



Bamberg School District One

RICHARD CARROLL ELEMENTARY SCHOOL

1980 Main Highway

Bamberg, South Carolina 29003

Telephone: (803) 245-3043

Fax: (803) 245-3051

Stacey Walter - Principal

Dr. Jonathan Goodman – Assistant Principal

Ann Boykin - Guidance

Curtis Williams – Director of Transportation

“We Celebrate the Leader in You”

School Mission Statement

We are Richard Carroll Elementary School. Together we...

- ❖ Learn with Passion
- ❖ Lead with Integrity
- ❖ Succeed with Confidence!

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper



EQUAL OPPORTUNITY: PROGRAMS AND ACTIVITIES

Federal laws prohibit discrimination under programs and activities receiving federal financial assistance. The statutes listed below are applicable to Richard Carroll Elementary School and provided to you in part:

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

TITLE IX OF THE EDUCATION AMENDMENT OF 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

SECTION 504 OF THE REHABILITATION ACT OF 1973

No otherwise qualified handicapped individual in the United States...shall solely by reason of his handicap, 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.

Richard Carroll Elementary School conducts its programs and activities involving admission and treatment of students, employment, teaching, research, and public service in a non-discriminatory manner as prescribed by federal law and regulation.

Bamberg School District One offers all programs and educational activities without regard to race, color, national origin, religion, gender, or handicap.

Inquiries concerning the above may be addressed to:

**Bamberg School District One
District Superintendent
3830 Faust Street
Bamberg, South Carolina 29003**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or designated district office administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2018 - 2019

Bamberg School District

All Hands Supporting Education

July '18	August '18	September '18	October '18
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March '19	April '19	May '19	June '19
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School Days	Holidays	Staff Development	Student Day	End of Quart/Sem
Aug 13-17	Staff Development	Jan. 21	Martin Luther King Holiday	
Aug. 20	First Day for Students (Full Day)	Jan. 22	Staff Development	
Sept. 3	Labor Day Holiday	Fbe. 18	Presidents' Day	
Oct. 22	End of First Quarter (45th Day)	Mar. 25	Staff Development	
Oct. 23	Staff Development	Mar. 22	End of 3rd Quarter (135th Day)	
Nov. 6	Election Day Holiday	Apr. 15-19	Spring Break	
Nov. 21-23	Thanksgiving Holidays	May 27	Memorial Day Holiday	
Dec. 21	Early Dismissal	May 31	Graduation - 7:00 PM	
Dec. 24-Jan.4	Winter Holidays	June 3-4	Final Exams Early Dis. For Students	
Jan. 7	Prof. Dev. / Make Up-Day If Needed	June 4	End of 4th Quarter (180th Day)	
Jan. 8	School Resumes	June 5	Staff Dev. / Make-up Day If Needed	
Jan. 15	90th Day (End of 1st Sem.)	June 6,7,10	Make-up Day If Needed	

Approved: 03/19/18

August 2018

Dear **Richard Carroll Family**,

WELCOME to the opening of what promises to be another exciting 2018-2019 school year at Richard Carroll Elementary School!

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful, our children need support from both the home and school. Together — teachers, students, and parents make a strong RCES family! As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

My vision is to see that the mission of Bamberg School District One is carried out to the fullest by partnering with the home and community, ensuring the educational, social, emotional, and physical development of all learners in an effort to produce students who embody the characteristics indicated by the Profile of the South Carolina Graduate.

RCES continues to make a name for itself throughout the state and to thrive on our many accomplishments. RCES partners with Boeing and MUSC focusing on healthy habits and lifestyles. Our summer reading and math camps are held for select rising 3rd – 6th graders. We will once again partner with the Original Six Foundation and Dawn Staley's InnerSole Foundation on a fully funded Afterschool Program for select 4th, 5th and 6th graders. Teachers are continuously striving to attend appropriate sessions to further their professional development needs and we see the Leader in Me process throughout the school as the students take on more roles, jobs, and responsibilities!

As you send your children to RCES each day, do so knowing that they are in the **BEST** school with the **BEST** faculty and staff!

This handbook is a guide to help you with information about RCES. Please review it for changes from year to year. Use this book as a reference as often as you need to for basic "rules" that will help promote excellence in education, safety in our school environment, and appropriate expectations for student behavior.

If you ever have any questions about any aspect of RCES, my door is always open or feel free to ask any of our faculty, staff, or other administrators.

