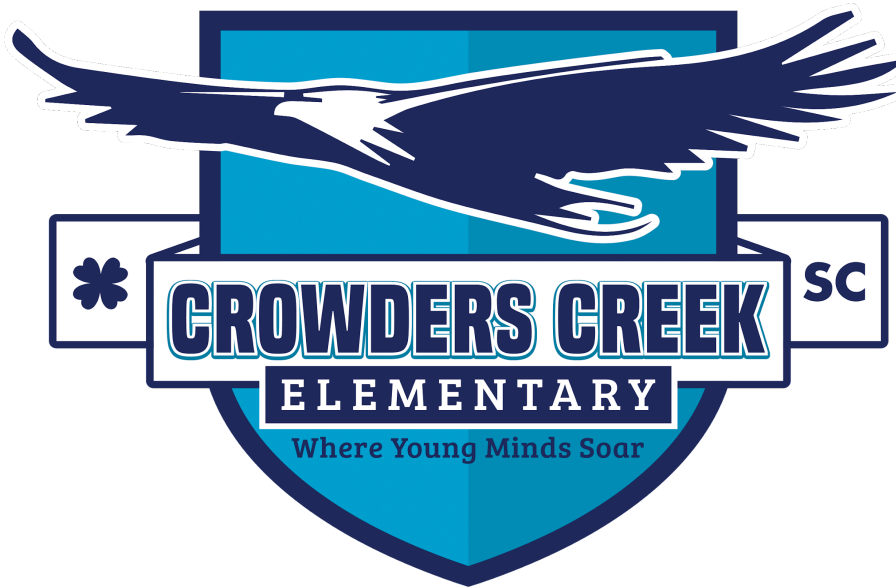


# 2023-24 Student Handbook



**Mr. Maurice Thomas: Principal**

**Mrs. Sarah Hamilton: Assistant Principal**

**Mrs. Stefanie House: Assistant Principal**

**Mr. Matthew Palmer: Assistant Principal**

**Office 803-810-8500**

**Fax 803-831-9471**

The mission of Crowders Creek Elementary School, in partnership with the parents and community, is to prepare students to become productive, confident and responsible citizens by creating a safe, friendly, child-centered environment which effectively addresses the social, emotional and intellectual needs of each child.

**5515 Charlotte Highway, Clover, SC 29710**

**<http://www.clover.k12.sc.us/domain/10>**

Welcome to Crowders Creek Elementary where young minds SOAR!

On behalf of the CCE faculty and staff, we welcome you to the 2023-24 school year. As we begin a new school year, we recognize that we have the opportunity to provide unique experiences for all of our families. At Crowders Creek, we aim to create a safe, nurturing, and family-oriented environment. We also encourage our students and staff to Seek smart solutions, be Onboard with learning, Act responsibly, and Respect others. We greatly appreciate the support from our community. We believe that in collaboration with parents, guardians, and stakeholders, we can exemplify the idea of One Team, One Dream, One CCE.

We will provide engaging, meaningful, and rigorous work in our classrooms based on the College and Career Readiness Standards and allow students to engage in extracurricular activities that help them grow into well-rounded citizens. This year, we look forward to families engaging with their children in the learning experience. We encourage you to become involved here at Crowders Creek and will invite you to various activities throughout the year.

Thank you for your continued support of Crowders Creek Elementary. Please feel free to contact us if you have any questions.

Sincerely,  
Maurice Thomas, Principal

## SCHOOL BELIEF STATEMENTS

The purpose of school is to design meaningful experiences where students acquire knowledge and skills to successfully explore the challenges of today and tomorrow.

The responsibility of leaders is to provide the time, resources, and collaborative environment that promote continuous improvement.

The focus of educators is to design engaging, meaningful work for all students and ensure that they learn to their highest potential.

The role of the school, parents, and community is to create a safe and supportive environment for all students to learn and thrive.

### **Important Telephone Numbers**

Crowders Creek (Grades PK-5 Office)	803-810-8500
Crowders Creek Cafeteria, Kimberly Hughes, Manager	803-810-8562
Transportation Office	803-810-8190
Clover School District Community YMCA	803-831-9622
Oakridge Middle School	803-631-8000
Clover High School	803-810-8200
Clover School District Office	803-810-8000
District Attendance Office	803-810-8014
Bible Release Program	803-230-6257

<http://www.clover.k12.sc.us/domain/10> (School website)

<https://www.facebook.com/crowderscreekelementary>

Download the CSD app on your mobile device

Follow CCE on social media

### ARRIVAL AND DISMISSAL PROCEDURES

**Our building opens at 7:05. Please do not drop students off students prior to that time. Adults will not be at duty posts to receive them and maintain safety before 7:05. Parents are asked to remain in their cars while unloading students in the morning.** In an effort to keep the flow of traffic moving as quickly as possible, please make sure your child is prepared to exit the car upon arrival. While staff are available to assist with unloading, we encourage students who are able to safely exit independently to do so upon arrival as well. **Please do not use the front office entrance for student drop off. Parents dropping off students late or tardy should escort the student in to the main office for check-in.**

