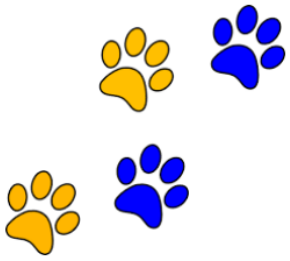


# Pacolet Elementary School Student Handbook 2022-2023





# Pacoleet Elementary School

150 McDowell Street  
Pacoleet, SC 29372

Phone: 864-279-6500 Fax: 864-279-6510

Welcome to Pacolet Elementary School where many exciting learning opportunities are ahead. I am very excited and blessed to have another opportunity to serve the students, families, and community at PES. Pacolet Elementary School is a wonderful example of what can happen when school and community work together to create a collaborative learning environment that fosters the whole child.

Parental and community support and participation are indeed exceptional and greatly appreciated here at PES. Please know that we sincerely appreciate you and are humbled by your continued support towards the education of our students. Please use this handbook as a reference to reinforce school procedures, policies, and student expectations.

I invite you to visit our school and actively participate in your child's education. This participation may come in a variety of forms including: joining the PTO, working as a volunteer at the school, checking your child's homework and agenda on a daily basis, attending school-wide events and communicating questions or concerns to the teachers and me.

I was fortunate to have an amazing learning experience as a student at PES. The same caring and nurturing atmosphere is still evident today! We are committed to providing this learning environment for all children. Our passion is educating children and everything we do at Pacolet Elementary is based around ensuring that your child reaches their highest level of success.

In closing, it is always a pleasure working with all of you, and I truly appreciate your continued dedication and support. We hope you will visit often!

With Panther Pride,

*Allison Berry*

Principal

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***Mission***

The mission, in Spartanburg School District Three, is to be student-focused through positive relationships while teaching world-class skills and values.

***Purpose***

Preparing today's students for tomorrow's successes.

***Values***

Spartanburg County School District Three Values:

Children, first and foremost; safety and security; uniqueness, diversity, and inclusivity; high expectations; equitable access to a quality education; teachers, parents, guardians, and communities who help our students grow; the mental and physical needs of every child.

***Guiding Principle***

ALL IN. Every Child, Every Day, Whatever It Takes!

**SPARTANBURG SCHOOL DISTRICT THREE SCHOOL BOARD MEMBERS**

Mr. Chris Jolley, Chairperson  
Mrs. Ami Odom, Vice-Chairperson  
Mr. Billy Gossett, Secretary  
Mrs. Holly Jolley  
Mr. Eddie Dearybury  
Mrs. Jodi Gilmer  
Mr. Deion Logan  
Ms. Sarah Dunn  
Mrs. Catherine Voelker

**SPARTANBURG SCHOOL DISTRICT THREE ADMINISTRATION**

Mr. Kenny Blackwood, Superintendent  
Mr. Greg Mack, Assistant Superintendent for Finance and Operations  
Mr. Rodney Goode, Deputy Superintendent for Personnel and Pupil Services  
Mrs. Windy Hodge, Director of Academics



## ACCIDENTS AND EMERGENCIES

We make every effort to prevent accidents. Should an accident or emergency occur, authorized school personnel or a trained health volunteer will administer first aid to injured students. In cases of serious accident or illness, we will make every effort to contact you. School personnel will exercise extreme caution in making a decision that involves the health and safety of your child following an accident or other emergency.

## ACTIVITY FEE AND TECHNOLOGY FEE

The annual fee is **\$10.00** for 5K – 5<sup>th</sup> grade students. Technology fees are \$15 for full pay lunch status \$5 for reduced lunch status, and \$2 for free lunch status. All fees will be collected during registration.

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), our district contracted the services of AAA Environmental Services to inspect our schools for the presence of asbestos. We have received a Management Plan from this firm that documents the findings of their inspection and complies with all the criterion required by both the State of South Carolina and the Environmental Protection Agency. This plan is available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel and their representatives as required by the AHERA Rule in our administrative offices located at 3535 Clifton Glendale Road.

If a copy of this report is desired, it will be provided for the reasonable cost of \$.10 per page. Any questions concerning the Management Plan should be addressed to Mr. Paul Hollifield, located at the administrative offices, who will be serving as our LEA Designee. You will be notified of any further asbestos related developments as the need arises.

## ATTENDANCE

Spartanburg School District Three will continue to promote regular school attendance. We are required to enforce the South Carolina Compulsory School Attendance Law, which states that every child from ages 5 to 17 must be enrolled and attend school regularly. If your child will be absent or tardy, please call the school before 8 a.m. You may also leave a message on our voice mail system at any time of the day or night to let us know why your child will not be in school. In addition, a recent change was made which requires schools to have parent conferences at **five unlawful or three consecutive unlawful absences**. At this time, we are required to develop an Attendance Intervention Plan to improve your child's attendance and to classify a student as "truant" in their attendance information. If unlawful absences continue, we will make a referral for truancy court intervention. By law, a total of **ten (10) unlawful absences may result in your child repeating a grade**. Office staff will call home to verify a student's absence. You may also choose to call the school to leave a message regarding the reason for your child's absence (voice mail will pick up all messages before or after school hours). All students must bring a doctor's statement and/or a parental note to the teacher, following all absences. A parent or guardian note can excuse **five days when approved by the principal. After 5 parent notes, all other excuses must be written by a doctor. It is possible that a child may be retained if absent over fifteen (15) total days, whether the absences are excused or not. Please note that vacations will not be excused during the school year.** Parents should arrange doctor appointments for times other than during school hours when possible. Every effort should be made to have your child attend the full school day from 7:45 a.m. until 2:30 p.m.