Now let's rock it out this year and be "**Rockin Leaders!**"

Educationally,

Stacey Walter,

Principal

2018 – 2019 RCES Faculty/ Staff

Pre-K

Summer Johnson
Sharon Gordon, TA
Christy Rutland
Barbara Turner, TA

Kindergarten

Loretta W. Glasper
Tamekia Franklin, TA
Morgan Huffstetler
Mabel Frazier, TA
Paige Kemp
Pam Toomer, TA
Heather Pulaski
Kintrella Raysor, TA
Lynda Warren
Cheryl Hammond, TA

Grade 1

Angie Bruns
Shonta Crosby
Allison Harper
Libby Murdaugh
Alexandra Ness

Grade 2

Chandra Bradshaw
Cindy Kilgus
Heather Palmer
Allison Huggins
Mary Templeton

Grade 3

Erica Glover (ELA/SS)
Jessica Lewis (Math/Science)
Faron Mixon
Lisa Thomas (ELA/SS)
Christi Williams (Math/Science)

Grade 4

Lee Ashe (Math)
Lacey Brown (ELA/SS)
Darlene Daniels (SS/Science)
Lauren Etheridge (ELA)
Lee Ann Hewitt (Math/Science)

Grade 5

Megan Breland (Math)
Sharon Cornforth (SS/Science)
Donna Herndon (Math/ Science)
Suzie Morrell (ELA/SS)
Connie Porth (ELA)

Grade 6

Bobbi Bunch (Science/SS)
Terry Collins (Math/SS)
Susan Hammond (Math)
Arlene Crosby (ELA/SS)
Jae Williams (ELA)

Related Arts

Teresa Alsing (Art)
Patty Clements (Music)
Harriett Coker, Library TA
Melissa Darnell (Grade 6 Library)
Portia Jennings (Computer Lab)
Linda Mintz (Grade 6 Computer Lab)
Becky Proctor (Library)
Gene Schwarting (PE)
Carol Smith (Art)
Larry Taylor (Grades 5/6 Band)
Jeremy Davis (PE)
Patsy Whitaker, Library TA

Student Services

Stephanie Mitchell (SC)
Diane Reed, TA
Mary Ida Padgett, TA
Lear Smart, TA
Rich Jeffcoat (SC)
Angela Grimes, TA
Renee Jeffcoat (Resource)
Sabrina Lawson (Resource)
Deanna Merchant (Resource)
Sara C. Williams (SC)
Jill Taylor (Speech)
Jamie Williams (Speech)
Jan McCormack (Speech)
Carla Jowers (OT)
Jennifer Medlin (PT)
Brenda Walker, TA
Jerry Glasper, TA
Shirelle Brooks, TA
Suzanna Crabb, School Psychologist

Response to Intervention

Paige Craven (Reading)
Brian Glover (Math) (4th-6th)
Todd Summers (Math) (1st-3rd)

Gifted & Talented

Angela Williams

Administrative Team

Alicia Batts, Front Office Secretary
Ann Boykin, Guidance
Kelli Sanders, Literacy Coach
Cynthia Tucker, Power School Coordinator
Capt. Regina Gatling, SRO
Lynn Wallace, Nurse
Curtis Williams, Transportation Director

I. Attendance

Attendance is the key factor in student achievement. Any school absence represents an educational loss to the student. The board recognizes that some absences are unavoidable. **Any student who misses school must present a valid written excuse** signed by a parent or guardian. A valid excuse will contain the date and the reason for the absence and a telephone number where the parent or guardian may be reached. If a student brings a false or forged excuse, he or she will be referred to the administration for appropriate action. The administration will classify the absences as lawful or unlawful. If a student fails to bring a valid excuse, an unlawful absence will result. All excuses are confidential. This policy pertains to individual classes or portions of the school day. Consequently, this should be considered when scheduling any appointments. **A maximum of 5 parent notes will be accepted.**

Lawful absences are those necessitated by:

- Illness endangering the student's health or the health of others;
- Serious illness or death in the student's immediate family;
- Observance of recognized religious holidays;
- Appearances in court or appointments with a legal office, which are verified in writing;
- Participation in school related activities that have received prior principal approval; or
- Unusual circumstances as determined by the principal. Whenever possible, a student will obtain the principal's approval in advance for such an absence.



Unlawful absences are those in which a student is:

- Willfully absent without the knowledge of parent/ guardian;
- Absent with the knowledge of parent/ guardian, and without the approval of school officials.

To receive credit, a student must attend 170 days of a 180 day course. The board or its designee will approve any absence in excess of ten days, whether lawful or unlawful. Failure to meet the 170 day attendance requirement may result in summer school placement (grade 6 only) or retention (1st-5th).

Make-Up Work: A student will be allowed to make-up work missed during an absence if arrangements are made with the teacher within two days of school return. The teacher will notify the student of a reasonable work completion time.

Appeals Process for Denial of Credit

Superintendent Level: If credit has been denied due to attendance regulations, the parent/guardian may appeal to the superintendent. The appeal must be made in writing within ten days of the date the student is advised of failure to receive credit. An informal hearing will be conducted and the attendance officer, parent, and student may be present. Within ten days of the hearing, the superintendent will make a decision and report it in writing to the parent or guardian and the school.