Student drop-off/pick-up for car riders will be in the car loop on the primary (PreK-2) or elementary (3-5) side of our building. If you have children attending both sides, please drop-off/pick-up on the elementary side of the building. The bus loop is for buses and authorized vehicles only, and 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 7:05, and each afternoon until 2:30 to supervise students. Please follow their directions so that we will have a safe and orderly drop-off/pick-up process. As an extra measure of safety, our car loops are designated as no cell phone zones. 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. Students should be ready to exit the car upon arrival on the side closest to the sidewalk. **Please do not pass vehicles in the car rider 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 dashboard of your car. Car tags should remain displayed until the child is placed in the vehicle. If your child requires car seat assistance, please move forward to a non-loading zone. We will dismiss and load cars in a safe and orderly manner as quickly as possible.

Parents of students who live in **Autumn Cove, Marlin Bay, Paddlers Cove, and Tullamore** are permitted to walk to the door to drop off at the primary car loop. During dismissal, please show your child's pass, issued by the school, for verification to pick up your child.

Thank you for helping to 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. Please note that our crossing guards are staffed by the transportation department. For inquiries specifically related to traffic guards, please contact the Director of Transportation at 803-810-8190.

## ATTENDANCE

### **Bell Schedule**

7:05 a.m.	Doors open
7:30 a.m.	Instruction begins
2:12 p.m.	Dismissal begins

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.

Students in Prekindergarten will be allowed 10 tardies and 10 absences. **Having more than 10 unexcused absences in a Prekindergarten class could result in your child being removed from the program.** If you have any questions, please contact Courtney Jones, District Attendance Office, at 803-810-8014.

**The instructional day begins promptly at 7:30 a.m.** Our expectation is for children to be in their classrooms at this time 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 not excused absences.** Parents will be asked to sign an acknowledgement form for trips that occur during instructional days of school. Please make note of student holidays and arrange vacations to coincide. Work missed should be made up within three days of returning to school. Teachers are not expected to provide work in advance of a trip.

In order for a student to be counted present, he/she must be at school until 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. **Please note that the SCDE tracks every minute of the school day to ensure that students receive adequate instructional time each year.**

**School principals must approve or disapprove any student's absence in excess of 10 days, whether lawful or unlawful, or a combination thereof. Students with absences in excess of 10 days are subject to grade failure and/or referral to family court for truancy. Please see 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 grades K through eight 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 the 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.
- 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.
- A child in foster care who must be absent due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services.

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 (5) 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.

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

The district will be responsible for implementing and expediting medical homebound instruction for students experiencing a prolonged illness or injury requiring them to be absent from school.

### **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.

### **BIBLICAL RELEASED TIME (BRT)**

Students in grades 3-5 whose parents approve, may participate in Biblical Released Study Time. This project is sponsored by local churches. Students will miss one special area class per week in art, music, library or technology to attend BRT.

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. If a student withdraws from the program during the school year, he/she is not permitted to re-enroll. For more information, or if you have additional questions, please contact Laura Eastridge directly at 803-230-6257.

### **BOOK BAGS**

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

### **BULLYING, HARASSMENT, OR INTIMIDATION**

The board does not allow acts of harassment, intimidation, or bullying of a student by students, staff or third parties that interfere with or disrupt a student's ability to learn. It is the school's responsibility to educate its students in a safe and orderly environment. These environments include - classrooms, on school premises, on a school bus/other school-related vehicle, at a school-sponsored activity whether on or off campus, or at another program/function where the school is responsible for the student. Harassment, intimidation, and bullying can be a gesture, electronic communication, or a written, verbal, physical, or sexual act that harms a student physically or emotionally; or insults or demeans a student or group of students causing disruption to the operation of the school. Bullying typically continues over time, is often hidden from adults, and is not a single episode of inappropriate behavior. Bullying reports are available and can be obtained by contacting a school counselor or administrator.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district.

### **CAFETERIA**

Our school lunch program is managed by Chartwells Schools Dining Services and operates in compliance with federal food service guidelines. Cafeteria employees are allotted based on the number of school lunches served daily. Breakfast and lunch are served each day school is in session. Breakfast and lunch payments may be made via check or cash to the cafeteria.

Parents may also use the link <https://paypams.com/HomePage.aspx> to pay online. Accounts should be kept in good standing at all times. **An account with a negative balance will prohibit a student from being able to charge additional meals. In these instances, a standard courtesy meal (free of charge) will be provided.** Ms. Kimberly Hughes is the cafeteria manager and may be reached at 803-810-8562. Full and reduced breakfast and lunch prices are included below.

