve items prior to the end of the day. Ultimately, it is the child's responsibility to be prepared for school each day.

### **I-READY**

i-Ready is a computerized test that is administered up to three times per year to students in grades K-5. The test assesses student performance in mathematics and reading. Score reports are generated from each administration of the test to show a student's progress over time. The information generated from the report is used to differentiate instruction for individual students. Parents will receive information on student progress during parent conferences and at the end of the school year. To ensure iPads are ready for testing, students should have no more than the allowed 2 photos or videos in their camera app. Students should be logged into their school district issued Apple ID. (Parents, please do not log students out and add a personal Apple ID to the devices.) No parental controls or passwords should be used on the iPads as they interfere with the testing apps. Students should not use the private browsing mode in Safari.

### **ITEMS LEFT IN CLASSROOM AFTER DISMISSAL**

Items left in a teacher's classroom at the end of the day can be retrieved the following school day by the student at 7:25. Students should not be brought back to school or return to a teacher's classroom to retrieve items such as homework, iPads, etc. after school has been dismissed for the day.

### **KINDERGARTEN GRADING SYSTEM**

A rubric checklist is used for the K grading system.  
S - Satisfactory; P- Progressing; N - Not Demonstrated

### **1<sup>ST</sup> GRADE GRADING SYSTEM**

- 1 - Beginning
- 2 - Developing
- 3 - Meeting
- 4 - Excels

### **2<sup>nd</sup> GRADE GRADING SYSTEM**

A - F for Math/ELA  
SS/SCI 1-Beginning 2-Developing 3-Meeting 4-Excels

### **3<sup>RD</sup>-5<sup>TH</sup> GRADE GRADING SYSTEM**

Statewide Uniform Grading Scale

The school will follow the statewide uniform grading scale as approved by the State Board of Education. This uniform grading scale and the system for calculating grade point averages (GPAs) and class rank will apply to all courses carrying Carnegie units, including units earned at

the middle/junior high school level.

The uniform grading scale is as follows:

A= 90 - 100 B= 80 - 89 C= 70 - 79 D= 60 - 69 F= 59 and below

### **LOST AND FOUND**

Each year, there are large quantities of clothing and other items left unclaimed at school and on buses. We suggest that you **label** your child's clothing, books, shoes, lunch boxes and other personal belongings. Unclaimed clothing will be given to a local charity. The school will not be responsible for lost items.

### **MAKE-UP WORK**

Teachers may offer before or after school as make-up work time for being out and/or time during recess. When your child is absent, please contact your child's teacher to discuss when your child will complete his/her make-up work. **Trips and family vacations are not excused absences.** Please make note of student holidays and arrange vacations to coincide. **Work missed should be made up within five days of returning to school. Please do not ask teachers to provide work in advance of a trip. Teachers will not provide WebEx lessons for students this school year.**

### **MEDIA CENTER**

The media center is open daily from 7:00 am-2:00 pm for book checkout and for computer usage. Students are encouraged to check out books from the media center on a weekly basis. The media specialist also works along with our classroom teachers to encourage student participation in Accelerated Reader (AR). Mrs. Julie Overpeck is the media specialist.

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

Please become involved in the PTO and help us make Oakridge Elementary the best school in South Carolina. Parents are asked to contribute to the group's fundraising efforts. The PTO board meets on the first Thursday of each month at 8:00 a.m. General PTO meetings are held throughout the school year. Please join the PTO with other Oakridge Elementary families to help our school soar to new heights. PTO officers are as follows:

**President:** Michelle Bolt  
**Vice President:** Julie Piehl  
**Treasurer:** Mandy Cutts  
**Secretary:** Kristen Dineen

Please "like us" on Facebook at Oakridge Elementary PTO or email us at [OESPTO2@gmail.com](mailto:OESPTO2@gmail.com).

### **PARTIES**

Individual classrooms will have two (2) celebrations during the school year. Celebrations will be before winter break and on Valentine's Day. **Times will be announced.** Parents will be allowed to set up for parties 15 minutes prior to the start of announced party times. Please note that we are trying to encourage healthy habits, so you may wish to choose snacks from the list below. **Due to various reasons, all items must be store bought and contain a label with the ingredients.** Please note that the school cannot accept deliveries (flowers, balloons, etc.) for any occasion. Balloons are not allowed to be brought into school.

#### **Recommended Healthy Snacks:**

Water, applesauce, fruit cups, pudding cups, Jell-O cups, popsicles from 100% fruit juice, fresh fruit, raw vegetables, rice cakes, popcorn, pretzels, goldfish crackers, baked tortilla chips, granola bars, yogurt, cheese cubes, string cheese, etc.

#### **Birthday Celebrations:**

Because every minute of instruction matters, please notice our policy for birthdays. PreK and Kindergarten students may have "special" snacks on birthdays. **Due to allergies, all items must be store bought and contain a label with the ingredients.** Parents must schedule day/time arrangements with the teacher prior to the birthday recognition. The recognition will take place during snack time. Birthdays of students in grades 1-5 will be recognized by the school. Parties, treats, treat bags, etc. are not allowed in grades 1-5.

#### **Invitations:**

Instructional time cannot be interrupted to pass out party invitations. Invitations can be passed out before school or during recess. As a courtesy, please try to include all students in the homeroom.

## POSSESSION OF PERSONAL ELECTRONIC DEVICES IN SCHOOL

For purposes of this policy, a personal electronic device includes, but is not limited to: cell phones, watches that can communicate, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Students may possess a personal electronic device in school; however, it must not be disruptive to the educational environment. Unauthorized use of a cell phone or other personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times or use for unlawful activities.

Parents/legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Elementary students may not use or display cellular phones on school property during school hours.

Consequences for inappropriate use may include, but are not limited to:

- warning/confiscate device and return to student at the end of the school day
- confiscate device/return to parent/legal guardian
- confiscate device/return device to parent/legal guardian and privilege to have device is revoked for the remainder of the school year
- confiscate device/return at the end of the school year

Possession of a personal electronic device on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed.

A student in possession of a cell phone, or other personal electronic device in conflict with this policy will be subject to discipline as provided under the District's code of student conduct.

## RECESS

Recess provides students with the opportunity to exercise and socialize with peers. Students need to come to school with the proper clothing to play outside, regardless of the weather. We have several adults supervising the playground during recess. Children will be afforded the choice to walk or sit outside if their recess is taken away due to behavior.

## REPORTING CHILD NEGLECT OR ABUSE

Child neglect and/or abuse are serious and dangerous offenses. It is important that you report such cases for the child(ren) in danger to receive needed assistance. The Code of South Carolina specifically grants any citizen making a report of these cases immune from civil liability. To file a report involving possible abuse or neglect, please call the York County Department of Social Services at 803-909-7446.

## RESIDENCY REQUIREMENTS FOR SCHOOL ATTENDANCE

**The Clover School District will admit any student who lives in the district:**

- with his/her parent or legal guardian (requires court order of guardianship signed by judge), or
- with an officially recognized foster parent (requires documentation from Social Services), or
- in accordance with the state affidavit regarding homeless students

**Proof of residency and legal guardianship is required.** Acceptable proof of guardianship includes a court order signed by a judge transferring custody to individual applying to enroll child or evidence that custody proceedings have been initiated. **Notarized letters or other statements from parents assigning custody to relatives, family friends, etc., are not acceptable. Two (2) items of documentation for proof of residency in the Clover School District are required annually. One item must be from the Primary list.**

**Primary acceptable proofs of residency include the following:**

- recent utility bill showing name and address of parent/guardian
- copy of closing statement on home purchase with address and name of parent/guardian
- copy of signed, dated lease agreement from rental company, mobile home park, or similar agent showing name address of parent/guardian

**Secondary supporting documents may include:** current driver's license, tax notice on mobile home, tax notice on vehicle, bills, bank statements, or other governmental documents showing the address and recent date, or recent tax notice on real property showing name and address of parent/guardian

If a child and his/her parent live in a residence where utilities, etc., are in someone else's name (relative or friend's name), that individual must accompany the parent to the district office with **two** proofs of residency (**one must be primary**) and sign an official ***Statement of Residency***

along with the parent. Once a student has been admitted on a statement of residency, the parent/guardian will have **30 days** to present **two proofs** of residency in his/her name.

**Failure to follow these guidelines may result in the dismissal of the student from school.**

Students whose parents do not live in the district will not be admitted unless:

The district resident with whom the child resides is the child's legal guardian and the child in his/her own right owns land in the district assessed at \$300 or more and the parents are willing to pay tuition in an amount equal to the prior year's revenue (including debt service and school operations) less property taxes paid on the land owned by the child.

**Students who are found in violation of these requirements may be dropped from the school rolls. The Clover School District will not accept any student who is under expulsion from another school/district.**

### **SCHOOL COUNSELOR**

School counseling is an integral part of the total educational experience. We cannot separate the academic growth from the social-emotional growth of the child. Our school counselors are Mrs. Stacey Rothaupt (Grades: PreK, 1, 3, 5) and Ms. Vinita Maigur (Grades: PreK, K, 2, 4).

### **SCHOOL IMPROVEMENT COUNCIL**

The School Improvement Council (SIC) is a group composed of parents, teachers, and community persons, which meets throughout the school year. The school principal serves as an ex-officio member. The major purposes of the committee are:

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens concerning the school program.
- To offer suggestions concerning program improvements with respect to student needs and program operation within the individual school, area, or district.

To assist in the preparation of the School Renewal Report.

### **SCHOOL PICTURES**

Individual school pictures will be taken in the fall. All students will have their picture taken on this day for record keeping purposes. Spring individual and class pictures will also be taken. Detailed information regarding prices and optional picture packages will be sent to parents at a later date. Profits resulting from the sale of pictures are used to purchase teaching materials and/or equipment to improve the instructional program for all students. No make-up pictures are taken for spring pictures.

### **SEXUAL HARRASSMENT**

The board believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent or pervasive that it does one of the following:

- adversely affects a student's education
- creates a hostile or abusive educational environment

A one-time incident must be severe to rise to the level of sexual harassment. The district prohibits sexual harassment of students by district employees, other students or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically through such means as a telephone, cell phone, computer or other telecommunication device and includes text messaging and instant messaging.

Sexual harassment consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under any of the following circumstances:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile or offensive school environment.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JI-R. A parent/legal guardian may also file a complaint on behalf of his/her child. All allegations will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment. Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. A third party found to have engaged in sexual harassment will be dealt with accordingly. The district will take all other appropriate steps to correct or rectify the situation.

## STUDENT SEARCHES AND ARRESTS

### **Justification for student searches**

Students possess the right to be free of unreasonable searches and seizures under the fourth amendment to the United States Constitution. Balanced against this right is the responsibility of school officials to create and maintain an environment consistent with the district's educational mission.

### **Prohibited items**

Students may not bring to school items or substances which would disrupt the educational function of the school or which are prohibited by school board regulations or by law. Examples of items or substances in this category include, but are not limited to, weapons, clubs, explosives, firecrackers, alcoholic beverages and nonprescription drugs or drug paraphernalia.

### **Other school property**

The district provides electronic devices (iPads) to students for their convenience. These devices remain school property and, as such are subject to periodic inspections by school authorities. The principal or his/her designee may search a student's school-issued electronic device when such employee has reasonable suspicion that these items are improperly used.

### **Emergencies**

Circumstances, which put the safety of students or school staff at risk or could result in substantial property damage also will constitute sufficient reasons for school or police officials to conduct a thorough search of all school property. A bomb scare is an example of such an emergency.

### **Student Searches**

No school personnel will conduct a search, which may be considered a strip search. All searches of students must be conducted or authorized by the principal or his/her designee in the presence of a witness.

SC Code Ann. 59-63-1110 states, "any person entering the premises of any school in the State shall be deemed to a *reasonable* search of his person and effects." When the need to search a student arises, the student may be asked to consent to the search.

School personnel may, in the course of an investigation and upon reasonable suspicion, ask a student to empty the contents of his/her pockets, wallet, purse or similar bags or places of potential concealment or to allow school personnel to search a wallet, purse, bag or other items of potential concealment not a part of immediate wearing apparel such as shoes or a jacket.

If a personal search is deemed necessary, or if the search of a pocket, wallet, purse or similar bag or place of potential concealment is deemed necessary and not voluntarily consented to by the student, school personnel will request the parent/legal guardian to perform the search or the matter may be turned over to the appropriate law enforcement agency.

### **Cell Phones**

The privilege of bringing a cell phone onto school premises is conditioned on consent by the student to allow a search of the phone when there is reasonable suspicion that school policy and/or state law has been violated. The principal or his/her designee may request a law enforcement officer to search a phone on school premises, subject to provisions of this policy. Refusal by the student or parent to allow a cell phone to be searched when there is reasonable suspicion may also result in a revocation of the student's privilege to bring the cell phone on campus.

### **Police notification**

School administrators will contact law enforcement authorities regarding possession of items that constitute a violation of law.

## TOYS AND TRADING CARDS

Toys and trading cards are not allowed at school. If a school employee collects an item from your child, parents can arrange pickup between 7:00-3:00 Monday through Friday.

## TRANSPORTATION (BUSES)

Please do not assume that all bus routes/numbers will remain the same as last school year. Students must register for bus transportation at the beginning of the year.

**Any changes regarding bus transportation must be in writing and approved by the administration. Students are not allowed to ride the bus home with a friend, get off at a different stop along the bus route, or ride the bus for only one day. If a child rides the bus, he/she needs to ride on a consistent basis and get on/off at the same bus stop.**

Good behavior on buses is essential to the safety of all students and drivers. The school bus is an extension of the school day. Students are expected to conduct themselves on the bus just as they would in school. All bus riders must cooperate fully with the bus driver and observe bus rules. The bus driver is responsible for supervising students on the bus. The driver may stop the bus at any time that misbehavior poses a hazard to safe driving. Drivers will report students who create disturbances on buses. **PreK-Second Grade students must have an adult visible to the driver before they can be released from the bus. The principal/assistant principal may suspend or deny bus transportation to any student who violates bus rules.** If you have any questions or concerns about bus transportation, please call the school or the Clover Transportation Office at 803-810-8190.

**Infractions:** Infractions may include, but are not limited to, misbehaving at the bus stop; fighting, pushing, or tripping others; spitting or littering; refusing to obey the bus driver; hanging out of a window; smoking/lighting matches; making unnecessary noise; tampering with bus equipment; bringing dangerous or objectionable items on bus; throwing objects onto/out of the bus; refusing to obey proper boarding/departing procedures; vandalizing school property or property of others; being rude, discourteous or showing disrespect; behaving in a manner that would endanger safety or well-being of others.

**Consequences:**

**First offense:** Conference with student/Parent notification

**Second offense:** Conference with student/Parent notification

**Third/Subsequent Offense(s):** Conference with student/Parent notification/Bus suspension for a designated period

Our school supports the Clover School District Transportation Department and their procedures. The Transportation Department will be providing all students with a detailed list of school bus safety rules and laws.

### TRANSPORTATION CHANGES

To ensure safety for every child, written notification for transportation changes is imperative (i.e. bus, automobile, daycare, etc.). Kindly notify the school **in writing** of any change in afternoon transportation. **The school should receive this information no later than 10:00 a.m. on the day the change is to occur. Changes will be accepted via email or fax. Changes cannot be made over the telephone.** This information should include:

- Date of change
- Student's full name
- Student's address
- Student's homeroom teacher
- Detail of change (ex: AM only, PM only, both)
- Parent/ Guardian Signature

Students will be released only to those parents/guardians, relatives and friends whose names are listed on the emergency card. Those persons should be prepared to show a picture ID when picking up a student.

**Due to the age of our students, it is critical that changes in transportation not be made except in the event of an emergency. Choosing a consistent method of transportation home promotes the safety and well-being of our students. We appreciate your cooperation with this policy.**

### VEHICLE CARDS

Parents/guardians of car riders will be issued vehicle tags, clearly labeled with their child's name upon the parent completing the car-tag online document. Register to receive your car tag on the Oakridge Elementary School website. The vehicle card must be displayed in a visible manner while driving through the pick-up area each afternoon. Please place your vehicle name tag (issued by the school) with the name(s) of your child(ren) on the driver side window of your car. If the vehicle card is not on display, traffic will be held until identity and pick-up permission is verified. Should it become necessary for a different person to pick up your child, please follow the proper procedures in notifying the school in writing and make arrangements to share one of your vehicle cards. Parents are asked to remain in their cars for afternoon dismissal.

### VISITORS/VOLUNTEERS

Clover School District values parental and community involvement in our schools. We also value daily instructional time and the security of our campuses. To this end, all school visitors must sign in at the main office and be issued a visitor's pass prior to entering the building. A state issued photo ID is required.

Parents are welcome to visit students in their classrooms. Prior notification and permission from the teacher or principal will assist parents in scheduling the visitation in the timeliest manner. Parent visitations should be conducted in such a way as to not impede the instructional program of the class. This helps ensure the best possible education for all students.

Siblings, friends, or students from other schools will not be allowed to visit during the school day. Parents are welcome to sign in and have lunch with their child during their lunch period. Appointments are required for teacher conferences and may be scheduled directly with the teacher or through administration. Exceptions must be approved in advance by the principal, superintendent, or designee.

Parents may be called if a visitor would like to have lunch with your child and they are not listed as a contact. There are two ways to notify the office of visitors: 1.) List any visitors that may visit your child during the school day on the emergency card. This card will be filled out during registration. 2.) Send a note with your child on the day of the visit. This process is a safeguard for allowing visitors in our building.

## WEAPONS

It is the policy of the board of education to ensure the safety and welfare of its students and employees. The presence of firearms, knives, dirks, razors, metal knuckles, slingshots, bludgeons, Tasers, mace, explosives or any other deadly instrument used for the infliction of bodily harm or death on school district property poses a severe threat of serious harm or injury to students and staff.

While on school grounds, in school buildings, on buses, at the bus-stop, or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks or other items which are generally considered to be weapons.

Items deemed as “look-alike” weapons brought onto school premises or at school-related events may be punished as weapons depending upon the circumstances.

### *Level of offense*

The school will investigate all instances in which students have a weapon on campus. If a weapon is found on the student’s person, within the student’s personal possessions, or in a student’s school-issued locker or desk, the school will issue a disciplinary consequence up to and including a suspension or recommendation for expulsion from school. The length of time for a suspension will be determined by the principal and will take into account:

- location of the weapon
- type of weapon
- intent or use of weapon
- age of child
- first offense or repeated offense

The school will notify law enforcement when students bring a weapon onto school campus including firearms, knives with blades over two inches, dirks, razors, metal knuckles, slingshots, bludgeons or any other deadly instrument used for the infliction of bodily harm or death on school district property

- It is a felony offense, punishable by a fine of \$1,000 or imprisonment for five years, or both, to carry a weapon as referenced above on school property.
- It is a misdemeanor offense, punishable by a fine of up to \$500 or imprisonment for up to 90 days, to carry a concealed dirk, slingshot, metal knuckles, razor or other deadly weapon.
- The board will expel any student who brings a firearm to school. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).
- The period of expulsion will be no less than one year.
- The board directs the superintendent to bring recommendations for expulsion consistent with this policy. On a case-by-case basis, the superintendent or designee may modify this expulsion requirement.
- The district is not required to provide educational services in an alternative setting to students expelled under this policy except as required for disabled students as defined in the student code of conduct JICDA-R.
- The district will refer each expelled student to the local county office of the Department of Juvenile Justice.

## The Family Educational Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### Parent/Eligible Student Rights

Parents have certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom these rights have transferred are "eligible students."

### **Parents or eligible students have the right to:**

#### **Inspect and review the student’s education records.**

A parent/eligible student wishing to inspect and/or review educational records should make the request to the school principal/designee in



writing and identifying the records they wish to inspect. The parent/eligible student has the right to inspect and review the education records within forty-five (45) days after the school receives the request for access. The principal/designee will make arrangements for access and notify the parent or the eligible student of the time and place where the records may be inspected. If the parent or eligible students requests an explanation or interpretation of the records, the principal /designee will, within the principal's discretion, make arrangements for appropriate staff members to be present. Parents must inform the principal/designee in writing if they have given permission for a representative to inspect/review the records.

The principal/designee may provide a copy of any record requested within a reasonable amount of time. In some instances, a reasonable copying fee may be requested; however, no fee will be charged to search and retrieve the information. The principal/designee is responsible for documenting that access or copies were provided within the established timeframe.

**Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

The parent/eligible student seeking to amend must make their request for amendment in writing to the principal/designee of the child's school. The request for amendment must clearly identify the part of the record that the parent/eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and why it should be changed. The principal and/or other appropriate school district officials will review the request and notify the parents of their acceptance or refusal to amend. If the district accepts the request to amend, the amendment will be made to the educational record and the parents shall be informed of the action. If the request to amend is denied by the school district, the parents will be informed in writing of this refusal and of their right to request a hearing. If, after the hearing, the school district still decides not to amend the record, the parent or eligible student will be allowed to place a statement in the record setting forth his or her views. This statement will remain in the student's record for as long as it is maintained.

**Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Schools will treat each student's educational records as confidential and primarily for school use. In most circumstances, schools will obtain written permission from the parent or eligible student in order to release any information from a student's education record. However, the schools/district may disclose student information without parental consent in any instance that FERPA authorizes disclosure without consent, including, but not limited to, the following instances:

- a. To school officials that have legitimate educational interests in the information. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapists; a parent of student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- b. To another school district in which the student seeks or intends to enroll.
- c. When the information has been designated as directory information. Clover School District discloses directory information without prior parental permission. Directory information includes name, address, telephone number, parents' names, date/place of birth, participation in officially recognized activities and sports, weight/height of members of athletic teams, photographs, dates of attendance, diplomas or certificates and awards received, and the most recent previous educational agency or institution attended. Clover School District provides notice of directory information through the district handbook. The school/district will not release directory information to any person or agency for commercial use. Parents/eligible students have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to the student as directory information. To refuse permission for the release of any or all directory information, the parent/eligible student must notify the principal/designee in writing within fifteen (15) days of the annual distribution of notification of privacy rights and must state what information should not be classified as directory information. The notification will become a part of the student's education record. The principal/designee is responsible for notifying appropriate personnel of the request. Please note that this statement within the handbook serves as the annual notice.
- d. Other disclosures allowed by FERPA
  - To the parents of an "eligible student" (age 18 or enrolled in a postsecondary institution) if the student is a "dependent student" as defined in the Internal Revenue Code.
  - To specified official for audit or evaluation purposes. Educational records may be disclosed to authorized representatives of specified federal, state, and local officials and authorities in connection with an audit or evaluation of federal or state supported education programs or the enforcement of or compliance with Federal legal requirements related to those programs.
  - To appropriate parties in connection with financial aid for which the student has applied or received.
  - To organizations conducting certain studies for or on behalf of the school. Educational records may be disclosed to organizations conducting studies for, or on behalf of, the school in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.

- To accrediting organizations to carry out their accrediting functions,
- To comply with a judicial order or lawfully issued subpoena,
- To appropriate officials in cases of health and safety emergencies, and
- To state and local authorities, within a juvenile justice system, pursuant to specific state law.

**File a complaint with the U. S. Department of Education if you believe the requirements of the Family Educational Rights and Privacy Act (FERPA) are not adequately implemented by the District.**