Board Level: After following the above procedure, the parent/guardian may petition the board to review the superintendent's decision. The petition for board review must be made in writing within ten days of receipt of the superintendent's decision. The superintendent, at the next regularly scheduled board meeting, will present the request, with copies of all documents. The board will notify the parent/guardian within ten days if it will review the matter presented at the superintendent's hearing.

Intervention Plans and Referrals: To encourage and assist students in regular school attendance, the administration intervention procedures are as follows:

- **After three consecutive unlawful absences or a total of five absences,** the attendance officer will try to identify the reasons for the absences and develop a plan with the student and parent/guardian to improve attendance. The plan will include reasons for and methods to resolve the cause of the absences; actions to be taken if the absences continue; and the signature of parent/guardian or evidence that an attempt has been made to involve the parent/ guardian.
- If the attendance plan is not successful and fails to cause the student, or parent/ guardian to comply with the plan, or the student or parent/guardian refuses to participate in intervention planning, the attendance officer may refer the student to Family Court.

II. Homebound Education

Homebound instruction is provided for students who because of illness, accident, pregnancy, or congenital defect, cannot, even with the aid of transportation, attend school. The principal or designee will be responsible for implementing the Homebound Program for students experiencing a prolonged illness or injury requiring school absence.

Criteria: Participation in the program requires all of the following criteria to be met:

- Physician certification that the student is unable to attend school.
- Principal certification that the student is unable to attend school.
- If the physician's diagnosis indicates the student is handicapped, a copy of the placement form is required to certify that the student has been accorded appropriate placement.



Placement: The following procedure will be observed:

- Obtain a form from the guidance counselor if the student is **expected** to miss more than five days of school.
- Obtain physician's signature on the form and return it to the principal. A certified teacher will be assigned and will provide a minimum of five hours instruction per week. Scheduling left up to each individual teacher and student.

III. Early Arrival

Supervision of students at RCES begins each morning at 7:15 a.m. Students should NOT be dropped off before this time.

Visitors: Adult visitors are welcomed and encouraged at RCES. Because of security considerations, visitors including parents, should enter the school at the main entrance to obtain permission from the main office. Each classroom has a designated area for visitors to sit. We ask that you do not interrupt teaching if visits occur during instructional time.

Conferences are to be scheduled before/after school or during teacher planning periods. Any person on school grounds without authorization will be asked to leave. The campus is closed to all student visitors from other schools who do not have prior clearance from an administrator.

Student Messages: RCES will strive to keep class interruptions to a minimum. Please be aware that each time a message must be delivered to a student it requires an interruption. To minimize classroom interruptions, **parents should give students all after-school transportation and activity instructions before the student leaves home. The school cannot be responsible for delivering messages especially concerning transportation after 1:45 p.m.**

IV. Early Dismissals

Once a student reports to school, he or she is expected to stay the entire day. **If a student has to leave early, it must occur before 1:45 p.m.** Sign out will not be allowed after this time. **When possible, appointments should be scheduled after school or on school holidays.** For parents requesting early dismissal the procedure is as follows:

- The student will bring a note that includes **date, the time and reason for dismissal, and a telephone number where the parent/guardian may be reached** written on a full sheet of paper to the office before school starts.
- **A student going home a different way other than the norm must bring a note to his/her teacher.**

Parents are urged to request early dismissal **only when necessary. Extensive early dismissals will be considered an attendance concern.** Students will not be dismissed on a regular basis to prevent waiting in the car line.

V. Tardy

Students arriving **after 7:45 a.m. must come in with a parent to be signed in. Chronic tardies will be reported to the principal.** Excessive tardies will warrant an administrative conference with parents.

VI. Withdrawals

The school should be notified at least **two days in advance** of a student's impending withdrawal. **All textbooks, library books, lunch fees, and other fines must be cleared before the student receives a transfer record to another school.**

VII. Academics

Uniform Grading Policy for South Carolina: A uniform grading policy will apply in Bamberg District One schools. Highlights of the policy include:

- All grades on report cards and transcripts will be numerical.
- The numerical breaks for corresponding letter grades are:

A: 90 - 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 - 59

Report Cards: Report cards will be issued every nine weeks and must be returned signed. See School Calendar for issue dates. Progress reports will be issued mid grading period of each quarter.

Homework: Homework is assigned daily. The reasons are:

- To provide practice on learned skills and the opportunity to learn good study habits.
- To provide opportunity for growth in responsibility.
- To provide the parent with an opportunity to see what the student is studying and how well he or she is doing.



Please check your child's folder daily for homework, teacher notes, and future school events.

Test Papers: Teachers will send test papers and other work home on Mondays by the student. Parents should sign and return these papers to the teacher the next day. Parents should contact the school office if papers are not being sent home at least twice per month.

Guidance Services: At the elementary level, the guidance and counseling program promotes personal, social, and academic skills that are necessary to be successful. It emphasizes responsible decision making, coping strategies, self-understanding, and career development.