## C.S.C. COMPULSORY ATTENDANCE LAW

1. Section 59-65-10A. Responsibility of parent or guardian.

All parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this state which has been approved by the State Board of Education or a member of the South Carolina Independent Schools' Association or some similar organization, or a

parochial, denominational, or church related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age on or before September 1<sup>st</sup> until the child or ward attains his seventeenth birthday or graduates from high school. A parent or guardian, whose child or ward is not six years of age on or before the first day of September of a particular school year, may elect for their child or ward not to attend kindergarten. For this purpose, the parent or guardian shall sign a written document making the election with the governing body of the school district in which the parent or guardian resides. The form of this written document must be prescribed by regulation of the school district in which the parent resides. The form of this written document must be prescribed by regulation of the Department of Education. Upon the written election being executed, that child or ward may not be required to attend kindergarten.

Section 59-65-20. Penalty for failure to enroll or cause a child to attend school.

Any parent or guardian who neglects to enroll his child or ward refuses to make such a child or ward attend school shall, upon conviction, be fined not more than fifty dollars or imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its direction suspend the sentence of anyone convicted of the provisions of this article.

According to US Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students must attend class for at least half of the instructional day to be considered present for that day.

## BREAKFAST AND LUNCH

We provide healthy, nutritionally balanced lunches with several choices to our children. Carbonated drinks and drinks in glass bottles are not allowed in the cafeteria at lunchtime. Please refrain from sending students lunches that need to be heated. Students eating breakfast must arrive by 7:30 am. You may pay in advance for school meals. The amount paid in advance is credited to your child's lunch account. Free and reduced price tickets are available for qualifying families. Any student who participated in a free or reduced meal program during the previous school year will remain on the same program for the first 10 days of school only. You must reapply at the beginning of each school year. Please contact the office if you need a free/reduced lunch application. Applications are also available in the office if your financial circumstances change during the school year.

To ensure proper credit to your child's account: ALL lunch money should be placed in a sealed envelope with the student's name, grade and teacher's name written on the outside. All questions about lunch monies should be directed to our cafeteria supervisor at 279-6505.

Student breakfast: \$1.45

Student lunch: \$2.45

## BUS TRANSPORTATION

### **For the safety of all children in Spartanburg School District 3:**

A student must have permission to ride to and from school on the bus. They must have either a form on file with the transportation office OR have written permission from their principal AND the Director of Transportation BEFORE loading a bus. In the event of a last minute emergency, call 279-6742 between 6 am–6 pm



A student must have permission from the transportation office to change their assigned bus and/or assigned bus stop location.

Any student not showing up for their morning bus stop for 10 consecutive days (excluding special needs buses), must contact the transportation office to reschedule the stop.

Anything a student carries onto a bus must be able to be held in their lap.

We must exercise every precaution for a safe transportation bus system. The driver is to assume the responsibility for proper conduct on the bus.

Students who ride buses are expected to obey the instruction of the driver. Students must ride the same bus and the same load daily. No smoking is permitted. No profanity or talk unbecoming a good citizen will be tolerated. Loud and boisterous talk is unnecessary. Each rider must respect the

rights of others. When it reaches a point that the conduct of an individual is such as to jeopardize the safety of others, he will be asked to provide his own transportation. Those who ride buses to school will be expected to return home by the same bus unless permission is granted from the office for some other means. The bus driver is in complete control. Students must be obedient.

*Students in 4K through Grade 3 will not be allowed to get off the bus at home if an adult is not there to meet the bus. The child will be brought back to school and a parent will be called to pick up the child.*

Bus routes are established by the transportation department and are determined by the number of students riding a bus and drop off locations. Requests for changes to bus transportation cannot always be accommodated. Please follow the guidelines below to request a change.

A student must have permission from the Transportation Department to ride a different bus OR to get off the bus at a different bus stop.

A note must be sent to the office by 8:00 a.m. on the day of your request along with the details of the transportation change.

The transportation department will verify bus changes with the local school.

Approval is required from the transportation department before requests can be approved.

## CAR RIDER PROCEDURES

All car riders will be issued two new car rider tags at the beginning of the school year. Please keep



this tag in a safe location. Assist your child in memorizing the number that has been assigned to him/her. Returning students will use the SAME number as the previous year. Siblings will also be issued the SAME number. This car tag should be displayed prominently or hung from the rear-view mirror so that staff members can easily see this number to “call” your child to your vehicle. Cars without a tag number will be asked to go to the front of the school. These car tags should be given ONLY to an adult(s) who is listed on the child's sign-out sheet and has permission to pick up your child from school. We also ask that adults REMAIN

in their vehicle as children are escorted to you.

### **Morning Car Riders**

Students should be dropped off on the sidewalk at the side of the school between 7:00 a.m.-7:40 a.m. Drivers should follow the single file line of traffic only. In the interest of student safety, the faculty/staff parking lot should not be used for student drop off. Car riders are not to use the entrance at the front of the school. This entrance is for bus transportation ONLY. Students arriving at 7:45 or after will need to report to the front of the school for sign in.

### **Afternoon Car Riders**

Students are dismissed under the awning at the side of the school when their number is called. Two lanes of traffic will be formed throughout dismissal. Overflow traffic will be directed through the faculty/staff parking lot. Students will be escorted to your vehicle and staff will notify you when traffic is clear to move.

## CHANGE IN AFTERNOON TRANSPORTATION

Students who have a change in afternoon transportation (car rider to bus rider, bus rider to car rider, change in person picking-up from school), must have written parent permission. Students will give these notices to their classroom teachers, who will forward to the office. If your child's transportation change requires them to ride home with another student at Pacolet Elementary School, we must receive a written permission from both parents.

## CHILD DEVELOPMENT CENTER

Pacolet Elementary School Child Development Center offers daily childcare for three and four-year-old children from 7:30 am-5:30 pm and after school childcare for five year olds from 2:30 pm-5:30 pm. All DSS required paperwork must be on file before students are able to attend.