Breakfast Prices – Please note that students must arrive before 7:25 to receive breakfast.

- Full Price Breakfast: \$1.60
- Reduced Breakfast: .30

Lunch Prices

- Full Price Lunch: \$2.40
- Reduced Lunch: .40

## **Cafeteria Procedures**

- Students are asked to use a minimum of half of the lunch period to eat their meals. These times are denoted using non-verbal cues including, but not limited to lights, cups, hand signals, etc.
- Students are encouraged to use the restroom before or after lunch. However, if a student needs to use the restroom during the lunch period, he/she should notify and/or be escorted by a CCE faculty/staff member.
- **Please note that due to seating capacity and space restrictions, limited guests are allowed in the cafeteria. Guests may sign up using the link provided in weekly email messages. Thank you in advance for your cooperation and understanding.**
  - All school guests are required to check-in at the main office and show a state-issued picture I.D. to receive a visitor's sticker. These stickers must be visible throughout the duration of your visit. Parents/Guests are asked to remain in the designated visitation areas during school visits.
  - Lunch visitors should remain in the cafeteria and are not permitted to interrupt instructional time, visit classrooms, playgrounds, or bus loops. Parents may be called if a visitor would like to have lunch with a child and they are not listed as an approved visitor. 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. 2.) Email or send a note with your child on the day of the visit. However, the visitor will be required to show a state-issued picture ID. This process is a safeguard for allowing visitors in our building and keeping our students safe.
  - CCE enjoys having lunch visitors, but please be advised that as our enrollment continues to grow, our ability to accommodate a large number of guests in the cafeteria has been impacted.
  - Due to limited space in the cafeteria each child is allowed up to 2 guests and visitor seating is on a first come, first serve basis. All lunch guests are required to be seated in and remain in the designated parent area.
  - Guests should only interact with the student(s) they are joining for lunch.
  - Guests will be admitted for the first 10 minutes of the lunch block. Once 10 minutes of the student's lunch time has passed, parents will not be permitted to join and they will be asked to reschedule for another day.
  - Guests are not able to bring in celebratory balloons, cakes, presents, etc.... when visiting for lunch.

## **CHANGE OF ADDRESS**

**The office must have a parent's current mailing address, telephone number(s), and email address 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 via television, radio, phone, Blackboard, Facebook, Instagram, and CSD app. Additionally, the Clover School District website (<http://www.clover.k12.sc.us/domain/10>) 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.**

## **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

**Co-Curricular** activities are special area classes attended during the school day to prepare for a special event. An example is an art class. **Extra-Curricular** activities are conducted before and after regular school hours (7:30-2:15). Examples of extra-curricular clubs are Chorus, Art, Gardening Club, Book Club, Engineering for Kids, Girls on the Run, and Let Me Run. These clubs generally meet from 7:05-7:30 a.m. or 2:30-3:30 p.m.

## **CUSTODIAL RIGHTS**

School administration will follow custodial and visitation procedures 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 school will follow the court issued custody agreement as outlined. The school will release a child to a noncustodial parent only if there is a permission form for doing so signed by the custodial parent on file at the school office. Crowders Creek 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 upon receipt.

## **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 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, diploma or certificate and awards received and the most previous educational agency or institution attended. 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 receipt of this handbook, parents have the right to refuse permission of the designation of any or all of 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. In order 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. Any time a student is referred to the office, parents will be notified by phone or in person. The disciplinary action will depend on multiple factors including, but not limited to, the offense and the student's disciplinary history. Please note that student consequences will only be discussed with the student's parent or guardian. The school is not at liberty to discuss disciplinary actions involving other students.

Clover School District has a **zero tolerance** policy for violence. 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** threats will be fully investigated, regardless of the grade level. Please be advised that **both** perceived and actual threats will result in disciplinary actions. **All Crowders Creek Elementary students are expected to comply with the district's policies and procedures regarding student discipline.**

#### **Level I - 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
- abusive language between or among students
- failure to comply with directives from school/district personnel or agents (to include volunteer aids or chaperones)
- use of forged notes or excuses
- cutting class
- school tardiness
- truancy (three consecutive unlawful absences from school or a total of five unlawful absences)
- possession 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 and will maintain a complete record of the procedures. 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 or after school
- 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:

- violation of a Level 1 intervention plan and/or behavioral contract
- 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 (e.g., bullying harassing, or intimidating other students or district employees; plagiarizing copyrighted materials; and accessing inappropriate websites)
- Other acts as determined and communicated by the administration

The administration may apply sanctions in cases of disruptive conduct which 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
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the board
- Other consequences as communicated by the administration

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

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's 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
- threat of the use of a destructive device (bomb, grenade, pipe bomb, or similar device)
- 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)
- Illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with activities; maliciously transmitting sexual images of minors, other than images of the student or images transmitted with the uncoerced consent of the individual in the images)

- threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their immediate family

When an administrator observes or is notified of and has verified a criminal offense, the administrator must contact the school resource officer or local law enforcement authorities immediately. An administrator will notify the student's parent/legal guardian as soon as possible. An administrator will impose the appropriate disciplinary action. If warranted, the administrator should immediately remove the student from the school environment.