Lost /Damaged Textbook Policy:

1. Students will be charged the replacement cost if a book is lost.
2. Students will be charged the replacement cost if a book is damaged and cannot be reissued next school year.
3. Students whose name appears on the Textbook Obligations List will not be issued any textbooks.
4. Students who lose their textbooks during the year will not be issued any replacements until the books are returned or paid for.
5. Students will be responsible for completing assignments during the time between the loss of the book and receipt of a new book. A book may be loaned to a student (if available) for classroom use only.

LIBRARY SERVICES

The mission of the RCES Library is to provide a stimulating environment in which all individuals of the school will have the ability to become lifelong and productive users of information and ideas. The library is a place where students can access information effectively and efficiently. Students are guided to develop useful reading strategies and students are encouraged to choose just right books that meet their reading needs and interests.

- Students in K5-6 may check out a book for a two-week period.
- Each student will be responsible for library books that have been checked out. These books must be treated with utmost care.
- Lost books will be charged a fee for a new book replacement. There will be a five (\$5) minimum fine for book damage or for library barcode damage.
- All fines must be cleared before another book can be checked out.
- A hold will be placed on the student's report card at the end of the year for books that have not been returned and for fines that have not been paid.

Academic Recognition: At the end of each nine week grading period, grades are reviewed to determine qualification for Honor Roll. Students who have earned a grade of “A” in every subject will qualify for the “A” Honor Roll. Students who earn no less than a “B” in every subject will qualify for the “A – B” Honor Roll.

Criteria for Sixth Grade Advance Courses

English/ Language Arts - Must have 3 out of 4 of the following:

- End-of-year 5th grade ELA average of at least 90%
- ELA Teacher Recommendation
- 5th Grade ELA SC Ready score of Exemplary
- Spring Reading MAP RIT score at or higher than end-of-year 7th grade mean based on most current normative data published by NWEA

Math - Must have 3 out of 4 of the following:

- End-of-year 5th grade math average of at least 90%
- Math Teacher Recommendation
- 5th Grade Math SC Ready score of Exemplary
- Spring Math MAP RIT score at or higher than end-of-year 7th grade mean based on most current normative data published by NWEA

Promotion, Retention, and Acceleration of Students

Purpose: To establish the basic structure for the promotion, retention, and acceleration of students. The district affirms academic excellence for students. This promotion/ retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next. This policy will be applicable to all students who are in the regular school program. Students functioning in special education programs will be governed by their Individual Educational Plan [IEP]. The district will administer this policy fairly, equitably and consistently in the schools.

Promotion Criteria for Kindergarten: Kindergarten students will be promoted to first grade upon successful completion of a full-year kindergarten program that is based on the state kindergarten curriculum standards. Retention will be in order when the student’s performance indicates that an additional year to achieve the academic program objectives is needed. Social, emotional and physical maturity will be considered. The following will be considered when determining the promotion/retention of students at the kindergarten level:

- Maturity (academic, social, emotional and physical)
- Individual progress as measured by the state kindergarten standards and assessment test results
- Teacher, principal, school psychologist and parent/legal guardian’s observation and judgment

Promotion Criteria for Grades One - Three: Students must achieve a minimum **grade of 60 in reading and math** in order to progress to the next grade. If a student is not performing at grade level or not meeting the terms of the academic plan, the district will retain the student in the present grade or may require the student to attend summer school if offered. Failure to meet promotion criteria in the summer program will result in promotion on academic probation with a requirement to attend after school programs or retention. Promotion or retention in certain circumstances may be based on the teacher and principal’s judgment. A student may be retained if he/she fails to meet the **attendance requirements** as stated in the district and state attendance laws. The district will promote or retain students in grades one, two, and three based on the following criteria:

- Classroom assessment results
- Work samples
- Teacher judgment
- Available standardized or criterion referenced test results
- Grades
- Review of progress on academic assistance plan



Promotion Criteria for Grades Four and Five: Students must achieve a minimum **grade of 60 in both reading/language arts and math** in order to progress to the next grade. Students must **also achieve a minimum grade of 60 in science or social studies** for promotion. If a student is not performing at grade level or not meeting the terms of the academic plan, the district will retain the student in the present grade or may require the student to attend summer school if offered. Failure to meet promotion criteria in the summer program will result in promotion on academic probation with the requirement to attend after school programs or retention. Promotion or retention in certain circumstances may be based on the teacher and principal's judgment. A student may be retained if he/she fails to meet the **attendance requirements** as stated in the district and state attendance laws.

Promotion Criteria for Grade Six: To be eligible for promotion, a student must maintain a **60 average in English/ language arts and math and maintain a 60 average in science or social studies**. If a student is not performing at grade level, or not meeting the terms of the academic plan, the district will retain the student in the present grade or may require the student to attend summer school. Failure to meet promotion criteria in the summer program will result in promotion on academic probation with a requirement to attend after school programs or retention. Promotion or retention in certain circumstances may be based on the teacher and principal's judgment. A student may be retained if he/she fails to meet the **attendance requirements** as stated in the district and state attendance laws.