Rates for CDC services are:

7:30-5:30 5 days a week \$85.00

2:30-5:30 5 days a week \$45.00

**Payment for CDC services are due every Friday. Unfortunately, an excess of unpaid CDC fees will prevent a child from attending until all fees are paid.**

## CLASSROOM CELEBRATIONS

We recognize individual student birthdays at PES on the morning news. You are welcome any time to join your child for lunch during their scheduled lunch time. If you bring treats, we ask that you do this during lunch and that you follow the District Snack Policy (pg.23). We are happy to distribute birthday or party invitations as long as there is an invitation for each student in the class.



## COUNSELING SERVICES

Counseling services are provided by our school counselor. Students, parents, and teachers may make a counseling referral. Our counselor also works with students in small groups, as well as in the classroom setting with character education curriculum. Our school counselor can be reached at 864.279.6507.

## DAILY SCHEDULE

7:00am	Doors open <b>Students are NOT allowed to be left at school before this time.</b>
7:00am	Unload buses
7:05am	Breakfast will be served to students who participate
7:30am	Teachers report to work
7:40am	Breakfast ends; students report to class
7:45am	Instruction begins; students arriving after 7:45am will be counted tardy. Students entering after this time <b>must</b> be accompanied into the office by a parent or responsible adult to be signed in.
2:25pm	Afternoon announcements (changes in transportation will be announced)
2:30pm	Dismissal-Boys and Girls Club Begins

## DISABILITIES EDUCATION ACT (IDEA)

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

### Section 504 of the Rehabilitation Act of 1973 (Section 504)

No otherwise qualified individual with a disability in the United States, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation



plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

## DRESS CODE

We encourage Pacolet Elementary School students to take pride in their appearance. Student dress should reflect this pride while at school or school functions. The following items should **not** be worn to school: hats, sagging pants, toboggans, hoods, halter tops, spaghetti strap tops or tank tops (straps should be at least 3 adult fingers wide), midriff tops, low rise jeans, baggy pants that do not fit on the waist, pants with holes above the knee, and skirts or shorts that are above fingertip length. All attire should comply with requirements for health and safety and should not contain any language or artwork that would interfere with the educational process. The final interpretation of the dress code is at the administrator's discretion.



## EARLY DISMISSAL AND EARLY RELEASE DAYS

Whenever possible, please schedule medical and dental appointments after school hours. If you plan to sign your child out of school early, send a written notice to the child's teacher on the morning of the early dismissal. Please include your signature, contact number where you can be reached, and the reason and time of the early dismissal. Parents/guardians must report to the main office before 2:00 p.m. to guarantee early dismissal. Students will not be signed out from the front office before 2:00pm. In the interest of your child's education, please try to avoid signing-out your child unless necessary. Students are not permitted to leave school grounds during the school day unless signed out by a parent or an individual listed on the official school sign-out sheet. The student will be called by the office staff when the parent or legal guardian arrives. Office staff will require picture identification of those individuals signing-out a student.

Spartanburg School District Three provides Professional Development opportunities for teachers on **September 16, 2022 and November 4, 2022**. Students will be dismissed at 11:30 am on these designated days. All after-school activities including Boys & Girls Club, Child Development Center and extended day programs will continue.

## ELECTRONIC DEVICES

Pacolet Elementary School students may not have cell phones out or turned on during school hours (including on the bus). Cell phones will be taken by staff members and turned into the main office for parent pick-up, if used during the school day.



It is up to the discretion of the classroom teacher, as well as parents, as to if portable electronic devices (tablets, e-readers) will be allowed in the classroom for independent reading. The school is not responsible for any lost or stolen items, if chosen to bring to school.

Due to confidentiality and to protect the rights of all students, the taking of pictures or videos by students using portable devices is prohibited at school or while on a school bus.

## EMERGENCY DRILLS

Fire, tornado, earthquake, and intruder drills help children react quickly and responsibly in emergency situations. In accordance with state laws, Pacolet Elementary School has at least one emergency drill each month. Drills are held without warning. During a drill teachers instruct their students on the fastest and safest exit route. In accordance with the Safe Schools Act of 1990, we will be conducting other safety drills such as bomb threats. We may also practice a mock evacuation of the building during the school year. These drills are necessary for the safety of our students.

## ENROLLEMENT

Students who attend Spartanburg District Three schools must provide proof of residence within our school attendance zone. Examples of proof of residence would include a current tax notice in the name of the parent or guardian, employer statements that include the physical address, lease and rental agreements, etc. Additional items required for enrollment are a registered birth certificate and a SC Certificate of Immunization. Residency questions should be addressed to the principal.

## EVERY STUDENT SUCCEEDS ACT (ESSA)

Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

## EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in Pacolet Elementary School's extra-curricular activities. Activities include Boys & Girls Club, Student Council, Book Club, Kindness Squad, Student Council, Singing Panthers (4<sup>th</sup> and 5<sup>th</sup> grade), Running Club, and Safety Patrol. Information will be available to students at the beginning of each school year concerning our activities.

## 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.



Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. For additional information, you may contact:

Deputy Superintendent, Pupil and Personnel Services - Mr. Rodney Goode

3535 Clifton Glendale Road, Glendale, SC 29346 [rgoode@spartanburg3.org](mailto:rgoode@spartanburg3.org) (864)279-6000

## FIELD TRIPS



Our school board defines a field trip as a learning activity. Instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum be counted as part of the instructional day. Any student on a field trip must leave and return to school the same way. (If a child leaves school on a bus, he/she must return to school by bus.) A parent or guardian must sign a waiver as well as sign the student out from school in order for the student to ride in a car. In

order to attend a field trip, chaperones must notify the teacher by the designated deadline on the field trip permission form and submit a SLED background check or be on the district's approved list (please allow 10 days for SLED background checks). SLED forms must be filled out by volunteers/chaperones every year. Chaperones on overnight field trips must also submit a DSS background check.