Staff will follow established due process procedures when applicable.

- 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, excluding criminal conduct. 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 possible.

#### *Program prescriptions*

A disabled student's staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individual Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a disabled student's individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion, which are conducted in accordance with regulation.

#### *Suspensions*

The administration may suspend a disabled student unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend a student for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement under the law). Prior to a single suspension for over 10 consecutive days, or a cumulative suspension for more than 10 days that constitutes a pattern of removal, a multi-disciplinary team will meet to determine whether there is a direct or causal relationship between the misconduct and the student's disability. If no relationship is determined to exist, the administration may proceed with standard procedures for handling the misconduct. If it is determined that the misconduct is a manifestation of the student's disability, the student's IEP will be reviewed and revised to address the student's difficulties. However, students who bring weapons to school or a school function or knowingly possess or use illegal drugs or solicit the sale of controlled substances or have inflicted serious bodily injury upon another person while at school or a school function may be removed for up to 45 days at a time. If school officials believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, they may ask an impartial hearing officer to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

#### *Expulsions*

Expulsion of a disabled student is equivalent to a change in educational placement and therefore requires special procedures. Before a disabled student may be expelled, a multi-disciplinary team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of

educational services for the student would be unallowable.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

#### *Immediate removal*

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

### **iPad Policy**

Clover School District is 1:1, and all CCE students receive an iPad. Students should take care of their device and report any issues to their teacher. Ipad's are intended for instructional use only and not for personal use by students or others. Students are expected to bring their iPad to school daily with sufficient charge (60%) to sustain the instructional day. .

### **Level 1 Violations**

iPad violations include, but are not limited to, being unprepared for class (uncharged iPad, deleted apps without permission, etc.), inappropriate use (off task, messaging students, changing school settings, non-educational, etc.), careless or irresponsible behavior (air-dropping files without permission, tossing/sitting on bookbag while device is present, allowing others to use device, etc.), or more than the allowed two photos/videos.

Consequences: (offenses restart each quarter):

- 1st Offense- Verbal warning to student
- 2nd Offense - Warning/Parent Contacted (share iPad policy with parent)
- 3rd Offense - Warning/Parent Contacted (share iPad policy with parent)
- 4th Offense- iPad kept by teacher for the day and returned at dismissal/Parent Contacted
- 5th Offense- iPad kept at school for 1 night/Parent Contacted (student will get paper copy if needed to complete work)
- 6th Offense- iPad kept at school for 1 week/Parent Contacted (student will get paper copy if needed to complete work)
- 7th Offense- iPad kept at school for the remainder of the quarter/Parent Contacted

*Note: If a student is out of school for an extended time, parents may request that the student iPad be picked up in the front office.*

### **Level 2 Violations**

iPad violations include, are not limited to, photographing/filming others against their will or with malicious intent, using the device to bully others, damaging the device, accessing and/or sharing inappropriate websites, materials, videos or photos, or any misuse of technology outside of school that impacts the people or environment on campus.

- 1<sup>st</sup> Offense- iPad kept at school for 1 night/Parent Contacted (student will get paper copy if needed to complete work, share iPad policy with parent)
- 2<sup>nd</sup> Offense- iPad kept at school for 1 week/Parent Contacted (student will get paper copy if needed to complete work, share iPad policy with parent)
- 3<sup>rd</sup> Offense- iPad kept at school for the remainder of the quarter/Parent Contacted

**Level 3 Violations:** Include criminal offenses that require the involvement of law enforcement and may require arrest and/or recommendation for expulsion. See the CSD Technology Agreement for further information. Any of these infractions will be handled by administration, and parents will be notified.

***iPads will be randomly checked by school staff. Repeated infractions will be documented in ABE and may constitute an office referral after the last offense.***

### **DRESS CODE**

Parents/guardians are responsible for assuring that individual students dress in an appropriate manner at all times while students are on campus or involved in school activities. CCE administration will determine the appropriateness of student attire in accordance with school board policy. Reminder: Your child should dress appropriately on PE day (no flip flops).

- Masks are optional.
- Excessive short skirts, dresses, shorts, skorts, athletic wear, etc. are prohibited. The fingertip rule should be used to help determine appropriate lengths. Example: Extend your arm to ensure the hem of the garment goes beyond fingertips.
- Pants are to be worn at the waist. Belts are helpful in keeping pants at waist level.

- Clothing in a state of excessive disrepair and with holes in them intended to expose underclothing or skin in areas already described as prohibited, are not allowed.
- Hats, scarves, or other headgear may not be worn inside the building unless it is a designated spirit day.
- Tank tops, halter tops, tops with spaghetti straps, crop tops, low cut or see-through tops should not be worn to school. Shirts and tops should have some kind of sleeve.
- 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. If you have to think whether or not a slogan is appropriate for school, it probably isn't, so do not wear it.
- Heelies are not permitted.
- It is suggested that hair be of a natural hue (i.e., black, brown, blonde, red) to eliminate and avoid excessive distractions throughout the school day. Spray in, semi-permanent, or permanent hair color in hues such as green, pink, blue, red, etc., are not recommended.
- No large jewelry or objects other than earrings in piercings.
- Parents will be asked to come to school to provide appropriate clothing if the child's attire does not meet the dress code. The nurse's station also has clean clothing that students may wear.

### **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.

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. A state issued picture identification card must be shown. 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 an appropriate state issued picture identification card, 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.

### **FIELD TRIPS**

Field trips are planned throughout the year for instructional purposes and with academic objectives in mind. Only designated chaperones are allowed to accompany classes on field trips. **Students must use district transportation both to and from the designated field trip site. Students are not allowed to be dismissed from the field trip site unless there is an emergency.** All students will participate in field trips unless a parent or guardian has signed a waiver. If parents opt students out of participation in a field trip, the student will remain at school during this time in another classroom. If select classes are off campus, the student will stay at school in another class on the same grade level. If the entire grade level is off campus, the student will go to a class on another grade level that is most commensurate with the child's academic ability.

Instructional planning and classroom activities will be provided in order 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.

Crowders Creek 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, Ms. Martha Park and Ms. Lisa McDevitt - 803-810-8503.

### **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 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 antifungal cream; permission for this is obtained at registration. Students may keep chapstick 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 one of our school nurses - Ms. Martha Park or Ms. Lisa McDevitt - 803-810-8503.

The needs of students who require medication during school hours will be met in a safe and prudent manner. Students are not allowed to bring prescribed medications or over-the-counter medicine to school except as directed below.

#### *Prescription medication*

All the prescription medications with the exceptions of life-sustaining medications (inhalers, insulin, and Epi pens), 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
- 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

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

#### *Pre-K through Grade Five*

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, EpiPen 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 is not responsible for any adverse drug reactions.

The parent/legal guardian will reclaim any unused medication or over-the-counter medicine by 10:30 a.m. on 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 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 aforementioned 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. The artistic program (ST-ARTS) includes students in grades 6-8. 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, Nick Lafave at 803-810-8000.

### **HOMEWORK GUIDELINES**

1. Homework should be given only after a skill has been introduced and taught.
2. Homework assignments should be stated clearly.
3. Homework is checked for completion. Failure to complete homework assignments may possibly lower a child's grade.
4. 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 7:30-2:15. Classrooms will not be interrupted for the following reasons:

- To deliver dropped off items throughout the day. Items dropped off after instruction begins will be placed in the 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.
- To hold unscheduled parent/teacher conferences.
- To sign out a sibling to attend a CCE school event.

### **PRE-KINDERGARTEN GRADING SYSTEM (3 TIMES PER YEAR – OCTOBER, FEBRUARY, & MAY)**

M=Mastered

IN=Improvement Needed

ND=Not Demonstrated

### **KINDERGARTEN GRADING SYSTEM**

S=Satisfactory

P=Progressing  
N=Not Demonstrated

### **1<sup>ST</sup> GRADE GRADING SYSTEM & 2<sup>ND</sup> GRADE SCIENCE & SOCIAL STUDIES**

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

### **2<sup>ND</sup>-5<sup>TH</sup> GRADE GRADING SYSTEM**

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

### **RELATED ARTS (Art, Music, & P.E.)**

E=Excellent  
S=Satisfactory  
N=Needs Improvement

### **IREADY**

iReady is a computerized test administered three times per year (fall, winter, and spring) to students in grades K-5. The test assesses student performance in mathematics and reading and creates individualized learning pathways for students to complete. Score reports generated from each administration of the test 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.

### **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 at the end of each nine weeks. Many watches and other jewelry items are misplaced each year. Parents should encourage children not to wear valuable items to school, especially on physical education days when they must be removed. The school will not be responsible for lost items.

### **MEDIA CENTER**

There are two media centers at Crowders Creek Elementary. Each media center is open daily from 7:05 a.m.- 2:15 p.m. for instruction, book checkout, and technology integration. Students are encouraged to check out books on a weekly basis. The media specialist also works along with our classroom teachers to encourage student participation in Read Across America Week, Read for the Record, Battle of the Books, etc. Mr. Fisher and Ms. Piazza are the media specialists for PK-5.

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

Parent involvement is an integral part of the PTO. It takes a team of parents and teachers working together to make Crowders Creek Elementary the best school in South Carolina. We welcome parent participation, contributing the resource of your choice, to our school fundraising efforts. The PTO Board meets the first Friday of each month at 8:00 am; General PTO meetings are held throughout the school year with ample notice. Consider joining the PTO alongside fellow Crowders Creek families and help our school soar to new heights. We look forward to meeting you! PTO Officers are as follows:

**President- Janet Cooperider**  
**Vice President- Leslie Ammon**  
**Treasurer- Marlo Mazhari**  
**Secretary- Melissa Davis**

Please "like us" on Facebook at Crowders Creek PTO or email us at [crowderscreekpto@gmail.com](mailto:crowderscreekpto@gmail.com).

### **PARTIES**

Individual classrooms will have two (2) celebrations during the school year. Times will be announced. Celebrations will be before winter break and near the end of the year. The school cannot accept deliveries of flowers or balloons for any occasion. Please note that we are trying to encourage healthy habits, so you may wish to choose from the list below. **If edible items**

are donated, they must be **store bought with the food label attached**, and approved by the teacher and school nurse to ensure compliance with possible classroom food allergies and restrictions. **Due to the severity of food allergies, some classes may have additional restrictions.** Please contact a school nurse if you have additional questions/concerns, or for assistance with reviewing food labels - Ms. Martha Park or Ms. Lisa McDevitt - 803-810-8503.

### **Birthday Celebrations**

Because every minute of instruction matters, please notice our policy for birthdays. PreK and Kindergarten students may have “special” snacks on birthdays. Parents must schedule day/time and make 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.

### **Recommended Healthy Snacks**

Water, applesauce, fruit cups, pudding cups, Jell-O cups, popsicle 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.

### **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, smart watches, tablets, 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, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary action against students consistent with CSD School Board policy JICDA/JICDA-R regarding student conduct. Elementary students may not use or display cellular phones, smart watches, tablets, and gaming devices while on school property during school hours. (The start and end of school will be denoted by the start and end bell.)** However, students may possess a cell phone or other personal electronic device in school, as long as it remains turned off in their backpack and is not disruptive to the educational environment. Unauthorized use of a phone, smart watch, or other electronic device may include, but is not limited to: taking pictures or recording without permission, cheating, harassment or bullying, use during emergency drills or 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. Students may use school phones to contact parents/legal guardians during the school day with permission of the teacher or administrator.

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; privilege to have device is revoked for the rest 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 (policy JCDA/JCDA-R).

## **REPORTING CHILD NEGLECT OR ABUSE**

Child neglect and/or abuse are serious and dangerous offenses. It is important that you report such cases in order 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 803-684-2315.

## **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 children.

**Special Note: The Clover School District will not accept any student who is under expulsion from another school/district.**

Please see the residency requirements on the CSD website for more information: <https://www.clover.k12.sc.us/domain/2303>

**Students who are found in violation of these requirements may be dropped from the school rosters.**

### **SCHOOL COUNSELORS**

School counseling is an integral part of the total educational experience and supports the academic and social-emotional growth of every child. Our counselors will push into technology classes once a month to teach school counseling core curriculum lessons. These lessons are designed to help students in the areas of academics and social-emotional development. Our school counselors cover a wide range of content, but some topics that will be taught this year include: conflict/resolution, academic success, friendship, and personal safety including Erin's Law, as required by state legislation Section 59-32-20 (B) in South Carolina. School counselors also meet with students individually and in small group settings. Although our counselors work with all students, they are assigned as followed: one will work with students in grades PreK, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup>. The other will work with students in grades PreK, K, 2<sup>nd</sup>, and 4<sup>th</sup>.

### **SCHOOL IMPROVEMENT COUNCIL**

The School Improvement Council (SIC) is a group composed of parents, teachers, and community persons, which meets four times per 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. Individual and class pictures will be taken in the spring. Detailed information regarding prices and optional picture packages will be provided at a later date. 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.

### **Lockers and other school property**

The district provides lockers, electronic devices (iPads or laptops) and other storage spaces to students for their convenience. These electronic devices and storage areas 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, desk, or locker when such employee has reasonable suspicion that these items are improperly used for the storage of any substance or object, the possession of which is illegal, or may pose a hazard to the safety of the school. Unless an emergency exists, the student should be present and personally remove the contents of the locker, desk, or electronic device for inspection. General locker searches may be called for at any time to include all lockers in a selected section of lockers for general housekeeping and safety of the school. The school principal or his/her designee will maintain an accurate list of all locker assignments and either a master key or combinations to all lockers. At the time a student is assigned to a locker, electronic device, or other storage space, he/she must be informed that school authorities are empowered to conduct random periodic inspections. If applicable, school authorities will post notices of this inspection policy in appropriate locations throughout the school.

### **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.

### **Electronic Devices**

The privilege of bringing an electronic device including cell phones and smart watches onto school premises is conditioned on consent by the student to allow a search of the device 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 device on school premises, subject to provisions of this policy. Refusal by the student or parent to allow a device to be searched when there is reasonable suspicion may also result in a revocation of the student's privilege to bring the device on campus.

### **Police notification**

School administrators will contact law enforcement with regard to possession of items that constitute a violation of law.

## **TRANSPORTATION (BUSES)**

Parents should confirm bus information prior to the first day of school. Please do not assume that all bus routes will remain the same as last school year. Bus registration is required prior to students riding the bus to or from school. Please visit the transportation tab on the Clover School District website or call the transportation office at 803-810-8190.

**Any changes in bus transportation must be approved by the transportation office and administration. Requests for**

**students to ride the bus home with a friend or that your child ride the bus for only one day will be denied. If a child rides the bus, he/she must ride on a consistent basis to maintain their seat. Students are assigned to one bus and must be dropped off at the designated bus stop, per the address listed in PowerSchool. Please be advised that transportation requests may not be honored on the same day the request is made and could take up to three days for processing.**

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 Clover School District transportation office prohibits the use of technology on the bus. 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 to school administration. **PreK-2<sup>nd</sup> Grade students must have an adult visible to the driver before they can be released from the bus. If an adult is not present to receive them, they will be returned to school and the parent or guardian will be responsible for picking them up.**

**The principal or assistant principal may suspend or deny bus transportation to any student who violates bus rules.**

### **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 with phone call**

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

Our school supports the Clover School District Transportation Department and their procedures. The Transportation Department's rules of conduct and regulations are included below.

### **Waiting to Board the School Bus**

1. All bus drivers are expected to arrive at each designated stop within the same ten minutes of the set hour each day, unless there are uncontrollable factors (mechanical problems, inclement weather, misbehavior, or driver error).
2. Because school buses operate on a very tight schedule, students should arrive at the bus stop five minutes ahead of the bus. Each student should be on time—bus drivers will not wait for those who are late unless it's during inclement weather.
3. While waiting for the bus, students and books or other objects should remain out of the roadway.
4. Students should wait in an orderly manner, remain in a line at least five feet from the bus when it stops to pick up passengers, and should move toward the bus only after the driver signals them to do so.
5. Students are asked not to damage property such as flowers, shrubbery, fences, or other items while waiting for the bus.
6. Students may ride only the bus they are regularly assigned, unless the school principal or the transportation coordinator has granted approval.
7. Students are prohibited from bringing the following items on the bus: **crutches**; animals; glass containers; weapons; balloons; radios/tape players/compact disc players; skate boards; oversize items which obstruct the driver's view, block the aisle or exits, or displace a student from a seat; and any other item or object which will interfere with the safe operation of a school bus. [NOTE: Students may bring band instruments that they can hold in their laps and not obstruct driver view or displace another student's seating. If a student has crutches, the parent/guardian may call the transportation office and request transportation on a special needs bus.]
8. Passengers are to be seated immediately and remain seated while the bus is in motion.

### **Riding the Bus**

1. The driver of a school bus is in complete charge of the passengers while they are aboard the bus and should be given the same respect as a classroom teacher. Complaints against a driver should be directed to the school principal or a district transportation coordinator.
2. Students should conduct themselves in an acceptable manner at all times. Profanity, obscene gestures, horseplay, throwing objects, fighting, and boisterous or other improper conduct will not be tolerated. Outside of ordinary conversation, classroom behavior will be observed.
3. Students will occupy the seat assigned to them by the driver.

4. The aisle of the bus must remain free of books and other objects.
5. Passengers should keep their arms, head, or other parts of the body inside the bus at all times.
6. The driver's view of the passengers and to the outside of the bus must remain unobstructed.
7. Students should refrain from talking to a driver except in an emergency.
8. Passengers should not tamper with the emergency door, fire extinguisher, or other safety equipment on the bus.
9. Students should assist the driver in keeping the bus clean by discarding trash in an appropriate trash receptacle.
10. Students found responsible for damage, defacement, or vandalism will be charged for the damages in conjunction with other disciplinary action.
11. Passengers should show respect for motorists or pedestrians passed on the route.
12. Using technology, eating, drinking, chewing gum and using tobacco products are prohibited on school buses.
13. Mobile devices (iPads/MacBooks) should be kept in a book bag while riding the school bus.

#### **Leaving the Bus**

1. Students should remain seated until the bus comes to a complete stop. Upon arrival at school, students in the front seats will leave the bus first, and all will exit in an orderly fashion.
2. Passengers are allowed to leave the bus only at regular designated stops. Drivers are not permitted to make unauthorized stops to drop students. Permanent changes require the approval of a district transportation coordinator.
3. After exiting the bus, students who must cross the highway should go about ten feet to the front of the bus and wait until the driver signals them to cross. All students should promptly move away from the bus after exiting and should never go back toward the bus once the driver has broken visual contact with them. Following these instructions saves lives.

#### **General Information**

1. Students are not allowed to switch from their assigned bus once the school year begins unless the family moves or the student goes to a different address in the afternoon for childcare. Parents/guardians must notify the school about child care situations and when moving. The school then will notify the transportation office as well as denote such in the child's file.
2. Students will not be approved to ride home with others on a school bus because most buses are near capacity when all students ride.
3. Students are subject to transportation laws, rules, and regulations from the time they board a school bus until the bus route is completed or until the students arrive at their normal destinations, either home or school.
4. All bus students are expected to obey the teachers and administrators at each school their bus serves. Students who disobey any school officials on school grounds are subject to discipline consequences administered by an administrator at the school the student attends.
5. Only administrators (to include a district transportation coordinator) can suspend a student from riding the school bus; bus drivers cannot suspend the students. The bus drivers submit a written school bus incident report to the student's school when the student has misbehaved and the appropriate administrator issues consequence after investigating.
6. Any time a student's behavior on the bus endangers the lives of other bus riders and the motoring public, that student can be immediately removed from the bus and bus riding privileges will remain suspended until the student and his/her parent/guardian has had a conference with the school administrator.
7. Complaints or safety concerns regarding a bus or bus driver should be made to the Transportation Office.

#### **State Laws Relating to School Bus Transportation**

1. To be eligible to ride a school bus, students must live at least one and one-half (1½) miles from the school which they attend unless the situation is deemed hazardous.
2. A school bus cannot leave the approved route to pick up a student who lives less than .3 miles from the main route.
3. School bus stops must be at least two-tenths of a mile apart.
4. Bus drivers are required to drive only on approved routes and to make only approved stops.

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

1. Parents should report all traffic hazards, unsafe driving practices to the transportation coordinator.
2. Parents should report all misconduct on school buses to the administrators of their children's school.
3. Parents should help supervise students at bus stops.
4. Parents should discuss bus rules to their children and stress the importance of good behavior on buses.

#### **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 documented

**email on record in PowerSchool. Changes cannot be made over the telephone.** This information should include:

- Date of change
- Student's full name
- 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 state-issued 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. Consistent methods of transportation home are critically important for protecting the safety and well-being of our students. We appreciate your cooperation with this policy.**

If you have questions or concerns about bus transportation, please call the school or the Clover School District Transportation Office at 803-810-8190.

### **TOYS AND TRADING CARDS**

Toys and trading cards are not allowed at school unless brought for *Show & Tell* in PreK and Kindergarten classes. Items must be put in a book bag and kept there until the student is off of the school campus.

### **VEHICLE CARDS**

Parents/guardians of car riders will be issued vehicle tags, clearly labeled with their child's name. Please place your vehicle name tag (issued by the school) with the name(s) of your child(ren) written on it on the dashboard of your car. Car tags should remain displayed until the child is placed in the vehicle. **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.

Car tags should remain displayed until the child is placed in the vehicle. If your child requires car seat assistance, please move forward to a non-loading zone. We will dismiss and load cars in a safe and orderly manner as quickly as possible. **Parents are asked to remain in their cars for afternoon dismissal. Only persons living in Autumn Cove, Marlin Bay, Paddlers Cove, and Tullamore may walk and pick up their child and are asked to use the entrance at the primary car loop only. Once again, parents, we are asking your cooperation for the safety of our students.**

### **VISITORS/VOLUNTEERS**

We encourage parent involvement in our school. **All school guests are required to check-in at the main office and show a state-issued picture I.D. to receive a visitor's sticker for ALL school events.** These stickers must be visible throughout the duration of the visit. Parents/Guests are asked to remain in the designated visitation areas during school visits. Persons seeking to volunteer one-on-one with a child or to chaperone a field trip **must complete a Clover School District Volunteer Application and be on the approved volunteer list.**

Occasionally, you may ask to observe in your child's classroom. In order to keep disruptions to a minimum, these visits must be scheduled in advance with the teacher and principal. In addition to contacting the teacher and principal, a Classroom Observation Request form must also be completed. This is also required for any third-party observations. Younger children, friends, or students from other schools will not be allowed to spend the day in a classroom. If you would like to have a conference with the principal or teacher, please call the school for an appointment. Volunteers and visitors will have to provide a current, state-issued picture identification card during each visit to our school. We hope to see you often!

Lunch visitors should remain in the cafeteria and are not permitted to visit classrooms, playgrounds, bus loops, or interrupt instructional time. Due to limited space in the cafeteria each child is allowed one guest and visitor seating is on a first come, first serve basis. All lunch guests are required to be seated in the designated area. Parents may be called if a visitor would like to have lunch with your child and they are not listed as an approved visitor. 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. However, the visitor will be required to show a state-issued picture identification card. 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 identify 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**

Complaints should be submitted in writing to:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, DC 20202-8520**