Retention Appeals: Parents may appeal a decision to retain a student, place a student on probation, or require summer school attendance for promotion consideration to the district review panel within ten days of the affecting decision. The appeal decision must specify the parent's reason for disagreement and should be addressed to the Superintendent, Bamberg School District One, 3830 Faust Street, Bamberg, SC 29003. The district review panel will render and mail a decision on the written appeal within ten working days of receipt. A copy will be sent to the principal.

Child Find Requirement: If you feel your child has some type of disability and is in need of special education, related services, or accommodations, please contact the school administration or the Bamberg School District Office of Student Services (803-245-3049) as soon as possible so that the school district can provide appropriate educational opportunities for your child.

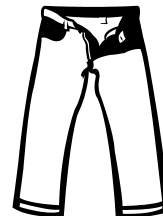
VIII. RCES Dress Code

Purpose: The purpose of the RCES Dress Code is to create an atmosphere that will allow us to provide the best education possible for your children and our students.

1. All clothing, including shorts and skirts/dresses must be appropriate for school. No short shorts or mini-skirts/dresses are acceptable. An accepted **guideline is not more than 4 inches above the knee when standing or shorter than fingertips when arms are extended by sides.**
2. All pants must be worn at the appropriate waist level. Pants must be worn so that undergarments or skin parts of the body are not visible. **Torn pants of any kind are not acceptable.**
3. All jumper and overall straps must be across shoulder and fastened. Belts must be buckled. All straps must not be less than 3 inches in width.
4. Hats, caps, and other head wear and sunglasses are not allowed to be worn in the building. Any exceptions will be at the discretion of the school administration.
5. No clothing with vulgar or obscene symbols, language, or wording is permitted. No clothing with advertisement for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex is permitted.

Not allowed at RCES

- Trench Coats
- Tank/Halter Tops
- Jeans/Pants with holes in them
- Inappropriate tight/short clothing
- Leggings/ Tights worn under clothing that does not meet guideline
- Note: This list is not all inclusive.



6. Shoes must be worn at all times. Bedroom shoes/ sleepwear are not allowed at any time.

IX. General Information

Parent Conferences: Parents are encouraged to meet with teachers. Appointments must be made to coincide with teachers' schedules. **In general, teachers will not be allowed to talk with parents during class time. Parents wishing to visit with teachers should call for an appointment. Teachers are not allowed to have phone calls during instructional time.** Messages will be given to teachers as soon as possible.

Visitors: All visitors **MUST check in at the school office to obtain a Visitor's Pass.** Pursuant to State Law, persons entering school property are deemed have consented to search of their person and property. (Act 373 of 1994)

Non-Student on Grounds: The principal will take appropriate action against persons who invade the buildings or grounds. It is unlawful to willfully or unnecessarily interfere with or disturb students or teachers, act obnoxious, or loiter around school premises. Violators shall be guilty of a misdemeanor and upon conviction pay a fine and be imprisoned. Students from other schools are not allowed to the school grounds without permission.

Immunization Certificate: South Carolina requires that students have a Certificate of Adequate Immunization. No student will be allowed to begin school without being in full compliance of the law. Only "transfer" students will be allowed to receive a 30 day exemption and begin school.

Medication Procedures: If possible, please give all medication before and after school. When prescription medication is to be administered for any period of time and must be given at school, the parent/guardian **must obtain a permission form from the nurse and have it signed by the doctor.** It is the parent's responsibility to get the form signed by the doctor. **Short-term prescription and non-prescription drugs must be brought to school by the parents in the original bottle with the appropriate permission form. Students are not allowed to keep medication with them in the classroom.** Appropriate disciplinary actions will occur if a student is found to have medication in class or school grounds and not with the designated personnel.

Telephone: **Students are not allowed to make or receive calls without staff permission.** Books, homework, signed papers, and money should be prepared and organized **before coming to school.**

Water Bottles in Classrooms: Students are permitted to have water bottles during instructional times. Permissible beverages are juices and water.

Flowers: Flowers, balloons, stuffed animals, etc. **are not allowed in class.** Delivery at school is not encouraged. Students receiving these items will be called to pick them up at the end of the day. Due to the size of RCES - **Florists will NOT deliver flowers on VALENTINE'S DAY. We ask that any gifts be given when your child gets home.**

Selling: The selling of items is **not** permitted without the principal's permission. Selling will be limited to school and district fundraising efforts.