**If a student is displaying inappropriate behaviors at school, he/she shall not be allowed to participate in field trip activities.** Prior to the trip, parents will be notified by the administration if a student is not allowed to attend based on inappropriate behaviors. **Siblings are not allowed to attend field trips.**

## GIFTED AND TALENTED PROGRAM/ATLAS

ATLAS is an acronym for Spartanburg School District Three's Gifted and Talented Program (Action Team Learning Accelerated Students). The program provides experiences which are based on different developmental needs of the gifted and talented students. Specialized curriculum is developed to meet these students' unique learning styles, learning rates, interests, and abilities. Students are identified for ATLAS through state gifted standards and testing.

Academic ATLAS is a pull-out program for grades 3-5 each Wednesday.

Art and Music ATLAS are after school for grades 4-5.

## GRADING PROCEDURES

### 1<sup>st</sup> Grade

E	Excellent (consistently exceeds expectations)
S+	Satisfactory (exceeds expectations)
S-	Needs Improvement (meets expectations)
N	Not Meet (not yet meeting expectations)

### 2<sup>nd</sup> Grade ELA & Math, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>

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

### Honor Roll (2<sup>nd</sup> - 5<sup>th</sup> Grade)

Grade 2 combination of E's & S+'s or all S+'s

Grade 3 – 5 combination of A's & B's or all B's, and E's & S's or all S's

### Principal's Honor Roll

Grade 2 all E's

Grade 3 – 5 all A's & E's

### End of the Year Certificates

Principal's Honor Roll Certificate: Principal's Honor Roll 3 of the 4 nine week periods.

Honor Roll Certificate: Honor Roll or Principal's Honor Roll 3 of the 4 nine week periods.

## HARASSMENT AND BULLYING

Harassment and bullying are forms of discrimination prohibited by federal and state law. It is the policy of Spartanburg School District Three that harassment or bullying of any kind is prohibited. Any student who thinks he/she has been harassed, intimidated or bullied should contact a teacher, counselor, or administrator immediately.

Spartanburg School District Three has been very proactive in addressing bullying. Our district has joined hundreds of districts throughout the world in adopting a leading research-based program to prevent bullying, called the *Olweus Bullying Prevention Program*. This program has been proven to reduce bullying and make schools safer and a happier place for students to learn.

The Olweus Bullying Prevention Program defines bullying as:

*“Repeatedly and purposefully saying or doing hurtful things to another person who has a difficult time defending himself/herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group or sending inappropriate messages on a cell phone or over the internet.”*

This program clearly defines bullying behaviors, levels (degrees), and the consequences which will be imposed. 1<sup>st</sup> offense=intervention handled by a teacher or counselor, 2<sup>nd</sup> offense= parent phone call/conference, 3<sup>rd</sup> offense= possible office referral.

## HEALTH SERVICES

### Student Health Services

The health and safety of the students who attend school in Spartanburg County School District Three is of primary importance to our administrators, faculty and Board of Trustees. Through a cooperative effort, we can ensure better health, improved attendance, and a higher level of academic achievement for all District Three students.



### Health Screening

Each year, the school nurse or other qualified health care professionals performs vision, hearing, and dental screenings for District Three students. If further evaluation is needed, you will be notified. Please notify your school if you do not wish your child to participate.

### Immunizations

An up-to-date immunization certificate from a doctor or from the Health Department is required of all South Carolina public school students. A parent friendly chart is available for your reference on your school website or in the health room. If you have any questions, please contact your son or daughter's physician, your local health department or the school nurse.

### Health Room

The health room is staffed with a nurse who sees sick and injured students during the school day. If the student is ill, vomiting, or if his/her fever registers 100 degrees or more, the nurse or other health room personnel will notify a parent or guardian by telephone to pick up the student. The student will not be allowed to return to school until they are fever free for 24 hours. Because of such situations, your emergency and contact information must be kept current. Please update your telephone numbers and emergency contacts as needed.

### Chronic Health Conditions

We ask that you please schedule an appointment to meet with the school nurse at your child's school if your child has a chronic or potentially life threatening health condition—for example asthma, severe allergies to insect stings, diabetes or seizure activity that requires specific treatment or immediate availability of medications.

### HIPAA

The Health Insurance Portability and Accountability Act requires certain offices or persons within School District Three to maintain privacy of protected health information and to provide individuals with notice of the district's legal duties and privacy practices with respect to such information. The district will not use or disclose protected health information except under circumstances either required/permitted by law, or pursuant to authorization from the individual or his/her personal representative.

*The Health Insurance Portability and Accountability Act* requires certain offices/persons within School District Three to maintain the privacy of protected health information and to provide individuals with notice of the district's legal duties and privacy practices with respect to such information. The district will not use or disclose protected health information except under circumstances either

required/permitted by law, or pursuant to authorization from the individual or his/her personal representative.

### Medication

As a demonstration of our commitment, the Board of Trustees has approved a policy for administering student medications at school. It is our expectation that this policy will enable our staff to provide the safest and best possible health services for our students. As in the past, we need your full support and cooperation. Under our policy, student prescription medication will be given, or topical prescription medication will be applied during school hours—when prescribed by a licensed physician to be administered four times a day or at a specific time during the school day. The *Permission for School Administration of Prescription Medication* form is available in the school health room. This form **MUST** be completed and signed by the prescribing physician and returned to the school nurse by the parent or legal guardian.