Lost and Found: To help return lost items we are requesting that you put your child's name or the teacher's name in or on the appropriate items. **Items left in the lost and found will be donated to charity at the end of each semester period.**

Birthdays: All birthday celebrations must be **coordinated** through the classroom teacher. These events must be held during **non-academic times such as recess, lunch, etc.**

X. Discipline Code

S.C. Law requires these regulations be given to students: Legal authority for discipline in the State Code of Law states that the Board of Trustees shall "promulgate rules for behavior that must be met by all students as a condition to the right to attend public schools. The rules shall take into account the necessity for good conduct and scholastic progress on student's part in order that the greatest number shall be promoted. Such rules may require the suspension or permanent expulsion of those students who fail to observe the required standards." Good discipline begins in the classroom. Teachers are urged to handle discipline problems. If the problem is acute the teacher will send the student to an administrator. The teacher will make an oral or written report. Teachers will not send students from the class without checking to make sure someone is in the office. Teachers will notify students when they are reported for misbehavior. When reporting misbehavior, teachers may recommend disciplinary action. Suspension is authorized for student misconduct. Administrators are authorized to suspend student for up to ten days. Parents will be notified of this action.

Weapons in School: SC Law 16-23-430 (Carrying Weapons on School Property) states: It shall be unlawful for any person, except law-enforcement or authorized school personnel, to carry on school property, a knife with a blade over two inches, a black-jack, a pipe or pole, firearms, or any other type of weapon or object which may be used to inflict injury or death. Violators shall be guilty of a misdemeanor and if convicted pay of a fine of \$100.00 and be imprisoned for thirty days. Law-enforcement may confiscate any weapon and or object used in violation of this section. The law is very clear on what is a weapon and intent is not addressed. Parents are urged to make sure student possessions do not contain anything that would meet the definition of a weapon. If a pocketknife with a blade less than 2" is confiscated, we will insist on a conference and/or disciplinary action. Any object used in a threatening manner is a weapon. If such an object is found in a student's possession, the police will be notified and expulsion recommended.

Hazardous or Distracting Items: Items that are hazardous or distracting to the educational environment will be confiscated. Examples include long earrings, radios, and games, etc. Laser pointers are not allowed at RCES. If confiscated, parents pick up within ten days or the school will dispose of them.

*****Radios, Video Games, smart watches (iPhone, Samsung, or etc.) or Cell Phones Etc...:** **Students may not bring radios, digital music players, headphones, video games, smart watch (iPhone, Samsung, or etc.), cell phones, etc. to school.** These items will be confiscated and **parents** must pay **\$20.00** and pick them up **WITHIN 10 DAYS** of confiscation or the school will dispose of them. **The school will not be responsible for them.**

Students may not have a smart watch (iPhone, Samsung, or etc.) or cell phone while attending a school activity. An exception will be made under the following circumstances:

- Needed for a legitimate medical reason
- Eighteen or over and an active member of a volunteer fire fighting/ emergency organization

A student with a smart watch (iPhone, Samsung, or etc.) or cell phone is subject to disciplinary actions. A person finding a student in possession of a smart watch (iPhone, Samsung, or etc.) or cell phone without permission will report the student to the principal or administration. The device will be confiscated and the above actions will apply.

PUPIL DISCIPLINE POLICY

ADMINISTRATIVE DISCIPLINE GUIDE

*****RCES strictly adheres to the Pupil Discipline Policy of Bamberg District One*****

In School Suspension (ISS)

- Housed in RCES classroom
- 8:00 AM – 2:45 PM
- Monday – Friday
- Students assigned to ISS are separated from the regular student population and have different lunch and break times
- Students are required to complete assigned work
- Refusal to do work will cause additional time assigned to ISS or OSS
- 10 days are the maximum days allowed in ISS for the school year after which OSS will be assigned.

Out of School Suspension (OSS)

- Students are not allowed to attend school and are not allowed on campus for any activities (parent notification)
- Parent conference required for student to re-enter school
- 10 days maximum allowed OSS days after which student will be recommended for expulsion

Expulsion

- Students may not return to school for the remainder of the year

LEVEL I OFFENSES

Disrespect to Staff

- 1st referral – 1 day ISS
- 2nd referral – 1 day OSS
- 3rd and subsequent referrals – 3 days OSS

Cutting Class

- 1st referral – 1 day ISS
- 2nd referral – 1 day OSS
- 3rd and subsequent referrals – 2 days OSS

Disturbing School/Class

- 1st referral – Administrative conference
- 2nd referral – 1 day ISS (parent conference)
- 3rd and subsequent referrals – 2 days ISS

Dress Code Violation

All referrals – Student will not be allowed to go to class. Student must go home to change clothes or have appropriate attire brought to school. The attendance policy will be enforced and absences will be unexcused for this offense.