In special medical circumstances, certain over-the-counter medications may be arranged to be given during school hours on a short term basis and must be furnished by the parent in a new and unopened package. The *Permission for School Administration of Non Prescription Medication* form is available in the school health room. This form must be completed and returned to the school nurse by the parent or legal guardian. Certain criteria must be met for over-the-counter medications to be administered at school. **Students may not bring medications to school. All medications must be brought to the school nurse by the parent or guardian. Please call your school nurse (864.279.6504) if you have any questions.**

## HOMework AND MAKE-UP WORK POLICY



It is the policy of Pacolet Elementary School that regular and meaningful homework assignments are valuable and necessary in helping reinforce daily classroom instruction. Homework reinforces skills taught in class, develops independent study skills, and enhances parent awareness of their child's progress. Our teachers give homework Monday through Thursday only. Some class projects may require weekend work. Parents should ensure that the student accepts the responsibility for homework, brings the necessary materials home and provides a suitable place and time for the student to do homework. Teachers will make parents aware if extra drill or practice is needed. They will also ensure that re-teaching takes place if a child's homework reveals a lack of understanding.

**Grades 5K-2:** No more than 15 minutes of homework daily.

**Grades 3-5:** No more than 30 minutes of homework daily, including reading.

Make-up work - When students are absent, they are still responsible for up schoolwork within a reasonable amount of time. Each student will be given one day for every day absent to complete assignments and turn them in. You are always welcome to contact your child's teacher or the school office to request make-up work on the day your child is absent.

## INSURANCE

Information regarding the cost and benefits of school insurance is supplied in the registration packet. The purchase of additional school insurance is done through a third party vendor and is not associated or connected with the school in any way.

## INTERNET USE POLICY

Spartanburg County School District Three has installed computer connections to the Internet in every school. This connection provides a powerful access to worldwide information in text and media that can enhance student learning. The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the

accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value. To all extents possible, student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

There are many ongoing educational projects available on the Internet that are appropriate for K-12 students. Many encourage subject area studies or support virtual field trips to museums or other locations around the world. Much of this information can be immediately printed from the computer screen for inclusion in student or faculty research projects or papers assigned in class.

Our faculty members will supervise individuals and classes of students who are accessing the Internet to ensure that appropriate content is seen on the computer. This kind of screening is not new. Schools have always screened materials for student use, including many inappropriate books, magazines and videos. However, it is possible that a student conducting individual research may disregard the teacher's instructions and actively seek out inappropriate material.

We believe that students can be provided opportunities to use the Internet as a research tool within clearly understood guidelines. These conditions are:

- Parents are advised of the rules and have knowledge of the policy of Spartanburg School District Three (K-12).
- Students in grades 3-5 give written assurances regarding appropriate behaviors while opening the Internet under the supervision of a teacher.
- The student and parents understand that violations of these assurances will result in disciplinary actions and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

#### Student Assurances of Acceptable Computer/Internet Use

When conducting independent research on the Internet, I will

- use the Internet for legitimate educational purposes
- send e-mail only at the direction of my teacher or media specialist
- not register the name, home address or telephone number of myself or anyone else in any location on the Internet
- not attempt to download or save files to the computer hard drive or to a disk without teacher permission
- not search for, download or print any material that violates school disciplinary policy regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities
- not use or attempt to use Telnet, Internet Relay Chats or other interactive exchanges without teacher permission.
- not damage or alter computers, computer systems or computer networks.
- not violate copyright laws
- not trespass in another's folders, work or files
- understand that my participation in any violation of the Computer/Internet Student Assurances will result in disciplinary action and possible loss of access privileges to computers, the network, and/or the Internet, depending on the nature of the offense

#### **MCKINNEY-VENTO ACT**

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students. Please contact the school office with any questions about your child's educational services.

## MEDICAL HOMEBOUND

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

## NEWSLETTERS (SCHOOL AND CLASSROOM)

We take great pride in communicating news of interest and upcoming events and programs to our parents and community through our school and classroom newsletters. Our school newsletter is published monthly to inform parents of school-wide news while classroom newsletters and assignment lists are sent home weekly. Please check the school website for current school information. The school website address is [www.pacolet.spartanburg3.org](http://www.pacolet.spartanburg3.org). Each teacher has a current webpage containing homework assignments, class supplies, activities, classroom expectations and a calendar. The school marquee will also keep the community aware of events taking place during the school year.

## OFFICE HOURS

Office staff will be available to assist parents and/or children from **7:15 a.m. - 4:00 p.m.** If you have questions or concerns, please call 279-6500 during these hours.

## PARENT-TEACHER CONFERENCES

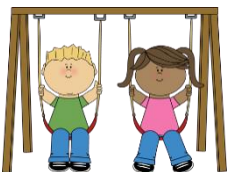
Parent conference will be held throughout the school year. Parent involvement is important at Pacolet Elementary School, and keeping parents informed of their child's progress supports the child's development and growth in the classroom. Student report cards will be given quarterly (every nine weeks). Interim reports will also be provided to parents and students during the middle of each quarter to further monitor progress.

## PHOTO RELEASE STATEMENT

From time to time our students and staff members may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or school and district public relations officials, in accordance with district policy and privacy laws. Only "directory" type information will be given, such as name, school, grade level, etc. If you have any questions or concerns, please contact your school administration. If you (or your child) do not wish to be identified or photographed, please notify the school in writing.



## PLAYGROUND SAFETY



Although we make every effort to prevent injuries at school, unexpected accidents unfortunately can occur. Even with close supervision, injuries may occur on playground equipment. For this reason, we ask that you stress the importance of safe play with your child. If you prefer that your child not use the playground equipment, please notify the principal in writing.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

• **Receive notice** and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• **Inspect**, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**Spartanburg School District Three will/has develop[ed] and adopt[ed]]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Spartanburg School District Three** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Spartanburg School District Three** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Spartanburg School District Three** will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:



Collection, disclosure, or use of personal information for marketing sales or other distribution.  
Administration of any protected information survey not funded in whole or in part by ED.  
Any non-emergency, invasive physical examination or screening as described above.  
Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### RELEASE OF STUDENT INFORMATION

Spartanburg County School District Three may disclose student directory information from student records as needed. Directory information includes the following: student's name, address, telephone number, date and place of birth, participation in activities and sports, weight/height of athletic team members, dates of attendance, diploma or certificate and awards received, and the most recent previous school attended. Any parent or legal guardian may request that this information not be disclosed by informing the school principal, in writing, within 15 days of this notification.

### SCHOOL IMPROVEMENT COUNCIL (SIC) & PARENT TEACHER ORGANIZATION (PTO)

Our School Improvement Council (SIC) consists of elected and appointed parents, teachers and community members who provide valuable assistance in preparing our Annual School Report. The report describes our future goals and our annual achievements. When a SIC election is to be held, nomination letters will be sent home.

Our Parent-Teacher Organization (PTO) actively supports our efforts to provide the best possible learning experiences for our children. We are fortunate to enjoy assemblies, field trips, and educational materials and supplies provided by our PTO. Please join and support your PTO!

### SAFETY PROTOCOLS

Pacolet Elementary School has safety procedures in place for the protection of our students and staff. We have a full-time School Resource Office, all interior and exterior doors remain locked at all times, gates surrounding the back portion of our campus remain locked, a front door buzzer is used to welcome visitors, every grade level and 1<sup>st</sup> Responders have a radio for communication. We follow the Standards Response Protocol for emergencies. These guidelines can be found on the last page of the handbook.

### SEVERE WEATHER AND SCHOOL CANCELATION

The school district cannot guarantee the safety of road conditions at any time. The district administration makes the decision whether or not to operate schools. Parents must make the decision whether or not to send their children to school during bad weather conditions.

When ice or snow causes hazardous driving conditions, it is the district's intention to operate schools only when roads are safe. School officials begin checking road conditions at 4:00 a.m. However, many times conditions cannot be determined until two or three hours later because snow or ice may occur at daybreak. When possible, a decision is made early - usually by 5:30 a.m. Once a decision is made, radio and TV stations are notified, and the announcement is put on the air with the 6:00 a.m. news. The announcement is repeated frequently until the normal time for school to begin. **Our district will also use the SchoolMessenger system to notify parents at 6:00 a.m.**

If a decision to close schools cannot be made by 5:30 a.m., school opening may be delayed for an hour or more. If an announcement is made that the school opening time will be delayed, teachers will not be at the schools until the announced time. Therefore, students may not be brought to school until the announced opening time.

When schools close due to weather conditions, students and parents are urgently requested to help school personnel and the local radio and TV stations communicate accurate information as early and as quickly as possible.

The radio and TV stations are anxious to cooperate with the schools in making these announcements. We believe that radio and TV are the most effective medium through which the announcement can be made and appreciate the cooperation of these stations.

**THE PLAN IS AS FOLLOWS:**

1. District officials will request that local radio and TV stations announce the decision as soon as it is made. The announcement will be broadcast no later than 6:00 a.m. on the day concerned, provided school personnel can get the message to radio and TV stations.
2. District officials will request that the media make announcements as often as possible. Students, parents, and other persons concerned are asked not to telephone anyone - the superintendent, principal, teacher, or radio and TV stations. This request is made to have the telephone lines open so that those responsible for making the decision can communicate with each other. In past emergencies, the announcement of the decision has been greatly hampered because the telephone lines were tied up.
3. If a radio or TV is not available, the student or other person concerned is requested to arrange to get the information from a friend. Your full cooperation in following this plan will be greatly appreciated.

**SNACK STATEMENT**



We are committed to providing school environments that promote and protect children's health, well-being and ability to learn. We are soliciting your help and cooperation when food and treats are used in school-wide celebrations as well as in classroom events. Please adhere to the following guidelines for snacks and treats brought into the schools that are fun for kids, safe for our children, and support the healthy living commitment of the school district for classroom celebrations:

- All snacks or treats must be commercially prepared and packaged so that we may see the ingredients listed.
- Parents should notify the teacher several days before treats are sent to school for parties and celebrations so that we can ensure that alternative treats are available for students who may have food allergies. If parents bring snacks and wish to stay for lunch, this must be during the child's scheduled lunch time.
- If providing class snacks for non-birthday purposes, class snacks should be healthy. (see below examples)\*
- In classrooms where a student has a food allergy, there will be additional safety precautions to follow and additional class snack recommendations given.
- Parents are responsible for providing written medical documentation of a student's food allergy and provide instructions from a physician.
- Parents may consider a non-food treat such as pencils, erasers, rulers, etc.
- Food products may be used in the classroom as part of the instructional curriculum. Parents will be notified the Friday before food is to be used in the classroom the following week.

**\*Healthy Snack Ideas:** fruit, yogurt, celery, carrots and light ranch dressing, 100% fruit juices, air-popped commercially packaged popcorn, baked chips, pretzels, fruit roll-ups, flavored applesauce, rice cakes, dry cereal, graham crackers, gold fish, cereal bars, animal crackers, baked Chips Ahoy, baked OREO, Teddy Grahams, and commercially prepared Rice Krispy treats.

**SPECIAL EDUCATION**

Students who are referred, tested, and meet the Federal, State, and local criteria spend instructional time each day with the school's special education resource teacher. An Individualized Education Plan (IEP) is written for each of these students. Parents and educators meet annually in the spring to review and discuss student progress.