- 1st referral – Administrative conference
- 2nd referral – 1 day ISS (parent conference)
- 3rd and subsequent referrals – 2 days ISS

Failure to Follow Directions

- 1st referral – Administrative conference
- 2nd referral – 1 day ISS (parent conference)
- 3rd and subsequent referrals – 1 day OSS

In Unauthorized Area/Hall Pass Violation

- 1st referral – 1 day ISS
- 2nd referral – 1 day OSS
- 3rd referral – 2 days OSS

Profanity to Student/Obscene Gestures

- 1st referral – 1 day ISS
- 2nd referral – 2 days ISS
- 3rd and subsequent referrals – 1 day OSS

Leaving Class without Permission

- 1st referral – 1 day ISS
- 2nd referral – 2 days ISS
- 3rd and subsequent referrals – 1 day OSS

Minor Vandalism (less than \$25.00)

- 1st referral – 1 day ISS
- 2nd referral – 2 days ISS
- 3rd and subsequent referrals – 1 day OSS

Horse playing

- 1st referral – 1 day ISS
- 2nd referral – 2 days ISS
- 3rd and subsequent referrals – 1 day OSS

Throwing an object at another student

- 1st referral – 1 day ISS
- 2nd referral – 2 days ISS
- 3rd and subsequent referrals – 1 day OSS

Hit/Kick/Bite (4k-2nd)

1st referral – ½ day ISS
 2nd referral – 1 days ISS
 3rd referral – 2 days ISS
 4th and subsequent referrals – 1 day OSS

Hit/Kick/Bite (3rd – 6th)

1st referral – 1 day ISS
 2nd referral – 2 days ISS
 3rd and subsequent referrals – 1 day OSS

LEVEL II OFFENSES**Cheating**

1st referral – 1 day OSS and a zero on assessment
 2nd referral – 2 days OSS and a zero on assessment
 3rd and subsequent referrals – 5 days OSS and a zero on assessment

Near Fight/Causing a Fight

1st referral – 1 day OSS
 2nd referral – 3 days OSS

Fighting

1st referral – 3 days OSS
 2nd referral – 5 days OSS

Cutting School/Leaving School without Permission

1st referral – 1 day OSS
 2nd referral – 3 days OSS
 3rd referral – 5 days OSS

Smoking/Possession of Tobacco Products

1st referral – 1 day OSS
 2nd referral – 2 days OSS
 3rd and subsequent referrals – 3 days OSS

Profanity to Staff

1st referral – 3 days OSS
 2nd and subsequent referrals – 5 days OSS

Inappropriate Affection/Behavior

1st referral – 1 day ISS
 2nd referral – 2 days ISS
 3rd and subsequent referrals – 1 day OSS

No Show for ISS

1 day OSS

Sexual Harassment

1st referral – 2 days OSS
 2nd referral – Suspension with recommendation for expulsion

Threats to Students

1st referral – 2 days OSS
 2nd referral – 3 days OSS
 3rd referral – Suspension with recommendation for expulsion

Trespassing

1st referral – 3 days OSS
 2nd referral – 5 days OSS (notify law enforcement)

Theft/Selling/Possession of Stolen Property

1st referral – 3 days OSS (restitution) call law enforcement
 2nd referral – 5 days OSS (restitution) call law enforcement

Unauthorized Note/Forgery (Parent/Teacher Note)

All referrals – 1 day OSS

Misbehavior during Assembly Programs

All referrals – 1 day ISS

Unlawful Assembly

1st referral – 5 days OSS (call law enforcement)
 2nd referral – Suspension (call law enforcement) with recommendation for expulsion

Computer Misuse

1st referral – Warning
 2nd referral – 1 day ISS
 3rd referral – 1 day OSS
 All subsequent referrals – punishment will be at the discretion of the administration

Possession of Pornography/Obscene Materials (including Internet searches)

1st referral – 3 days OSS
 2nd referral – 5 days OSS
 3rd referral – Suspension with recommendation for expulsion

Inappropriate Cell Phone Use

1st referral – 1 day OSS
 2nd referral – 2 days OSS

Possession of Weapon-Like Object

1st referral – 6 days OSS and confiscate object
 2nd and subsequent referrals – Suspension with expulsion

LEVEL III OFFENSES

Assault and Battery

Suspension with recommendation for expulsion (call law enforcement)

Arson

Suspension with recommendation for expulsion (call law enforcement)

Bomb Threat

Suspension with recommendation for expulsion (call law enforcement)

Extortion

1st referral – 5 days OSS

2nd referral – Suspension with recommendation for expulsion

Explosive Devices

1st referral – 5 days OSS

2nd referral - Suspension with recommendation for expulsion

False Fire Alarm

1st referral – 5 days OSS (call law enforcement)

2nd referral - Suspension with recommendation for expulsion (call law enforcement)

Use and/or Possession of Intoxicant/Alcohol

Suspension with recommendation for expulsion (call law enforcement)

Possession/Selling/Use of Illegal Substance

Suspension with recommendation for expulsion (call law enforcement)

Possession of Weapon

Suspension with recommendation for expulsion (call law enforcement)

Vandalism (major) over \$100.00

Suspension with recommendation for expulsion (call law enforcement)

Threatening Staff (Explicit)

All offenses - Suspension with recommendation for expulsion (call law enforcement)

Indecent Exposure

Suspension with recommendation for expulsion (call law enforcement)

Sexual Misconduct

Suspension with recommendation for expulsion (call law enforcement)

ALL LEVEL III OFFENSES REQUIRE REFERRAL TO LAW ENFORCEMENT

School administrators will follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act.

Alcohol and Drug Policy: Students shall not be under the influence of, use, possess, or distribute alcoholic beverages or drugs. Violation of this regulation will result in expulsion from school for the remainder of the school year with the following exception. A student with a minor first-time violation will be allowed to remain in school but will be on probation for the remainder of the school year. A student with a minor first-time violation will be suspended for five days and given the alternative of attending an Alcohol-Drug Abuse Program. Expenses will be paid by the parent/guardian. A student enrolled in this program will be allowed to remain in school but will be on probation for the remainder of the school year. If the student discontinues or is dismissed from the program, expulsion will result. Students will be allowed to select the alcohol and drug alternative only once during their school career. Any abuse occurring after this first violation will be treated as a second violation and expulsion will result. A student enrolled in the program, which extends beyond the end of the regular year, must complete it prior to receiving academic credits for that year. A student committing a major violation, such as drug sale or distribution shall be expelled from school, and law enforcement notified. A student violating the regulations more than one time within a school year shall be expelled for the remainder of the school year. The board reserves the right to expel students permanently depending on the severity of the case. These regulations shall apply to students in these situations:

- The violation occurs at school or during a school activity.
- The violation occurs off campus and the student comes to school or participates in a school activity.
- The student is found to be guilty of being an accessory to an alcohol or distribution operation on school grounds or adjacent to school areas.

In order to allow time for an administrative hearing or admission to the intervention program, students will be suspended from school for five days. The administrator has authority to exercise judgment and allow the student to return to school under extenuating circumstances.

Emergency Preparedness

Fire:

- Monthly Drills
- Teachers will give evacuation instruction
- Bathrooms, etc. are checked
- Exit routes are posted in each classroom

Tornado:

- Signal – Alternation of bell and horn
- No phone calls during drill
- Go to hall safety position (duck and cover)
- Return to class at end of drill



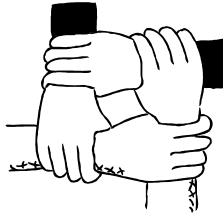
Internet Use Guidelines: Bamberg School District One views the use of technology as a tool for productivity and for learning. As such, technology operates as an extension of the classroom and library media center and as an integral part of the curriculum. This policy extends to both school and home use of the district network and all district-owned technology (e.g. computers, laptops, printers, handheld devices, digital cameras, digital media players, televisions, digital white boards). Students with district-owned laptops are also expected to abide by the guidelines in the *Student/Parent Laptop Agreement and Regulations*.

Bamberg School District One expects responsible behavior from technology users. Technology use is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary action. Willful damage or vandalism will result in legal or disciplinary action as well as repair or replacement charges.

I promise:

- to always ask for permission before I use technology. Technology includes (but is not limited to) computers, monitors, keyboards, mouse, cables, printers, digital cameras, televisions, Smart Boards, iPods, and other devices.
- to use technology for educational purposes only. Computers are not to be used for entertainment or playing non-instructional games.
- to have clean hands and to use gentle hands when I use technology. I will not harm any part of the computer in any way. I will not adjust controls, move or hide icons, change or rename items on the desktop in any way.
- to follow teacher directions. I will pay attention when my teacher gives instructions.
- to ask for help. I will ask for help if I don't know what to do or if something is not working.
- to be responsible when I use technology. I understand that my Internet searches must be guided by a teacher. Just "surfing" is never allowed. I will remember that the computer keeps track of EVERYTHING I do.
- to be safe when I use technology. I will never share my name, address, phone number or other personal information on the Internet. Chat rooms and e-mail accounts are not permitted for students.
- to respect all people when I use technology. I will never copy the work of others. I will never use anyone else's password and will only access my own work or records. I will follow my teacher's instructions for using information and pictures found on the Internet.

Richard Carroll Elementary School



I have read and understand the following policies as explained in this handbook. I am aware the policies will be followed as mandated by Bamberg School District One and the State of South Carolina. I agree to abide by these regulations:

- Weapons Policy
- Level III Criminal Conduct Code
- Attendance Policy
- Promotion/ Retention
- Discipline Code
- Dress Code
- Substance Abuse
- Bus Rules
- Internet Use

Please check one of the following:

- ☐ I **do** give my child permission to use the internet for educational purposes.
- ☐ I **do not** give my child permission to use the internet.

Date

Student Signature

Parent Signature

**This Form Must Be Return to Your Student's Homeroom Teacher
Within the First Week of School.**