## STATEMENT OF NON-DISCRIMINATION

Spartanburg School District Three does not discriminate on the basis of race color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Deputy Superintendent, Pupil and Personnel Services

3535 Clifton Glendale Road, Glendale, SC 29346

(864) 279-6000

[rgoode@spartanburg3.org](mailto:rgoode@spartanburg3.org)

## STUDENT ADDRESS AND PHONE NUMBERS

The emergency information you provide at registration is important and **MUST** be kept current. Please keep us informed of any changes in your address or contact numbers as well as individuals and contact information on your child's sign-out sheet. We must have your current contact information at all times, even if your phone number is unlisted. To update your contact information, please come by the office.



## SUPERVISION

**IMPORTANT:** Supervision of students will begin at 7:00 a.m. Students **ARE NOT** to be left unattended on school grounds before 7:00 a.m. Supervision ends at 2:50 p.m. with the exception of those students staying for extended day programs.

## TARDINESS

The school day instruction begins at 7:45 a.m. Students should be in their classroom and ready to begin work at 7:45 a.m. Students arriving in the car line after 7:45 a.m. are tardy and parents will need to drive to the front of the school to sign his/her child in with the front office staff. Students are picked up from morning holding areas at 7:40 a.m. When children arrive late, they interrupt the class and may miss important instruction. Punctuality is a quality of good citizenship. Help your child arrive on time. If your child is late due to an emergency, he/she must be accompanied and signed in with the front office staff by a parent or responsible adult. A parent meeting and a referral to Truancy Court or Family Court may occur if tardies become excessive (20 or more tardies).



## TITLE I

As a Title I school, we welcome input from our parents, students, community and staff. It is the policy of the administration, faculty, and staff of to involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs. The school also holds an Annual Title I Meeting to inform parents of their school's participation in Title I and to explain its requirement. This is accomplished at Pacolet Elementary School when we:

- Provide information to parents in a timely manner through classroom newsletters, a school newsletter and weekly communication from the classroom teacher.
- Provide parents with explanations of the school's overall student achievement and their child's individual student test results.
- Provide parents a description and explanation of the school's curriculum, the assessments used to measure student progress, and the ability levels students are expected to meet.
- Offer regular meetings for parents to make suggestions, share experiences, and participate in decisions relating to the education of their child.
- Provide timely responses to parents' suggestions.

- Develop and distribute a School-Parent Compact.
- Provide parent involvement programs that offer materials and training to help parents work with educators as partners to monitor and improve their child's achievement.
- Make sure that information related to school and parent programs is sent to the parents in a format and language that parents can understand.
- Provide other practical support for parental involvement activities as parents may request.

## TOBACCO POLICY

Spartanburg School District Three does not permit the use of any tobacco products in any of its indoor facilities, nor on any other part of school campuses or district property including, but not limited to, schools, district offices, stadiums, gymnasiums, etc. The restriction applies to employees and non-employees.

## VISITORS

Parents are always welcome but are encouraged to make an appointment before coming to see teachers, counselor, or the principal. ALL VISITORS must report to the office upon arrival at Pacolet Elementary School and scan in with a valid state issued ID or driver's license. After an ID scan is completed, a pass will be given to visitors for entrance into the building. Classroom visitations for observations must be approved by the school administrator.

## VOLUNTEERS

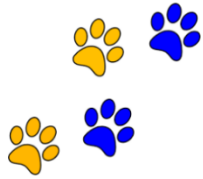
Volunteers work in cooperation the school to help in meeting the needs of children and the school staff.

- As volunteers, parents or other adults in the community provide students with enriched or additional learning experiences through their special skills and interests. In order to maintain classroom instruction, younger siblings are not allowed to accompany volunteers.
- Volunteers, in many instances, relieve teachers of certain routine duties, freeing them to devote more time to their professional duties.
- Volunteers serve the district's need for community input in planning efforts by serving on committees, councils, and study groups. These efforts also build a support base for the needs of schools in the community.
- Use of volunteers can increase the educational program's flexibility as well as opportunities for personal attention and assistance to individual students.

**All volunteers must submit a SLED background check or be on the district's approved list. Please allow 10 days for SLED background check to be approved.**

## WHAT CAN I DO TO HELP MY CHILD LEARN?

- 🐾 Start each day at home with a calm beginning.
- 🐾 Encourage your child to have a good breakfast and lunch. Make sure that your child sleeps at least eight hours each night.
- 🐾 Praise your child each day for something he/she has done. Have a special place to display schoolwork and other items brought home.
- 🐾 Stress attendance and punctuality. Your child needs to take advantage of every school day. This develops good habits to follow throughout their school career and beyond.
- 🐾 Keep the lines of communication open between yourself and your child's teacher.
- 🐾 Take your child to the library to get a library card and encourage reading for pleasure.
- 🐾 Read to your child and with your child daily.
- 🐾 Encourage your child to participate in at least one club or school activity.



# Our School Mission

**Our mission at Pacolet Elementary School is to teach and inspire students and staff. As a school community, we will create a positive and nurturing environment where everyone can grow socially, emotionally, and academically.**



# School Bus Discipline Code

Responsibility for safe transportation of students is shared by administrators, bus drivers, parents and students. Riding a bus is a privilege, not a right. This privilege must not be abused. Necessary action will be taken by school officials to ensure that all students always conduct themselves properly. Where there is evidence of misconduct by any student, disciplinary action will be taken to correct the situation. All bus riders must cooperate with the bus driver and observe the bus rules.

The privilege of riding a bus will be denied when student behavior may lead to accident, injury, or disruption. When a student is suspended from the bus, this includes morning and afternoon buses until the suspension is over.

The provisions of this code may apply to conduct on any school district or state owned vehicle during transportation to and from school and school sponsored activities.

## Bus Expectations:

- Book bags and other items must be held in lap
- Cell phones and electronic devices must be off and out of sight
- No eating, drinking, or chewing gum
- Keep all body part inside the bus
- No profanity
- Do not distract the driver
- Remain seated while the bus is in motion
- The driver or monitor may assign seats
- Do not spray anything on the bus
- Vandalism (cut seats, graffiti, etc.) will not be tolerated

## Bus Consequences:

1. Verbal warning
2. Loss of privilege, assigned seat given
3. 1 day bus suspension
4. 2 days bus suspension/Parent conference required to return on the bus.
5. 3 days bus suspension/Parent conference required to return on the bus.
6. 5 days bus suspension/Parent conference required to return on the bus.

\*Bus infractions found within categories 3 and above may result in consequences that correlate with the specific category.

# Discipline Levels/Consequences

\*Parent contact will be made with any behavior infraction and offense level.

\*Administrator discretion can be used at any time to address behavior infractions.

<p><u>Minor Infractions:</u></p> <ul style="list-style-type: none"> <li>• Violation of dress code- call from school nurse or teacher</li> <li>• Cell phones, electronics, toys, etc. that cause a disruption will be confiscated. Parents must pick up.</li> <li>• Cheating or plagiarizing will result in a parent phone call and consequence given</li> </ul>					
<p>Category <b>1</b>  Teacher Managed Behaviors</p>	<p><u>Behaviors:</u></p> <ul style="list-style-type: none"> <li>• Not following school rules</li> <li>• Not completing tasks in the classroom</li> <li>• Verbal conflicts between students</li> <li>• Misbehaving in the halls or restrooms</li> <li>• Failure to follow teacher's instruction on electronic device</li> <li>• Classroom disruptions</li> <li>• Horseplay</li> </ul>				
	Consequences	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
	K-2	Reteach-classroom level consequences	Loss of privilege	Loss of Privilege	Parent contact/conference and possible office referral
	3 <sup>rd</sup> -5 <sup>th</sup>	Reteach-classroom level consequences	Lunch Detention/Loss of device for 1 day	Loss of Privilege/Loss of device for one week	Parent contact/conference and possible office referral
<p>Category <b>2</b>  Office Managed Behaviors</p>	<p><u>Behaviors:</u></p> <ul style="list-style-type: none"> <li>• Chronic category 1 behaviors</li> <li>• Written or verbal abuse, obscene/intimidation or profanity between students</li> <li>• Excessive classroom disruptions</li> <li>• Forgery</li> <li>• Leaving class or an area without permission</li> <li>• Disruptive behavior in the halls or restrooms</li> <li>• Excessive horseplay</li> <li>• Dishonest to school staff</li> <li>• Inappropriate search on electronic device</li> <li>• Toy weapons brought to school</li> </ul>				
	Consequences	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
	K-2	Verbal warning	Loss of Privilege	Behavior Intervention Plan	Up to 1 hr. of ISS
	3 <sup>rd</sup> -5 <sup>th</sup>	Up to 2 hrs. of detention	1 day of ISS & Behavior Intervention Plan	Up to 2 days ISS	1 day OSS

<b>Category</b> <b>3</b> <b>Office</b> <b>Managed</b> <b>Behaviors</b>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>• Chronic category 2 behaviors</li> <li>• Spitting</li> <li>• Petty vandalism (up to \$10)</li> <li>• Stealing</li> <li>• Repetitive rude, argumentative, defiant, disrespectful behavior to teachers or staff members</li> <li>• Repetitive disruption of class/assemblies</li> <li>• Harassing, and/or bullying to student (verbal or written)</li> <li>• Instigating or participating in physical aggression or a fight</li> </ul>				
	<b>Consequences</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
	K-2	1 hr. ISS	2 hrs. of ISS & Behavior Intervention Plan	1 day ISS	Parent Escort
	3 <sup>rd</sup> -5 <sup>th</sup>	1 day ISS	2 days ISS & Behavior Intervention Plan	Up to 2 days OSS	Up to 2 days OSS
<b>Category</b> <b>4</b> <b>Office</b> <b>Managed</b> <b>Behaviors</b>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>• Chronic category 3 behaviors</li> <li>• Aggressive fighting</li> <li>• Biting</li> <li>• Vandalism (\$10-\$100) (*Restitution for any items vandalized.)</li> <li>• Written/verbal abusive language and/or profane language about or towards school staff</li> </ul>				
	<b>Consequences</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	
	K-2	1 day ISS	1 day OSS sent home remainder of day & Behavior Intervention Plan	2 days OSS, sent home remainder of day	
	3 <sup>rd</sup> -5 <sup>th</sup>	1 day OSS, sent home remainder of day	Up to 3 days OSS, sent home remainder of day & Behavior Intervention Plan	Up to 5 days OSS, sent home remainder of day	
<b>Category</b> <b>5</b> <b>Office</b> <b>Managed</b> <b>Behaviors</b>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>• Severe threat to students and/or staff</li> <li>• Weapon brought to school</li> </ul>				
	<b>Consequences</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	
	K-1 <sup>st</sup>	1 day ISS & Behavior Intervention Plan	1 day OSS sent home remainder of day	2 days OSS, sent home remainder of day	
	2 <sup>nd</sup> -5 <sup>th</sup>	2 days OSS, sent home remainder of day	Up to 5 days OSS, sent home remainder of day & Behavior Intervention Plan	Up to 10 days OSS with District Hearing before returning to school	

*\*Administrator discretion can be used to address behavior infractions.\** **Although SC Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of the administration at Pacolet Elementary School that corporal punishment is NOT an option for discipline of students by any district employee- Including but not limited to: teacher, assistant principal or principal.**



# IN AN EMERGENCY TAKE ACTION



## **HOLD!** In your room or area. Clear the halls.

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### Get inside. Lock outside doors.

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN!** Locks, lights, out of sight.

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE!** (A location may be specified)

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER!** Hazard and safety strategy.

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults