

# in Lancaster County School District LEARNING

**For more information,**  
on programs or policies of our school district,  
call 286-6972 or 1-800-277-LCSD OR  
visit [www.lancasterschools.org](http://www.lancasterschools.org).

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## Around the district



**LCSD arts – Where students are ENCOURAGED to dream in class**

David Platts, district arts coordinator, describing why the district's arts programs are considered among the nation's best. See list of arts events on Page 7.



**365**

Number of expulsion days mandated by state law for a student who brings any type of firearm onto campus. • More on the law on Page 8.

**\$29,900**  
Median income for young adults ages 25-34 with high school diploma or equivalent

**Winners**

**Losers**

**\$21,000**  
Median income for young adults ages 25-34 with NO high school diploma or equivalent

**'So I challenge each of you – and I challenge myself – to be the best we can be. To do the best things we can in every situation we face, always looking to better ourselves – always looking to help those around us.'**



Daniel Crofford, the 2013 graduate with the district's highest GPA, speaking at the district's Celebration of Excellence Banquet last April. To watch the entire speech, go to [www.lancasterschools.org](http://www.lancasterschools.org)



**'More than 1,200 students have successfully completed the Alive At 25 class. We believe this class, coupled with efforts by local and state law enforcement, have decreased the number of accidents by teen drivers in our county.'**

Safety director Bryan Vaughn on requiring student drivers to complete the class before buy parking permits.



**60,084**

Number of parent & student log-ins into Power-School's parent portal last school year to check on grades, attendance, • 39,010 of those log-ins were by parents. • Learn how to sign up for Parent Portal on Page 19.

**We can't give over-the-counter medications without a parent permission form**  
See Page 17 for more info



**Together, we make a difference**

**803-320-1672**

Number for  
**See Something! Say Something!**  
Our district's confidential reporting system to spot & stop trouble.  
Also, you can email to  
[Say.Something@lcsdmail.net](mailto:Say.Something@lcsdmail.net)



## Celebrate Great Teaching

District recognizes four exceptional teachers

**Richard Gay**  
District Great Teaching Award & High School Award  
English

"Mr. Gay pushes students to excel. He will not accept less than their best. One former student said he taught him how to think."

He is constantly reading and seeking ways to enhance his craft. He is a life-long learner. He is a true advocate for our schools and an ambassador for education."

– Comment from nomination forms

**Shelby Schwartz**  
Great Teaching Award for Middle School Teachers  
Science – Andrew Jackson Middle

"Even as a new teacher, she is an active and vital member of the school leadership team. She has volunteered to work on the student assistance team to ensure that all of our students receive the necessary help. She is always asking questions and working with other teachers to find new ways to reach students."

– Comment from nomination forms

**Traci Shigley**  
Great Teaching Award for Elementary School Teachers  
First Grade – Indian Land Elementary

"She never looks down on a student, and she loves us and treats us as her own. She treats others the way she wants to be treated. She encourages us to do things like help the Angel Tree or maybe the poor. She tells us how important it is to be in school and make our team better."

– Comment from nomination forms

**How to nominate a great teacher**  
(Form on Page 23)

**Brittany McManus**  
Great Teaching Award for Beginning Teachers  
Fifth Grade – Discovery School

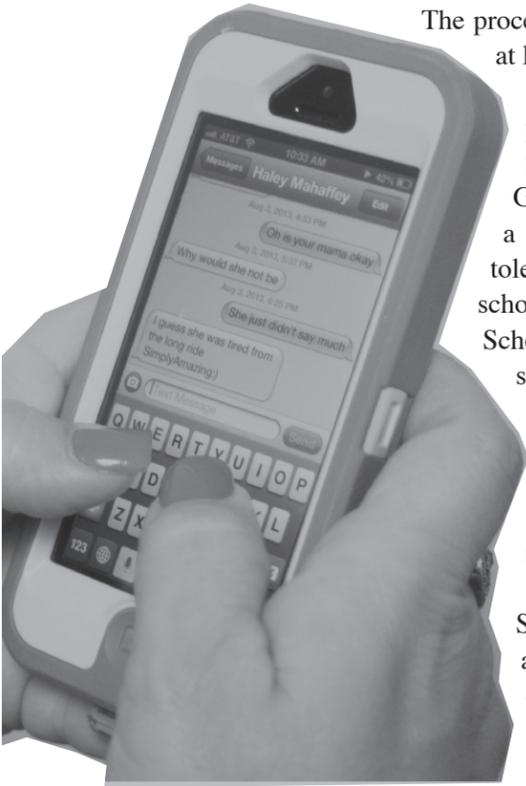
"She knows the interests of her students as well as their learning styles. She expects all of her students to achieve – and each one does. Her positive attitude, high energy, model classroom and dedication to learning and best practices make her an exemplary teacher."

– Comment from nomination forms

# Cell phone rules are tough

Phones will be kept at least 10 days before parents can meet to get phones back

Students' texting during class causes significant disruptions, and the administration hopes tough cell phone rules will cut down on inappropriate cell phone use.



Getting back that cell phone you lost because you used it during school is hard – and takes at least 10 days.

The tough procedures require a parent and the student to meet with the safety director at his office before the phone will be returned. The procedures also mean a phone is kept at least 10 days before it's returned.

"Disruptions caused by cell-phone really have a negative effect on learning," Superintendent Gene Moore said. "We want to send a strong message that we will not tolerate students using phones during school."

School administrators are required to send phones they take from students to the safety director.

When the phone is taken, the student gets a receipt and information on steps he and his parents must take to get the phone back.

The parent must call the Safety Office at 285-6009 to make an appointment with the safety director.

The safety director will meet with the parent and student to be

## The tough cell phone rules

- ◆ Students are allowed to possess cellular phones and paging devices on school property with these exceptions:
  - The device cannot be visible or activated from the first bell to final bell of the school day.
  - These rules include off-campus trips during the academic day.
- ◆ Students who violate this regulation are subject to confiscation of the device.
- ◆ Once the device has been confiscated by the school official, the device will be sent to the safety director.
- ◆ The parent or guardian will be required to attend a conference with the director before the device will be returned.
- ◆ All conferences are held in Lancaster.
- ◆ The parent is responsible for scheduling and attending the conference.
- ◆ No walk-ins are permitted.

### First offense

- ◆ The confiscated device will be held for a minimum of 10 school days.
- ◆ The phone will be eligible for return after the 10th day of the confiscation.

### Second offense

- ◆ The confiscated device will be held for a minimum of 30 school days.
- ◆ The device will be eligible for return after the 30th day of the confiscation.

### Third offense

- ◆ The confiscated device will be held for the rest of the current school year.
- ◆ The device will be eligible for return after the last day of school.
- ◆ The device will be stored for up to 180 days after confiscation if a conference is not held and the device is unclaimed.

### If the device is not claimed

- ◆ If the device is not retrieved within the 180 days, it will be disposed of by the school district as abandoned property.

### Repeat offenders

- ◆ Repeat offenders are subject to confiscation as well as disciplinary action ranging from in-school suspension to out-of-school suspension.

sure they understand how disruptive cell phone use is to learning and to explain the consequences if the phone is taken again. "Using cell phones in class, especially

texting, keeps students from focusing on their studies," Dr. Moore said. "We've also had situations when cell phones were used to spread rumors that caused big problems."

# Rules that govern access to student records

- The principal of each school is the legal custodian of all student records for that school.
  - Cumulative record folders for all students will be kept in each school office.
    - » The educational records or school records include all materials directly related to a student that a school maintains.
    - « Records and notes maintained by a teacher, administrator, school physician or school psychologist for his/her own use, and which are not available to others, are exempted from this definition.
  - The principal will
    - » maintain juvenile criminal records and information provided by the Department of Youth Services in accordance with this policy and applicable district

- » destroy such juvenile criminal records upon the juvenile's completion of secondary school, or when the juvenile reaches 21 years of age, whichever occurs earlier.
- Students and parents will have access to their school records.
- Parents may inspect and copy these records by contacting the school principal and showing proof of guardianship.
- Parents have a right to ask the principal for an interpretation of records.
- Parents have the right to challenge data thought to be erroneous, to challenge the procedures for expunging such data or to challenge inserting a rebuttal statement.
- Parents have the right to lodge a complaint with the U.S. Department

- of Education if mandates are not adequately implemented.
- The school will require prior written consent before records may be divulged to third parties.
  - Exceptions to this rule exist for
    - » school district employees who have legitimate interests in viewing the records,
    - » officials in other schools in which the student seeks to enroll, although at the time of transfer, parents may review the material,
    - » military recruiters who seek student contact information,
    - » material under court order, although parents must be notified of the order,
    - » state and national educational organizations that require student data for confidential

- research and statistical purposes are also exempted from the parental consent prerequisite.
- The district, with certain exceptions, may disclose directory information, which may include names, addresses, telephone listings and dates of birth, without first obtaining written parental permission.
- Special education records for each child with a disability are maintained by our district until no longer needed to provide educational services to the child. **Please note:** Special education records for each child will be destroyed after five years after program completion or graduation from high school, unless the student or the student's legal guardian has taken possession of the records before that time.

Clip and return if requested by your student's principal

## Yes, I received this newsletter

Dear Parent,

You are encouraged to read the codes and policies included in this paper and to review them with your student.

Make sure your student understands the discipline code, the bus discipline code, the attendance policy, the computer use policy and other information included in this publication. Knowing these regulations will help students have a more successful year.

If your principal asked that you return this form, please sign below and have your student sign below **OR** if you do **not** want your child involved in any of the activities, please check below, sign and return this form.

- I do **NOT** want my child's image or work used in the media.
- I do **NOT** want my child to have access to the internet.
- I do **NOT** want the military to have my child's phone number and address.

If you have questions about a policy in this publication, please call your school.

Parent or guardian's signature

Student's signature

## How to nominate a great teacher

- ◆ Pick up a nomination form from your school or the district office. (One is also included on page 23)
- ◆ Find someone who wants to nominate the teacher with you. Remember, at least two people must submit a nomination form for it to be considered. Students, parents, teachers, administrators or community members can nominate teachers.
- ◆ On the nomination form, check the actions you have seen demonstrated by the teacher you're nominating and give specific examples of your teacher's actions.
- ◆ Nominations are due by the end of first semester. No nominations will be accepted late.

# Internet available to students

**Access** – Parents may request that their child not be provided access to the internet by signing and returning the form on Page 2.

**World Wide Web** – Students have access to the Web through the district's networked computers.

**Email** – High and middle school students have e-mail addresses on eChalk. Teachers will help students log-in.

**Parent access** – Parents can stay in touch with teachers and find out about classwork through teacher web pages.

Students have access to the internet's global network and its wide range of information from throughout the world.

"Understanding what a powerful tool the internet can be is extremely important for our students," superintendent Gene Moore said. "We must provide our students internet access and give them the skills they need to take full advantage of its benefits. We must also help students learn to use the internet responsibly."

Because it is possible that a student may find material on the internet that a parent would consider objectionable, the district has created an Acceptable Use Regulation to restrict access to material that is inappropriate in the school environment.

The district has also installed filtering software to limit access of inappropriate material.

Because the software may not be entirely effective in blocking access, the district cannot guarantee that a student will not gain access to inappropriate material. Parents should talk with students.

## Technology protection measures

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA.

Adult users of a district computer with internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for bona fide research purposes or other lawful purposes not otherwise inconsistent with our acceptable use and internet safety regulations.

"We encourage you to discuss your family values and your expectations about how these values should guide your child's activities while he is on the internet," Moore said.

The levels of access to the internet provided to students will vary according to the educational purpose and a student's age.

A parent has the option of

requesting that his child not be provided with access to the internet.

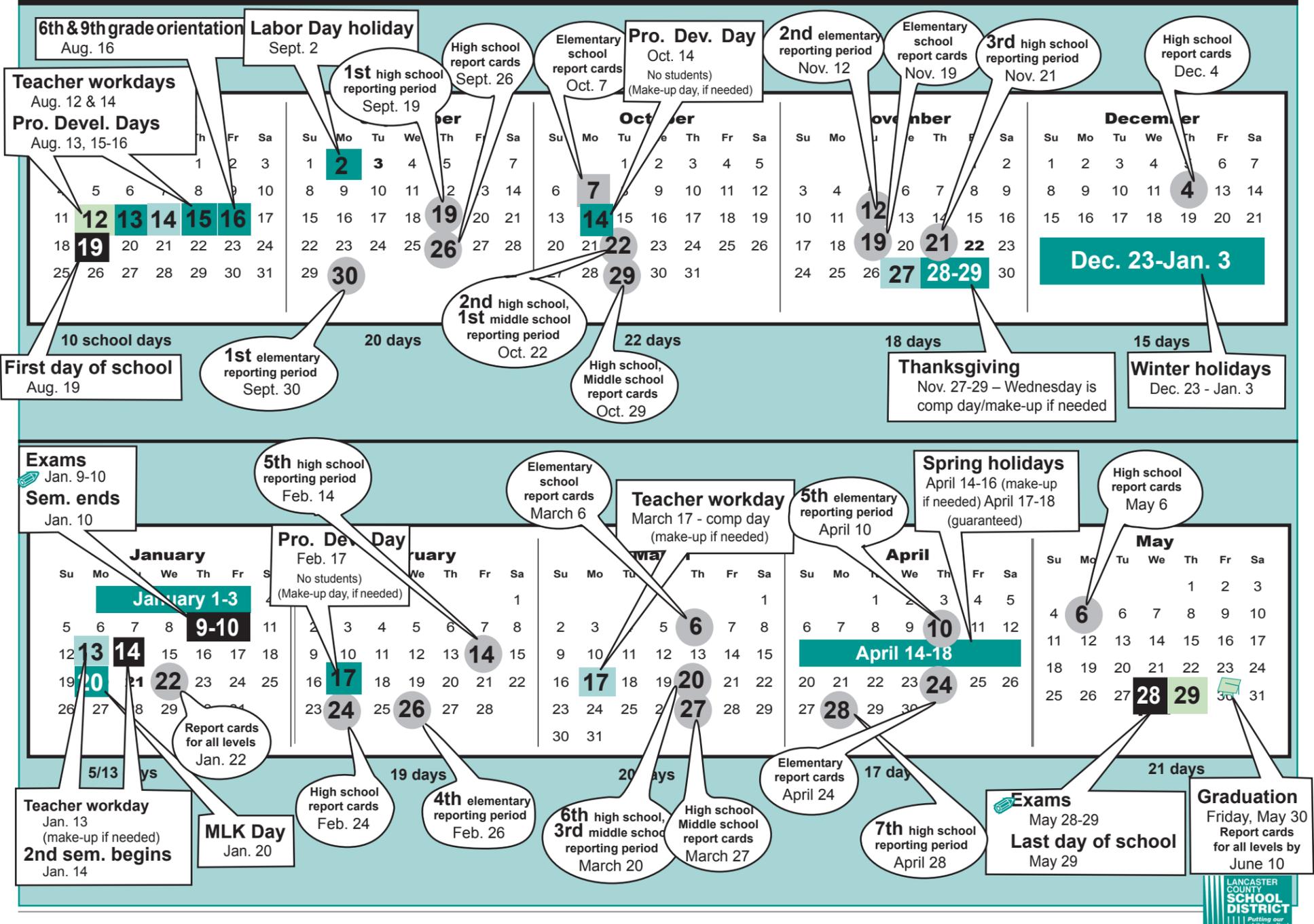
"If you don't want your child to have access to the internet, please sign and return the form on Page 2," Moore said.

A parent may withdraw internet-use approval at any time by contacting the school. Contact the school if you have any questions or concerns.



More than 6,000 networked computers are available in our district to help students develop technology skills.

## 2013-14 School Year - Approved Feb. 2, 2013



# Using our technology

## Our district's acceptable use & internet safety regulations

### Educational purpose

- Our district system has been established for educational purposes. The term "educational purpose" includes classroom activities, career development and limited high-quality, self-discovery activities.
- The district system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in disciplinary code and the law in your use of the district system.
- You may not use the district system for commercial purposes. This means you may not offer, provide or purchase products or services through the district system.
- You may not use the district system for political lobbying. However, you may use the system to communicate with elected representatives.

### Student internet access

- Access to the World Wide Web and other internet resources will be available to all students who have a signed approval by their parents or guardians. The parent or guardian may withdraw approval at any time.
- Students have e-mail access only through eChalk.

### Unacceptable uses

These uses of the district system are considered unacceptable and are subject to consequences stated in the district discipline code:

#### ■ Personal safety

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met online.
- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- You will not attempt to set up a personal e-mail account, chat site or instant messaging service.

#### ■ Illegal activities

- All personal (not district) wireless network devices will not be allowed to connect to the district's wireless network.
- You will not attempt to gain unauthorized access to any district system or to any other computer system through the district system or go beyond your authorized access.
  - » You will not assist others in gaining unauthorized access to any district or school computer system.
  - » This includes attempting to log in through another person's account or access another person's files.
  - » These actions are illegal, even if only for the purpose of "browsing."
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not use the district system to engage in any illegal act.

#### ■ System security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from using your account. Under no conditions should you provide your password (if any) to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for ways to circumvent security, because this may be construed as an illegal attempt to gain access.

- You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures.

#### ■ Inappropriate language

- Restrictions against inappropriate language apply to all computer usage in the district and include obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not knowingly or recklessly access sites with false or defamatory information about a person or organization.

#### ■ Respect for privacy

- You will not post personal or private information about another person.

#### ■ Respecting resource limits

- You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
- You won't download large files unless absolutely necessary for a school activity. Access to streaming audio and video is limited to teaching activities.

#### ■ Plagiarism & copyright infringement

- You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners.
  - » Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
  - » If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements.
  - » If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
  - » Copyright law can be very confusing. If you have questions ask a teacher, media specialist or computer facilitator.

#### ■ Inappropriate access to material

- All internet traffic is monitored at the district according to CIPA regulations.
- Access to noneducational games is prohibited
- You will not use the district system to access material
  - » that is profane or obscene (pornography),
  - » that advocates illegal acts
  - » or that advocates violence or discrimination towards other people (hate literature).
- If you mistakenly access inappropriate information, you should immediately tell your teacher, media specialist or computer facilitator (or disclose this access in the manner specified by your school). This will protect you against a claim that you have intentionally violated this policy.
- The district fully expects you to follow your parents' instructions in regards to additional material they feel is inappropriate.

### Your rights

#### ■ Free speech

- Your right to free speech applies also to your use of the district computer system. The district system is considered a limited forum, similar to the school newspaper, and, therefore, the district may restrict your speech for valid educational reasons.

#### ■ Search and seizure

- You should expect only limited privacy in the contents of your personal files on the district system. The situation is similar to the rights you have in the privacy of your locker.

### On our district website

#### Under General Info

School listings & profiles • Administrators & staff • District departments & strategic plan

#### Under Instruction

Exams/promotion/graduation • Gifted & talented programs • Grading/report cards • Homebound instruction • Internet/computer use • What we teach (information on our curriculum) • Accountability Act requirements • Adult Education • Instructional Services Homepage

#### Under Discipline/Safety

Discipline codes • Health • Punishment for crimes/firearms • Student complaints & grievances • Student records rules

#### Under Meals

Summer meal program • Breakfast & lunch menus

#### Under Calendars

Past & current calendars • Events calendar

#### Under Board of Trustees

Board policies • About our board • Agenda for next board meeting • Board meeting dates • Minutes for last board meeting • Our board members • Map of board voting districts

#### Under Employment

Vacancies for administration, teachers, support staff • Monthly payroll schedule • Salary schedule

#### Under Finance/Procurement

Financial audits • Procurement procedures • Employee self-service

- Routine maintenance and monitoring of our system may lead to the discovery that you have violated this policy, the disciplinary code or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the disciplinary code or the law. The investigation will be reasonable and related to the suspected violation.

#### ■ Due process

- The district will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the district system.
- In the event of a claim that you have violated the regulation or disciplinary code in your use of the district system, you will be provided an opportunity to present an explanation before a neutral administrator.
- The violation will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on your use of your Internet account.

#### ■ Limitation of liability

- The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect.
- The district will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- The district will not be responsible for financial obligations arising through the unauthorized use of the system.

# Class rank procedures

## Weighting of courses

### Three levels of weighting

The levels of weighting and their definitions are

- College Prep – Courses designed to prepare students for college, technical school or for the workplace
- Honors/Pre AP – Courses designed to prepare students for and culminate in advanced placement courses
- Advanced placement – Courses that follow the advanced placement curriculum as outlined by the College Board
- Dual credit – College-level courses approved for dual credit by the Board of Trustees. A specific listing of dual-credit courses is published in the Course Guide.

### South Carolina Uniform Grading

Scale for weighting course grades	A	B	C	D	F
College Prep	4.875-4.000	3.875-3.000	2.875-2.000	1.875-1.125	1.000-0.000
Honors (Pre AP)	5.375-4.500	4.375-3.500	3.375-2.500	2.375-1.625	1.500-0.000
Dual Credit/Adv. Placement	5.875-5.000	4.875-4.000	3.875-3.000	2.875-2.125	2.000-0.000

## Honor student standards

### Standards for honor students

Each senior's GPR **at the end of his senior year** will determine his eligibility as an honor student.

- **Honors** – 3.875 minimum GPR on the uniform grading scale
- **High honors** – 4.125 minimum GPR on the uniform grading scale
- **Highest honors** – 4.28 minimum GPR on the uniform grading scale

### Standards for junior marshals

Each junior's number of quality points at the end of the first semester of his junior year will determine his eligibility as a junior marshal.

- **Head marshal** – the junior with the highest GPR
- **Number of marshals** – to be determined by each school

## Honors organizations eligibility

- **Beta Club** – 3.75 minimum GPR
- **National Honor Society** – 4.125 minimum GPR

# Promotion standards

### Attendance requirements

- You must meet the state and district attendance standards in all grades

### For promotion from grade 9

- Must have five units
- Must be able to schedule all remaining units in the appropriate sequence

### For promotion from grade 10

- Must have 10 units
- Must be able to schedule all remaining units in the appropriate sequence

### For promotion from grade 11

- Must have 16 units and be able to schedule or complete all remaining units required for graduation

- Must be able to schedule all remaining units in the appropriate sequence

# Reporting to parents

## Grades

### Grading period

The school year is divided into six 6-week grading periods for elementary students and four 9-week periods for middle school students. High school courses are divided into four 4 1/2-week grading periods each term.

### Grading scale

A	B	C	D	F
93-100	85-92	77-84	70-76	Below 70

**K-8**– No grade lower than 60 assigned at end of grading period.

**9-12**– No grade lower than 60 assigned at end of grading period during first half of course.

### Grades per grading period

A teacher must provide students in each class a minimum number of opportunities for grades each grading period, depending on the grade level.

- Grades 2-5 – eight grades per six weeks in reading and math, six in all other subjects
- Grades 6-8 – 10 separate assignments regardless of weighting per 9 weeks
- Grades 9-12 – five grades per 4 1/2 weeks

## Report cards/interim reports

### Frequency of reports–

- A grade report will be sent to each student's parent or guardian at the end of each grading period. A standardized progress report will be issued every 4 1/2 weeks at the middle school.
- **A teacher is required to contact parents when a student shows unsatisfactory progress by the midpoint of a grading period or thereafter.**

### Format of reports–

- The kindergarten, elementary or secondary report cards will be used by every school (except Discovery School) in the district. Discovery School will use multiple intelligences/ narrative report cards.

- The district report card for Grades 2-12 are computer-generated.
- In first and second grades, teachers will indicate on report cards each student's progress toward mastering standards.
- Teachers in Grades 2-12 record numerical grades only.

### Comments on report cards–

- A comment must be made by the teacher in the comment section of the report card for any and each failing grade a student receives.
- Any comment on a student's traits or behavior pattern must be objective.

# Exam procedures

## Purpose of an exam

An exam should serve two purposes.

- To assess a student's mastery of material taught during a course. Exams should be cumulative.
- To evaluate the effectiveness of instruction and its impact on student performance.

## Amount of time for an exam

### Elementary school

The amount of time for an exam in an elementary school will be set by the principal, with 60 minutes the maximum time for an exam.

### Middle school

The amount of time for an exam in a middle school will be set by the principal, with the minimum time for an exam 60 minutes and the maximum time 120 minutes.

### High school

The amount of time for an exam in a high school will be set by the principal, with the minimum time for an exam 90 minutes.

## Schedules for exam days

- Exam dates are set on the district calendar.
- Clock schedules for exam days are set by principals.

## Grade level exam guidelines

### Elementary school

- Exams will be given only in grades 4-5 at the discretion of the principal.
- An exam in grades 4-5 will be given primarily as a teaching tool.

### Middle school and high school

Exams will be administered at all grade levels in a middle school or a high school.

### Self-contained units for disabled students

Exam requirements in this policy do not apply to self-contained units for students with disabilities.

## Exemptions from an exam

- No exam exemptions except for seniors who are passing.

## Weighting of an exam

- A high school final exam or end-of-course exam will be factored at one-fifth of the final grade. Mid-term exams will be given in year-long courses and will count 20% of the first semester grade.
- In a middle school unit course, a final exam or an end-of-course exam will count 20% of the final grade.
- In a middle school non-unit course, the final exam will count one-tenth of the final grade.

# Student Complaints & Grievances (JCE)

In the interest of providing effective communication among students, teachers, staff and administrators, the board recognizes the need for a prompt and effective procedure for resolving student concerns, complaints or grievances at the lowest possible level.

The board encourages students to discuss their concerns or complaints informally with the teacher or staff member involved. Often, the cause of a problem or concern is merely a misunderstanding among the individuals involved.

If, at any time, a student believes that a formal mechanism for raising his/her concern or problem is needed, he/she should follow the procedure in this policy.

- Such a procedure will be available to all students of the district.
- At every level of the process, the parent/guardian is encouraged to be involved in the process, to assist the student in meeting the procedures required by the process and to participate in finding a resolution to the concern, complaint or grievance.
- A grievance is a claim by a student of a violation, misinterpretation or misapplication of a provision of board policies and administrative procedures or rules and regulations as they affect the student or work of the student.
- Students are encouraged to seek resolution of concerns, complaints or grievances under the procedure outlined in this policy and will have the right to do so with complete freedom from reprisal. It is important that concerns, complaints or grievances be settled without undue delay.
- The grievance may be appealed through each level to the board.
  - The original grievance and the response of the teacher or staff member involved will serve as the basis for each meeting.
  - The student and the teacher or staff member at the preceding level may summarize the facts previously presented.

## Level I

- Step 1** – Any student having a grievance will first orally review or discuss such grievance with the teacher or staff member involved.
- Step 2** – If the discussion at Step 1 does not resolve the matter to the satisfaction of the student, the student has the right to present the grievance in writing to the teacher or staff member involved.
- The written grievance must contain a concise compilation of the facts upon which the matter is based and must include a reference to the specific policy, rule or regulation in question.
  - The student must present the matter in writing to the teacher or staff member involved within 5 school days after completing Step 1. Failure to do so will mean that the grievance no longer exists.
  - A copy of such grievance will be filed with the building principal.
  - The teacher or staff member involved will
    - » arrange a meeting with the student within 5 school days of receipt of the written grievance,
    - » provide the student with a written response to the grievance within 5 school days after the meeting and
    - » include in the response the name of the next level school staff member to whom the grievance may be appealed.

## Level II

- Step 1** – If the decision of the teacher or staff member involved does not resolve the grievance to the satisfaction of the student or if no decision is made within the allotted time, the student may appeal in writing to the next school administrative level.
- Step 2** – On appeal to this level, the administrator
- » will arrange a meeting within 5 school days of receipt of the grievance,
  - » may, at his/her discretion, hear witnesses and evidence directly and
  - » will respond in writing to the student within 5 school days of his/her hearing of the grievance.

**NOTE:** If the decision of a teacher or staff member is appealed to an assistant principal and the grievance is not resolved to the satisfaction of the student or if no decision is made within the allotted time, the student must then appeal to the principal of the school following Steps 1 & 2 above before moving to Level III.

## Level III

- Step 1** – If the decision of the principal does not resolve the grievance to the satisfaction of the student or if no decision is made within the allotted time, the student may appeal in writing to the superintendent.
- Step 2** – On appeal to this level, the superintendent or his/her designee
- » will arrange a meeting within 10 school days of receipt of the grievance
  - » may, at his/her discretion, hear witnesses and evidence directly and
  - » will respond in writing to the student within 10 school days of his/her hearing of the grievance.

## Level IV

- Step 1** – If the action taken by the superintendent or his/her designee does not resolve the grievance to the satisfaction of the student, he/she may request in writing that the superintendent notify the board of the student's wish to be heard by the board.
- » The student's request must include a brief statement of the issues to be presented to the board.
  - « Failure to file such a request with the superintendent within 5 school days after receipt of the superintendent's decision on the grievance will cause the superintendent's decision to become the final judgment in the matter.
- Step 2** – Upon receiving the student's request to be heard by the board, the superintendent will, at the next regularly scheduled board meeting, deliver to the board in executive session the student's request and copies of all correspondence and decisions from Levels I, II & III.
- Step 3** – After examining these materials, the board may or may not grant the hearing request.
- » Written notice of the board's decision on the student's request will be rendered within 45 calendar days of the board's receipt of the request and sent to
    - student,
    - superintendent,
    - administrator(s) and
    - teacher/staff member involved.
  - » If the board decides to hear the matter, the student will receive written notice of date, time and place of hearing.
  - » Should the board decide to discuss the grievance with the student, the discussion will be informal and non-adversarial.

## General provisions

- Reasonable adjustments to the timeframes set forth in this policy may be made at the request of either party.
- All notices to be given as part of this procedure by the administration should be served by certified mail, return receipt requested.
- At Level I & II/Steps 1 or Steps 2, the student may be represented by a parent.
- At Level III and IV, the student may be represented by an attorney with the cost borne by the student.
- The district will not provide legal counsel for the student.
- If the student chooses to be represented by legal counsel at Level III or IV, written notice to the superintendent of that intent must be given not later than 5 school days before the scheduled date of the hearing. Failure to give such notice could result in postponement of the hearing.
- No student will be the object of teacher or administrative reprisal, sanction or penalty of any kind for either activating or participating in the grievance procedure.
- Any hearing by the board will be private unless the student is not a minor and the student requests in writing that it be public.

## Title VI, VII, Title IX, Section 504 of the Rehabilitation Act of 1973 & the Americans with Disabilities Act

The grievance procedures set forth above are to be used to process student complaints based on alleged violation of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Titles I and II of the American with Disabilities Act of 1990 referred to as "civil rights grievances."

The above grievance procedure, however, shall be modified for civil rights grievances as follows:

- If the response of successive administrative levels below the superintendent do not resolve the grievance to the satisfaction of the student or if no decision is made within a designated time, the student may appeal in writing to the District's Civil Rights Coordinator if the complaint involves an alleged violation of the Civil Rights or to the Coordinator of Special Services if the complaint involves an alleged violation of Section 504.
- If the student fails to appeal within 5 school days of receipt of the written response, the right to appeal is waived.
- If an appeal is made to the Civil Rights Coordinator or the Section 504 Coordinator, an investigation, as may be appropriate, should be undertaken by individual.
  - Within 10 school days following any investigation, the Civil Rights Coordinator or Section 504 Coordinator will conduct a hearing and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- The Civil Rights Coordinator or Section 504 Coordinator shall render a decision on the matter within 10 school days after receipt of the grievance or if a hearing is conducted, within 10 school days after the conclusion of the hearing.
  - The decision, and any description of the resolution, shall be in writing, and a copy forwarded to the student.
  - After appeal to the Civil Rights Coordinator, the student may follow the procedures in accordance with the regular grievance policy.
- The right of a student to a prompt and equitable resolution of any civil rights grievance shall not be impaired by the student's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency.

Adopted July 2005

# 20 great art events coming this year

20 arts activities are planned this year through the *Partners in Education* program of the *John F. Kennedy Center for the Performing Arts*.

## Glenis Redmond

Performance Poet • Grade 8 ..... **Sept. 13**

## The Andrew Jackson Pre-Season Band Exhibition

All high school bands ..... **Sept. 14**

## Too Many Frogs

Theatre – Language Arts  
Grade 1 ..... **Sept. 20**

## Linda Goodman

Storytelling/E-LA • Grade 6 ..... **Sept. 27**

## Bill Lepp

Storytelling/E-LA • Grade 7 ..... **Sept. 27**

## The Billy Jonas Band

Grade 4 ..... **Oct. 17**

## To Kill a Mockingbird

Theatre – Language Arts  
Grade 8 (Honors English)  
Grade 10 (English) ..... **Oct. 20**

## High School Honor Choir

Grades 9-12 ..... **Oct. 21-22**

## Balloonacy

4-year old kindergarten ..... **Oct. 29**

## Rhythm & Blues – Scott Ainslie

Music – Social Studies • Grade 5 ..... **Nov. 7**

## Hansel and Gretel

Theatre – Language Arts • Grade 3 . **Nov. 22**

## Jack Frost

Dance • Kindergarten ..... **Nov. 25**

## The Nutcracker

Dance (Evening performance)  
All grades ..... **Nov. 25**

## Commedia Christmas Carol

Theatre – Language Arts  
Grade 2 ..... **Nov. 26**

## Poetry Out Loud

Language Arts • High school ..... **Dec. 18**

## Downtown Banner Project

Visual art students & community members  
Grades K-12 ..... **Jan. 13– Feb. 12**  
(Designs due to LCCA or David Platts by Dec.3)

## Lancaster All-County Band Festival

Middle & high school ..... **Jan. 17-18**

## Elementary Honor Choir

Grade 5 ..... **March 3-4**

## Youth Art Month Show

Opening of Banner Project in conjunction  
with a reception at LCCA  
Grades K-12 ..... **March 6**

## Middle School Honor Choir

Grades 7 & 8 ..... **March 10-11**

## Board policy prohibits gangs in our schools

The Board of Trustees recognizes the harm done by the presence and activities of gangs in public schools.

Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

Gangs and gang activities are prohibited in our schools, according to:

### Definition

- For purposes of this policy, a “gang” is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the district.
- “Gang-related activity” includes but is not limited to the prohibited conduct set forth below.

### Prohibitions

- No student on or about school property or at any school activity will be

allowed to

- wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang;
- engage in any act – either verbal or nonverbal, including gestures or handshakes – showing membership or affiliation with any gang; or
- engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to,
  - » soliciting membership in, or affiliation with, any gang;
  - » soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - » painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;

- » engaging in violence, extortion, or any other illegal act or other violation of school policy;
- » soliciting any person to engage in physical violence against any other person.

### Violations of policy

- Students who violate this policy will be subject to the full range of disciplinary measures ranging from in-school suspension to expulsion based on the totality and severity of the circumstances and the principal’s discretion.
  - Law enforcement will be notified when violations of criminal law are detected.

Adopted May 15, 2007

### Constitutional & Statutory Provisions

#### South Carolina Code, 1976, as amended

- Section 16-3-510 – Organizations and entities revised.
  - Section 59-19-90 – General powers and duties of school trustees.
  - Sections 59-63-210 through 270 – Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
  - Section 59-63-275 – Student hazing prohibited.
  - Section 59-67-240 – Other duties of bus driver; discipline of students for misconduct.
  - Section 59-63-110, et. seq. – Safe School Climate Act
- #### State Board of Education Regulations
- R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

### How we handle bad checks

Our district uses **First Citizen’s Check Track** service for electronic collection of returned checks written to schools. Collection of non-sufficient fund (NSF) checks will be made through an automatic withdrawal from the check writer’s account. South Carolina law allows a maximum ‘bad check’ fee of \$30, which will be collected along with the returned check.

## Behaviors referred to law enforcement

State law and board policy require that law enforcement be notified of criminal behavior committed on campus or during school-sponsored activities. Below are offenses that will be referred.

### Alcohol

**THE CRIME**– Possession of alcohol by a minor

**THE TIME**– 30 days in jail and/or \$200 fine and suspension of driver’s license for 90 days, no matter where you are when you’re caught with the alcohol

### Drugs

**THE CRIME**– Possession or distribution of a controlled substance or distribution of a look-a-like substance

**THE TIME**– From 30 days to 10 years in jail and fines

### Fighting

**THE CRIME**– Disturbing schools

**THE TIME**– Six months in jail and/or up to \$1,000 fine

### Fire alarms

**THE CRIME**– Disturbing schools

**THE TIME**– Six months in jail and/or up to \$1,000 fine

### Thefts

**THE CRIME**– Larceny

**THE TIME**– Jail time and/or fine and restitution

### Threats

**THE CRIME**– Any threat of violence or property damage to a student, teacher or principal

**THE TIME**– Up to a year in prison and/or fine

### Vandalism

**THE CRIME**– Malicious injury to property

**THE TIME**– Six months in jail and/or up to a \$1,000 fine

### Weapons

**THE CRIME**– Possession of a weapon on school grounds (includes brass knuckles, knives, guns, metal poles, mace, tear gas or any object considered a deadly weapon)

**THE TIME**– five years in jail and/or \$5,000 fine, **plus**, for guns and any explosive or incendiary type device, expulsion from school for one calendar year

# Tougher laws

## Student convicted of violent crimes faces tough punishment

The punishment for a student who assaults a school employee or brings a firearm on campus is now tougher.

The School Safety Act of 1997 passed by the S.C. Legislature sets the punishment for a student who assaults a school employee at one year in jail or a \$1,000 fine.

Also, the S.C. Legislature has passed a law requiring that a student who brings a firearm to school be expelled from school for no less than one year.

“The board and the administration want to be sure parents and students understand that these laws are in place,” Superintendent Gene Moore said. “Please talk with your children about these laws and be sure they understand the consequences they face.”

“The state obviously wants to be sure educators know that they’re working with students who’ve committed such acts.”

The assault law also requires the district to record the conviction in the student’s permanent record and to record any conviction of any violent crime committed in the community.

The law requires the district to notify each person who teaches the student that he has been convicted of a violent crime for as long as the student is in school.

The law leaves the district no choice but to tell teachers of a student’s criminal record.

“We don’t want to brand a child as a felon, but the law leaves us no choice. We must notify teachers,” Moore said.

The firearm law leaves the Board of Trustees no choice but to expel a student from school for no less than one year if it is determined that the student brought a firearm to school or to a school-sponsored event.

### Provisions of School Safety Act

- ◆ Any student convicted of assault and battery of a school employee shall be subject to one year in jail or a \$1,000 fine.
- ◆ The conviction of such a student will be entered into the student’s permanent record as will any conviction of any violent crime committed in the community.
- ◆ The teacher of any student convicted of a violent crime or assault on a school employee will be notified of such a conviction for as long as the student is enrolled in school.

### What the firearm law says

The district board of trustees must expel for no less than one year a student who is determined to have brought a firearm to school or any setting under the jurisdiction of a local board of trustees.

◆ The expulsion must follow the procedures established pursuant to Section 59-63-240.

◆ The one year expulsion is subject to modification by the district superintendent of education on a case-by-case basis.

◆ Students expelled pursuant to this section are not precluded from receiving educational services in an alternative setting.

◆ Each local board of trustees is to establish a policy which requires the student to be referred to the local county officer of the department of juvenile justice or its representative.

A “firearm” means not only a gun but any explosive or incendiary type device.

“The board and the administration want to be sure parents and students understand that such an expulsion could cost them two years of school,” Moore said.

An expulsion under the law that happens after the first 10 days of the school year could result in the student losing school credit for two years in a row because the student could not return until one year later at a point too late to gain credit for that year.

# Tough dress code designed to help students

## Dress Code – Board Policy JCDB

The responsibility for the dress and appearance of a student rests with that student and his parents/guardians. The student and his parents/guardians have the right to determine how the student dresses, providing the dress and grooming

- are not destructive to school property,
- comply with health and safety requirements,
- don’t interfere with the educational process or disrupt a recognized school function and
- reflect respect for the student, the school and the community.

The following items are minimum requirements for student dress code regulations established by schools:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. For that reason, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to the student or others is not allowed.
- Hats and sunglasses may not be worn in

the building.

- Attire must not evidence membership or affiliation with a “gang” in any negative sense of the term.
- Appropriate, safe shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students will not expose undergarments.
- Pants must be worn at the natural waistline and undergarments aren’t to be visible. Pants and slacks must not bag, sag or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for – or messages or pictures depicting or suggesting – alcohol, tobacco, drugs, sex or any other inappropriate or illegal behavior.

The administration has the responsibility of ensuring that student dress meets the criteria above and may make reasonable rules to restrict or govern student dress.

Adopted March 16, 2010

Pull up those pants. Take off those caps and sunglasses. Get rid of those too-revealing tops.

The Board of Trustees’ tough policy on student dress codes is designed to help students realize how appearance affects how others see them -- and how people see our schools.

“Everyone -- from the person who decides if you get that job you’ve always wanted to the person who decides if you get a loan for your dream house -- is influenced by how you look,” superintendent Gene Moore said.

“Students’ appearance can also influence their attitudes toward learning and behaving. The board believes it has a duty to set high standards for our students to insure their success -- during school and in life after school.”

The policy sets specific standards for student dress and requires principals to see that those standards are maintained.

“The board wants expectations for student dress to be consistent from school to school at each level,” Moore said. “This

tougher policy gives our school support they need to enforce a consistent dress code.” Contact your school for its specific dress code.

# Surveillance on district property

## Surveillance equipment

- Surveillance equipment may be installed to monitor public spaces including, but not limited to, meeting rooms, hallways and parking lots.
- Surveillance equipment may also be installed on buses.
- Surveillance equipment will not be installed in individual offices or classrooms without the specific authorization of the superintendent/designee.
- Individuals may not make recordings on school property, including classrooms, hallways, offices, meeting rooms, parking lots and buses at any time, without knowledge and approval of appropriate school employee.
  - The exception to this rule would be extracurricular events or school-day events open to parents or the public that are recorded by parents, students or other individuals as a historical record for a person connected to the event.

## Custody of district recordings

- The principal or his/her designee will have custody of and maintain recordings made by the district in public spaces.
- The transportation director will have custody of and maintain recordings made on buses.
- All recordings must be maintained in a secure location to which students do not have access.

## Access to district recordings

- Recordings made by the district are the exclusive property of school district.
- The district will release or allow viewing/hearing of recordings only in certain defined situations, consistent with state and federal law, including the Family Education Rights and Privacy Act.
- Recordings will not be loaned, sold, rented, leased or otherwise made available outside the district without superintendent/designee's written permission.
- A media request to view or listen to a recording should be routed through the public information director.
- A parent/legal guardian may request to review a recording of alleged incident involving his/her child.
- The principal or his/her designee will determine whether it is appropriate for a parent/legal guardian to review a recording in consultation with the superintendent or his/her designee and/or legal counsel.
  - If a review is permitted, the principal or his/her designee will be present when the parent/legal guardian reviews the recording.
  - The parent/legal guardian may view only the portion of the recording that pertains to his/her child.

- Parents/legal guardians, the media and others may not duplicate or make any type of recording except with the written permission of the superintendent or his/her designee.

## Reusing/erasing recordings

- Recordings may generally be recycled or reused after a period of 30 days.
- However, if an incident is reported or a request is made to view, listen to or copy a recording, the recording will be kept as long as needed, including time for any appeals resulting from disciplinary or other actions.

## Reporting violations

- Any person who has reason to believe that a recording is being made or used in violation of the policy or this administrative rule or in an otherwise improper manner should immediately notify the appropriate administrator.
- Once the administrator is notified of a possible violation, he/she must notify the superintendent or his/her designee of the allegations.
- The appropriate administrator must
  - investigate the allegations,
  - take appropriate remedial or disciplinary actions as necessary and
  - notify superintendent or his/her designee of the outcome of the investigation and the remedial or disciplinary actions taken.

## Penalties for improper use

- Any employee who violates the terms of the policy or this administrative rule or otherwise misuses a recording device will be subject to disciplinary action, up to and including discharge.
- Any student who violates the terms of the policy or this administrative rule or otherwise misuses a recording device will be subject to disciplinary action in accordance with the district's student behavior code.
- Any individual who violates the terms of the policy or this administrative rule or otherwise misuses a recording device will be subject to appropriate legal action.
- Violations of U.S. or S.C. laws may subject a person to criminal prosecution.
- Any person who damages a district recording device will be charged the cost to repair or replace damaged equipment. In the case of a student, the student(s)' parent/legal guardian will be liable, and the student will face appropriate disciplinary action.

## Notice requirements

- Students, parents/legal guardians and employees must be notified annually that students, employees and visitors are subject to being videotaped in public spaces, including hallways, meeting rooms, parking lots and on buses at any time.
- Notices must be conspicuously posted on school property at all regular entrances and all other access points on school grounds and should advise individuals that they are subject to being recorded at any time in any public spaces, including hallways, meeting rooms, parking lots and on buses.

## Use of recordings in discipline proceedings

- The school administration may use recordings as evidence in student disciplinary proceedings.
  - The parents/legal guardians will be notified in advance of the disciplinary proceeding that the administration intends to introduce a recording during the proceeding.
  - The administration will provide parents/legal guardians an opportunity to view the recording before the proceeding.
- The district may use recordings as evidence in employee grievance proceedings.
  - The employee will be notified in advance of the disciplinary proceeding that the district intends to introduce a recording during the proceeding.
  - The district will provide the employee an opportunity to view the recording before the proceeding.

## Other uses of recordings

- Recordings may be used for legitimate training purposes inside the district.
- Original recordings required as evidence in criminal, family or other court actions will be maintained by the safety director.
  - A recording used as evidence in a criminal or family court proceeding will be maintained by the safety director for a period of two years.
  - A recording of an incident resulting in injuries or fatalities will be secured as soon as practicable, sealed in an envelope and sent to safety director.
    - » The safety director, in consultation with the superintendent/designee and/or legal counsel, will determine disposition of the recording.
  - Recordings showing potential evidence of criminal activity will be evaluated by the safety director and/or resource officer for evidentiary value and referral to the appropriate law enforcement agency.

# Searches & seizures on district property

Students do not lose their constitutional rights upon entering school premises. The Fourth Amendment to the U.S. Constitution protects all citizens, including students from unreasonable searches.

However, students and their belongings are subject to reasonable searches and seizures when administrators have a belief, reasonable under the circumstances,

- that a student committed a crime or a violation of a school rule and
- that such a search will reveal contraband or evidence of a violation of a school rule or a criminal law.

Any search conducted must be reasonable in scope giving the age and sex of the student and the nature of the alleged infraction.

Only the principal or his designee may conduct such searches within the constitutional parameters outlined above unless exigent circumstances exist that require another staff member to take immediate action for safety reasons.

## Searches - lockers & desks

Schools provide lockers and/or desks to students for their use during the school year.

- Schools retain ownership of both.

- School officials may conduct unannounced searches at any time to maintain health and safety standards.

## Searches with metal detectors

The administration is authorized to use stationary or mobile metal detectors when

- the administration in any school has reasonable suspicion to believe that weapons or dangerous objects are in the possession of unidentified students;
- a pattern of weapons has occurred or dangerous objects have been found at a school, on school property, at a school function or in the vicinity of a school; or
- violence involving weapons has occurred at a school or on school property, at school functions or in the vicinity of a school.

School personnel operating the metal detectors must comply with the rules and regulations for the use of such devices as adopted by the Board of Trustees.

## Surveillance of students

- Surveillance may be used in areas where students have no expectation of privacy such as but not limited to buses, classrooms, parking lots, lunch rooms and halls.

## Interrogations by school personnel

Teachers and principals may question students about any matter pertaining to the operation of a school and/or enforcement of its rules.

- The staff member will conduct the questioning discreetly and under circumstances that will avoid unnecessary embarrassment to the person being questioned.
- Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

## Interrogations by law enforcement personnel

When law enforcement officers find it necessary to question students during the school day, the school principal or his designee will be present.

- The law enforcement officers will conduct the questioning with the principal or his designee present.
- The principal or his designee will attempt to contact the parent/legal guardian and request his attendance.
- If law enforcement officers intend to take a student into custody or arrest a student, they must present an official warrant.
- The principal will assist law enforcement officers in assuring that all proce-

dural safeguards as prescribed by law, are observed.

- School officials must attempt to notify parents if their child is taken into custody by a law enforcement officer.

## Disposal of illegal items/substances

The district will arrange with local law enforcement agencies custodial and disposal procedures for illegal items/substances that are confiscated by school officials.

When an administrator confiscates an illegal item or substance, he must

- if the item/substance is not needed for an in-district hearing, call the designated law enforcement agency to pick up the item/substance for use in criminal prosecution, if needed, or for disposal

### OR

- if the item/substance is needed for an in-district hearing, call the designated law enforcement agency to pick up the item/substance for safekeeping until the hearing and then disposal.

Adopted Aug. 20, 1996

## Constitutional & Statutory Provisions

- United States Supreme Court Cases
- New Jersey v. T.L.O.- U.S.-, 105 S. Ct. 733 (1985)

# Sexual harassment policy

A learning and working environment that is free from sexual harassment will be maintained.

## Authority

- ◆ No employee will harass a student through conduct or communications of a sexual nature as defined below.
- ◆ Also, no student will harass other students through conduct of communications of a sexual nature as defined below.

## Definitions

- ◆ Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or employee constitute sexual harassment when
- ◆ submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- ◆ submission to or rejection of such conduct by an individual is used as the

basis for academic decisions affecting that individual; or

- ◆ such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to

- ◆ verbal harassment or abuse;
- ◆ pressure for sexual activity;
- ◆ written contact including
  - sexually suggestive or obscene letters, notes, invitations or
  - computer terminal messages of a sexual nature;
- ◆ verbal contact including sexually suggestive or obscene comments, threats or jokes about a student or an employee;
- ◆ physical contact including
  - any intentional pats, squeezes, touching or pinching,
  - repeatedly brushing up against another's body,
  - assault,

- blocking movement or
- coercing sexual contact; and
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades.

## Procedures

When a student feels that he has been a victim of sexual harassment, the student needs to verbally express to the accused that the harassment is unwanted.

- ◆ Any person who alleges sexual harassment by any staff member or student may use the district's complaint procedure or may complain directly to the building principal, assistant principal or guidance counselor.
  - The principal will be responsible for conducting a full investigation of the complaint.
  - The parents of the victim and the accused will be informed of the incident and the complaint.
- ◆ Filing a complaint or otherwise reporting sexual harassment will not reflect negatively upon the individual's status

nor will it affect future employment, grades or work assignment.

- ◆ The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has taken place.

## Disciplinary action

- ◆ A substantiated charge against a staff member will subject the staff member to disciplinary action, including discharge.
- ◆ A substantiated charge against a student will subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

Adopted Aug. 20, 1996

## Constitutional & Statutory Provisions

Federal statutes

- Title IX of the Education Amendments of 1972

# Harassment, intimidation, bullying policy

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties.

These acts will include any act that interferes with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether

- ◆ in a classroom,
- ◆ on school premises,
- ◆ on a school bus or other school-related vehicle,
- ◆ at an official school bus stop,
- ◆ at a school-sponsored activity or event whether or not it is held on school premises, or
- ◆ at another program or function where the school is responsible for the student.

Harassment, intimidation or bullying is defined as

- ◆ a gesture,
- ◆ an electronic communication or
- ◆ a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:
  - ◆ harming a student physically or emotionally,
  - ◆ damaging a student's property,
  - ◆ placing a student in reasonable fear of personal harm or property damage or
  - ◆ insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent.

- ◆ Complaints will be investigated promptly, thoroughly and confidentially.
- ◆ All school employees are required to report alleged violations of this policy to the principal or his/her designee.
- ◆ Reports by students or employees may be made anonymously.
- ◆ The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying
- ◆ The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner.

- ◆ Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district.
- ◆ Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in

the case of an employee.

- ◆ Individuals may also be referred to law enforcement officials.
- ◆ The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for developing procedures for implementing this policy,

- ◆ ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy and
- ◆ ensuring that a process is established for discussing the district policy with students.

Adopted January 16, 2007

## Constitutional & Statutory Provisions

South Carolina Code, 1976, as amended

- Section 16-3-510 – Organizations and entities revised.
- Section 59-19-90 – General powers and duties of school trustees.
- Sections 59-63-210 through 270 – Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
- Section 59-63-275 – Student hazing prohibited.
- Section 59-67-240 – Other duties of bus driver; discipline of students for misconduct.
- Section 59-63-110, et. seq. – Safe School Climate Act.

State Board of Education Regulations

- R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

# Policy prohibits hazing by students or adults

The district prohibits hazing by students, staff and third parties as a part of any school-sponsored activity.

All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting or engaging in any hazing activity.

Further, no administrator, coach, sponsor, volunteer or district employee will permit, condone or tolerate any form of hazing.

- ◆ For purposes of this policy, state law defines hazing as "the wrongful striking, laying open hand upon, threatening with violence or offering to do bodily

harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, OR other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature."

- ◆ Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.
- ◆ Any student who feels he/she has been subjected to hazing is encouraged to file a complaint with the principal.
  - All complaints will be investigated promptly and confidentially.

The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

- ◆ Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student.
  - Individuals may also be referred to law enforcement officials.
  - The district will take all other appropriate steps to correct or rectify the situation.

Adopted April 20, 2004

## Constitutional & Statutory Provisions

South Carolina Code, 1976, as amended

- Section 16-3-510 – Organizations & entities revised.
- Section 59-19-90 – General powers and duties of school trustees.
- Sections 59-63-210 through 270 – Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
- Section 59-63-275 – Student hazing prohibited.
- Section 59-67-240 – Other duties of bus driver; discipline of students for misconduct.

SC Board of Education Regulations

- R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

# Discipline Our elementary and secondary discipline plans

The elementary, middle and high school discipline plans are based on four beliefs.

- Our students consistently bring honor and distinction to themselves, their parents, the school district and their communities.
- Our students' academic accomplishments, community service and co-curricular activities are well known.
- Our students, in general, are excellent citizens and
  - are rarely absent or tardy,
  - recognize the importance of learning,
  - enjoy the challenges of increased responsibility,
  - form healthy relationships with staff and other students,
  - take part in school activities and
  - meet the demands of growing up and getting an education in a most satisfactory manner.
- A few students
  - seem unwilling to accept responsibility for their own behavior and
  - sometimes make it difficult for other students to learn.

Our discipline plans identify unacceptable behaviors, outline procedures for staff to follow in administering the plan and list consequences for students whose

Be part of the solution  
by turning in the problem

## Safe Schools

Two ways to report school crime & make school safer

**By Phone**  
285-6009  
or  
1-800-277-LCSD

**By form**  
Bryan Vaughn  
Safety/Transportation  
300 South Catawba Street  
Lancaster, SC 29720

Pick up a form at school or just write a letter.

## Help us keep our schools safe

Working together, we can continue our tradition of safe schools. Below is information that we want to be sure you know.

- No firearms or explosives of any kind are allowed on school grounds, including firearms stored in vehicles driven onto school grounds by adults. State law strictly prohibits this, and all violators will be prosecuted.
- All visitors must register with the school office as they arrive. Anyone failing to do so will be in violation of state law and may face prosecution.

- Conduct at sporting events and other extracurricular events will be closely monitored, and all board policies and state laws will be strictly enforced.
- Please be reminded that a dog trained to find drugs will be used on a routine basis in school buildings and parking lots.

Thanks for your cooperation in making our schools safe havens for learning.

Sincerely,  
Bryan Vaughn  
Safety/Transportation Director

behavior is unacceptable.

- Each student, parent and school employee will receive a copy of the plan.
- The community will be made aware of the plan.
- A copy of the appropriate plan will be provided to any resident upon request.

The board is given the authority to expel, suspend or transfer any student by Section 59-63-210, S.C. Code. The

statute also gives a student the right to petition for readmission.

- Any district board of trustees or its designee may authorize or order the expulsion, suspension or transfer of any student for
  - a commission of any crime,
  - gross immorality,
  - gross misbehavior,
  - persistent disobedience,
  - violation of written rules and regulations established by the district board or the State Board of Education or

- when the presence of the student is detrimental to the best interest of the school.
- Every expelled student will have the right to petition for readmission for the succeeding school year.
- Expulsion or suspension prohibits a student from
  - entering the school or school grounds, except for a prearranged conference with an administrator,
  - attending any day or night school functions or
  - riding a school bus.

## Elementary code sets levels of misbehavior

### Disruptive behavior – Level I misbehavior

#### Acts of misbehavior

1. Student behavior that disrupts orderly classroom/school procedures or violates classroom or school rules but is **not** directed at himself/herself, another person or property.

#### Enforcement procedures

1. A staff member will take immediate action to address the misconduct.
2. Parent/guardian will be informed of continuing misconduct.
3. A record of interventions and disciplinary actions will be maintained.

### Disruptive behavior – Level II misbehavior

#### Acts of misbehavior

1. Student behavior that is disruptive and/or aggressive and is directed at himself/herself, another person, or property.

#### Enforcement procedures

1. A school administrator will confer with staff member and take immediate action to address the misconduct.
2. Parent/guardian will be notified.
3. Due process procedures will be followed.
4. A record of interventions and disciplinary actions will be maintained.

### Disruptive behavior – Level III misbehavior

#### Acts of misbehavior

1. Student behavior that is extremely disruptive, aggressive, and/or a legal violation. Law enforcement will be contacted as appropriate.

#### Enforcement procedures

1. A school administrator will confer with staff member and take immediate action to address the misconduct.
2. The administrator will contact the parent/guardian.
3. Due process procedures will be followed.
4. A record of interventions and disciplinary actions will be maintained.

### Possession of firearm, explosive, similar device

Under state law, any student who brings one of these illegal items to school, **including an elementary**

**school student**, must be expelled for **one calendar year**, beginning at the date of expulsion.

### Intervention/ disciplinary action

#### For Levels I, II & III

Extenuating circumstances give the principal or school disciplinarian the right to use his discretion regarding disciplinary action

- Action taken by the teacher and/or school administrator will be in accordance with district and school-based interventions and discipline procedures and based on the duration and/or severity of the misconduct.
- Early parent/guardian involvement to address student misconduct is important.
- The school administrator is given discretion regarding disciplinary action under extenuating circumstances. Interventions and disciplinary actions may include but are not limited to
  - Student conference
  - Parent/guardian conference
  - Isolated work time
  - Time-out
  - Student Assistance Team referral
  - Detention
  - In-school suspension
  - Out-of-school suspension
  - Behavior contract (including positive options)
  - Agency involvement
  - Law enforcement contact
  - Expulsion

#### For off-campus behavior

Any off-campus student behavior that impairs or has a debilitating effect on the ability of school officials to maintain appropriate discipline at school will be subject to the disciplinary action authorized by the above code.

#### For disabled students

A student identified as having a disability under the Disabilities Education Act (IDEA) or Section 504 of the Vocational Rehabilitation Act of 1973 shall be disciplined within the parameters of the Board of Trustees' discipline, suspension and expulsion policies, the district elementary and secondary discipline plans and the district discipline procedures for Students with Disabilities, unless otherwise stipulated by the student's Individual Education Plan (IEP) or 504 Accommodation Plan.

# Middle school plan sets levels of misbehavior

## Middle school disorderly behavior – Level I misbehavior

### Acts of misbehavior

1. Student behavior that impedes orderly classroom/school procedures or that violates school rules.
2. Level I offenses that are not disruptive actions by a student directed at himself, another student or property.

### Enforcement procedures

1. Upon observation or notification and verification of an offense by a student, a staff member will take immediate action to rectify the misconduct and will apply the appropriate punishment.
2. A complete record of the procedures will be maintained.
3. The student's parent/guardian will be notified.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

- Student/teacher conference
- Student/team conference
- Parent/teacher conference
- Student/administrator conference
- Lunch detention
- After-school detention
- Referral to Student Assistance Team
- One to three days in-school suspension

## Middle school disruptive behavior – Level II misbehavior

### Acts of misbehavior

- Disruptive behavior by the student directed at himself, another person or property.
  - Aggressive behavior toward or threatening another student.
1. Failing to identify himself to a staff member
  2. Committing forgery
  3. Behaving in a severely disruptive manner
  4. Being disrespectful or disobedient to a staff member
  5. Communicating obscenities
  6. Being absent from class or school without authorization
  7. Using fireworks (Law enforcement will be contacted)
  8. Visibly displaying, activating or using a cell phone, pager or other telecommunications device during the continuous academic day
  9. Throwing rocks or other objects at a student or indiscriminately on school property or a school bus
  10. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant
  11. This list of offenses is not all inclusive.

### Enforcement procedures

1. Upon observation or notification and verification, a staff member will report to an administrator who will take appropriate disciplinary action and notify the student's parent/guardian.
2. The staff member and administrator will follow established due process procedures.
3. A record of the procedures will be kept.
4. The student will make restitution in all cases for which it is appropriate.
5. The administrator will confiscate cell phone.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

**The principal or school disciplinarian** will take appropriate action that may include, depending on repetitions of offenses

- One to five days in-school suspension
- One to five days out-of-school suspension

### Repeated offenses

- The Student Assistance Team
- Juvenile Arbitration
- The Department of Juvenile Justice
- Recommended expulsion. A student recommended for expulsion will receive 10 days out-of-school suspension

## Middle school criminal behavior simple – Level III misbehavior

### Acts of misbehavior

1. Fighting, contributing to a fight or threatening another student  
(Law enforcement will be contacted)
2. Committing assault and/or battery  
(Law enforcement will be contacted)
3. Extorting and/or blackmailing a student  
(Law enforcement will be contacted)
4. Committing extreme misconduct
5. Committing a theft and/or possession of stolen property of less than \$50  
(Law enforcement will be contacted)
6. Smoking or possessing tobacco products or related objects
7. Committing vandalism of less than \$50  
(Law enforcement will be contacted)
8. Committing sexual harassment  
(Law enforcement will be contacted)
9. Brandishing a weapon (Law enforcement will be contacted)
10. Gross disrespect or disobedience to a staff member, using profane or disrespectful language or gesturing in a profane or disrespectful manner at a staff member
11. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant
12. Possessing a weapon, look-a-like gun or knife that does not violate state law (Law enforcement will be contacted)
13. This list of offenses is not all inclusive

### Enforcement procedures

1. An administrator will confer with the appropriate staff member and take the proper action.
2. If warranted, the student will be removed immediately from school and the parent/guardian will be notified.
3. If appropriate, the administrator will contact law enforcement authorities.
4. The staff member and administrator will follow established due process procedures.
5. The student will make restitution in all cases for which it is appropriate.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

### First offense

- Five days out-of-school suspension  
(First time violators of smoking or smoking paraphernalia ban are required to go to a tobacco resistance workshop sponsored by the school district instead of the five days out-of-school suspension)

### Second offense

- The principal's supervisor must be notified of the student's second offense
- 10 days out-of-school suspension, or the principal may recommend expulsion

### Third offense

- Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension.
- For a third offense of #6 under Acts of Misbehavior, the parent/guardian and student must contract for counseling with the Lancaster County Commission on Alcohol and Drug Abuse

➡ Middle school levels IV & V on next page

## Discipline action for off-campus behavior

Any off-campus student behavior that impairs or has a debilitating effect on the ability of school officials to maintain appropriate discipline at school will be subject to

the disciplinary action authorized by the above code.

## Discipline of students with disabilities

A student identified as having a disability under the Disabilities Education Act (IDEA) or Section 504 of the Vocational Rehabilitation Act of 1973 shall be disciplined within the parameters of the Board of Trust-

ees' discipline, suspension and expulsion policies, the district elementary and secondary discipline plans and the district discipline procedures for Students with

Disabilities, unless otherwise stipulated by the student's Individual Education Plan (IEP) or 504 Accommodation Plan.

## Middle school criminal behavior aggravated – Level IV misbehavior

### Acts of misbehavior

1. Committing assault and/or battery of an aggravated nature (Law enforcement will be contacted)
2. Blackmailing, threatening, harassing or intimidating a staff member or a student by one or more students (Law enforcement will be contacted)
3. Making a bomb threat, pulling a fire alarm or making false 911 call (Law enforcement will be contacted)
4. Possession, consumption, use, or under the influence of alcohol, drugs or a controlled substance or a copy-cat substance (Law enforcement will be contacted)
5. Committing gross immorality
6. Committing malicious vandalism more than \$50 or to any piece of school property (Law enforcement will be contacted)
7. Committing theft and/or possession of stolen property greater than \$50 (Law enforcement will be contacted)
8. Aiding, abetting or concealing any of above misbehaviors means punishment as principal participant
9. This list of offenses is not all inclusive.

### Enforcement procedures

1. The administrator will confer with the appropriate staff member and take the proper action.
2. The student will be removed immediately from school and the parent/guardian will be notified.
3. The administrator will confer with parents.
4. The staff member and administrator will follow established due process procedures.
5. If appropriate, the principal will contact law enforcement authorities.
6. The student will make restitution in all cases for which it is appropriate.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

#### First offense

- The principal’s supervisor must be notified of the student’s first offense.
- 10 days out-of-school suspension or the principal may recommend expulsion.
- For a first offense of #4 under Acts of Misbehavior, the parent/guardian and student must contract for counseling with the Lancaster County Commission on Alcohol and Drug Abuse.

#### Second offense

- Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension.

## Middle school criminal behavior flagrant– Level V misbehavior

### Acts of misbehavior

1. Possession with intent to distribute or distribution of alcohol, drugs, an unauthorized controlled substance or a copy-cat substance as defined by law or by board policy (Law enforcement will be contacted)
2. Possessing, brandishing, pointing, or discharging a firearm, pellet gun or any other projectile-type weapon (Law enforcement will be contacted)
3. Setting a fire or attempting to set a fire (Law enforcement will be contacted)
4. Assault and battery of a school employee (Law enforcement will be contacted)
5. Sexual assault (Law enforcement will be contacted)
6. Possession of any knife, brass knuckles or other object that violates state law (Law enforcement will be contacted)
7. Flagrant refusal to follow an administrative directive, such as to leave campus, submit to a search or comply with an oral command and battery
8. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant

### Enforcement procedures

1. The administrator will confer with the appropriate personnel and record for the record pertinent facts.
2. The student will be removed immediately from school and the parent/guardian will be notified.
3. The administrator will confer with parents and district office personnel.
4. The administrator will follow due process procedures.
5. The principal will contact law enforcement authorities.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

#### First offense

- The principal’s supervisor must be notified of the student’s first offense.
- Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension.

#### Possession of any firearm, explosive or similar device

- Recommended expulsion for one calendar year, beginning at the date of expulsion.

#### Possession with intent to distribute or distribution of alcohol, drugs, an unauthorized controlled substance or a copy-cat substance

- For first offense, the parent/guardian must contract with the Lancaster County Commission on Alcohol and Drug Abuse.

## The use of corporal punishment

### The authority to administer corporal punishment

In South Carolina, local school boards have been empowered to provide for the corporal punishment of any pupil that it deems just and proper by Section 59-63-260, S. C. Code. Two U. S. Supreme Court decisions have affirmed the constitutionality of the use of corporal punishment in the public schools – Baker vs. Owen, 423 U. S. 907 (1975) and Ingram vs. Wright, 51 L.Ed 2d 711 (1977).

### The persons who can administer corporal punishment

Principals, assistant principals and teachers in grades K-6 and principals, assistant principals or principals’ designees in grades 7-9, excluding grade 9 in a 9-12 high school, are authorized by the Board of Trustees to administer corporal punishment to students under the guidelines below, provided the administrator/designee and the student in grades 7-9 are of the same sex.

### The guidelines for administering corporal punishment

As a matter of board procedure, reasonable corporal punishment of a student is permitted as a disciplinary measure to preserve an effective educational environment free from disruption and conducive to the furthering of the educational mission of the board.

- Corporal punishment should be used only after other corrective measures have been used without

success.

- Corporal punishment may be used only when the student is informed beforehand of the specific misconducts that could result in corporal punishment.
- The only exception is when a student’s misconduct is so anti-social or disruptive that it shocks the conscience. Subject to this exception, corporal punishment should never be used as a first line of punishment.
- Before administering corporal punishment, the principal, assistant principal or teacher must consider
  - the seriousness of the offense,
  - the nature and severity of the punishment,
  - the student’s attitude,
  - the student’s past behavior,
  - the student’s age and
  - the student’s physical condition.
- Corporal punishment must be reasonable and moderate.
- Corporal punishment may not be administered maliciously or for the purpose of revenge.
- The only corporal punishment permitted will be paddling on the buttocks.
- The time from when the offense is committed to when the punishment is administered should not be so long as to cause undue anxiety in the student.
- A teacher or principal must punish corporally in the presence of a second professional school

employee.

- The professional school employee witnessing the corporal punishment must be informed beforehand and in the student’s presence of the reason for the punishment.
- The student need not be afforded a formal opportunity to present his side to the professional school employee witnessing the corporal punishment.

### The records that must be maintained when corporal punishment is used

A disciplinary record of corporal punishment must be maintained.

- The disciplinary record must contain
  - the name of the student,
  - the type of misconduct,
  - any previous disciplinary actions,
  - the type of corporal punishment administered,
  - the name of the person administering the punishment,
  - the names of witnesses present and
  - the date of the punishment.
- A professional school employee who administers corporal punishment must provide the child’s parent, upon request, a written explanation of the reasons for corporal punishment, including the information contained in the discipline record.

# High school plan sets levels of misbehavior

## High school disorderly behavior – Level I misbehavior

Behavior by a student that tends to impede orderly classroom/school procedures or acts contrary to rules, regulations.

### Acts of misbehavior

1. Behaving aggressively
2. Cheating (results in grade of zero)
3. Chewing gum in building
4. Failing to return to school any notice or report that requires parental acknowledgement
5. Failing to complete an assignment or carry out directions from a teacher or an administrator
6. Fraternizing with an unauthorized visitor
7. Gambling
8. Wearing a hat in a building
9. Bringing radio or tape player onto school property
10. Leaving books in unauthorized area
11. Leaving cafeteria trays or sitting on desks or tables
12. Littering
13. Loitering in an unauthorized area
14. Behaving loudly or boisterously or running in a building
15. Exhibiting other disorderly conduct
16. Being out of class without a pass
17. Parking in an unauthorized place
18. Possessing obscene materials or an obscene article
19. Using profanity or gesturing in an obscene way
20. Displaying public affection
21. Being tardy to school or class without an excuse
22. Failing to serve an assigned punishment
23. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant
24. This list of offenses is not all inclusive.

### Enforcement procedures

1. Upon observation or notification and verification of an offense by a student, a staff member will take immediate action to rectify the misconduct and will apply the appropriate punishment.
2. A complete record of the procedures will be maintained.
3. The student's parent/guardian will be notified.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

**Note:** Indian Land High uses a 2-hour after-school detention instead of in-school detention.

#### First offense

- One detention

#### Second offense

- Two detentions

#### Third offense

- Three detentions

#### Fourth offense

- Parent conference and one day in-school suspension

#### Fifth offense

- One to three days in-school suspension
- The fifth offense is treated as a first offense Disruptive Behavior and must receive the designated

## High school disruptive behavior – Level II misbehavior

Inappropriate behavior by a student directed against himself, another person or property.

### Acts of misbehavior

1. Being disrespectful or disobedient to staff member
2. Failing to identify himself to a staff member
3. Committing five or more acts of disorderly misconduct
4. Committing forgery
5. Behaving in a severely disruptive manner
6. Communicating obscenities
7. Visibly displaying, activating or using a cell phone, pager or other telecommunications device during the continuous academic day
8. Being absent from class or school without authorization
9. Using fireworks  
(Law enforcement will be contacted)
10. Throwing rocks or other objects at a student or indiscriminately on school property or a school bus
11. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant
12. This list of offenses is not all inclusive.

### Enforcement procedures

1. Upon observation or notification and verification, a staff member will report to an administrator who will take appropriate disciplinary action and notify the student's parent/guardian.
2. The staff member and administrator will follow established due process procedures.
3. A record of the procedures will be kept.
4. The student will make restitution in all cases for which it is appropriate.
5. The administrator will confiscate cell phone if appropriate.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

**Note:** Indian Land High uses a 2-hour after-school detention instead of in-school detention.

#### First offense

- One to three days in-school suspension

#### Second offense

- Three days in-school suspension

#### Third offense

- Three days out-of-school suspension

#### Fourth offense

- Five to 10 days out-of-school suspension, or the principal may recommend expulsion
- The principal's supervisor must be notified of the student's fourth offense.

#### Fifth offense

- Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension.

## High school criminal behavior simple – Level III misbehavior

### Acts of misbehavior

1. Fighting, contributing to a fight or threatening another student (Law enforcement will be contacted)
2. Committing assault and/or battery  
(Law enforcement will be contacted)
3. Extorting and/or blackmailing a student  
(Law enforcement will be contacted)
4. Committing extreme misconduct
5. Committing a theft and/or possession of stolen property of less than \$50  
(Law enforcement will be contacted)
6. Committing vandalism of less than \$50  
(Law enforcement will be contacted)
7. Smoking or possessing tobacco products or related objects
8. Committing sexual harassment  
(Law enforcement will be contacted)
9. Possessing a weapon or look-a-like weapon that does not violate state law
10. Brandishing a weapon (Law enforcement will be contacted)
11. Using profane/disrespectful language or gesturing in profane or disrespectful manner at staff member
12. Aiding, abetting or concealing any of above misbehaviors means punishment as principal participant
13. This list of offenses is not all inclusive.

### Enforcement procedures

1. An administrator will confer with the appropriate staff member and take the proper action.
2. If warranted, the student will be removed immediately from school and the parent/guardian will be notified.
3. If appropriate, the administrator will contact law enforcement authorities.
4. The staff member and administrator will follow established due process procedures.
5. The student will make restitution in all cases for which it is appropriate.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

#### First offense

- Three days out-of-school suspension  
(First time violators of smoking or smoking paraphernalia ban are required go to a tobacco resistance workshop sponsored by the school district)
- For a third offense of #7 under Acts of Misbehavior, the parent/guardian and student must contract for counseling with the Lancaster County Commission on Alcohol and Drug Abuse

#### Second offense

- The principal's supervisor must be notified of the student's second offense.
- Five to 10 days out-of-school suspension, or the principal may recommend expulsion.
- Students recommended for expulsion will receive 10 days out-of-school suspension.

#### Third offense

- Recommended expulsion.
- Students recommended for expulsion will receive 10 days out-of-school suspension.

## High school criminal behavior aggravated – Level IV misbehavior

### Acts of misbehavior

1. Committing assault and/or battery of an aggravated nature  
(Law enforcement will be contacted)
2. Blackmailing, threatening, harassing or intimidating a staff member or a student by one or more students  
(Law enforcement will be contacted)
3. Making a bomb threat, pulling a fire alarm or making false 911 call  
(Law enforcement will be contacted)
4. Possession, consumption, use, or under the influence of alcohol, drugs or a controlled substance or a copy-cat substance  
(Law enforcement will be contacted)
5. Committing gross immorality
6. Committing theft and/or possession of stolen property greater than \$50 (Law enforcement will be contacted)
7. Committing malicious vandalism over \$50 or to any piece of school property  
(Law enforcement will be contacted)
8. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant
9. This list of offenses is not all inclusive.

### Enforcement procedures

1. The administrator will confer with the appropriate staff member and take the proper action.
2. The student will be removed immediately from school and the parent/guardian will be notified.
3. The administrator will confer with parents.
4. The staff member and administrator will follow established due process procedures.
5. If appropriate, the principal will contact law enforcement authorities.
6. The student will make restitution in all cases for which it is appropriate.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

#### First offense

- The principal’s supervisor must be notified of the student’s first offense
- Five to 10 days out-of-school suspension or the principal may recommend expulsion
- For a first offense of #4 under Acts of Misbehavior, the parent/guardian and student must contract for counseling with the Lancaster County Commission on Alcohol and Drug Abuse

#### Second offense

- Recommended expulsion– Students recommended for expulsion will receive 10 days out-of-school

## High school criminal behavior flagrant– Level V misbehavior

### Acts of misbehavior

1. Possession with intent to distribute or distribution of alcohol, drugs, an unauthorized controlled substance or a copy-cat substance as defined by law or by board policy  
(Law enforcement will be contacted)
2. Possessing, brandishing, pointing, or discharging a firearm, pellet gun or any other projectile-type weapon  
(Law enforcement will be contacted)
3. Setting a fire or attempting to set a fire  
(Law enforcement will be contacted)
4. Assault and battery of a school employee  
(Law enforcement will be contacted)
5. Sexual assault  
(Law enforcement will be contacted)
6. Possession of any knife, brass knuckles or other object that violates state law  
(Law enforcement will be contacted)
7. Flagrant refusal to follow an administrative directive, such as to leave campus, submit to a search or comply with an oral command and battery
8. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant

### Enforcement procedures

1. The administrator will confer with the appropriate personnel and record for the record pertinent facts.
2. The student will be removed immediately from school and the parent/guardian will be notified.
3. The administrator will confer with parents and district office personnel.
4. The administrator will follow due process procedures.
5. The principal will contact law enforcement authorities.

### Disciplinary action

The principal, director or school disciplinarian under extenuating circumstances may use discretion in increasing or decreasing the disciplinary action

#### First offense

- The principal’s supervisor must be notified of the student’s first offense
- Recommended expulsion– Students recommended for expulsion will receive 10 days out-of-school suspension.

#### Possession of any firearm, explosive or similar device

- Recommended expulsion for one calendar year, beginning at the date of expulsion

#### Possession with intent to distribute or distribution of alcohol, drugs, an unauthorized controlled substance or a copy-cat substance

- For first offense, the parent/guardian must contract with the Lancaster County Commission on Alcohol and Drug Abuse.

## Discipline action for off-campus behavior

Any off-campus student behavior that impairs or has a debilitating effect on the ability of school officials to

maintain appropriate discipline at school will be subject to the disciplinary action authorized by the above code.

## Discipline of students with disabilities

A student identified as having a disability under the Disabilities Education Act (IDEA) or Section 504 of the Vocational Rehabilitation Act of 1973 shall be disciplined within the parameters of the Board of Trust-

ees’ discipline, suspension and expulsion policies, the district elementary and secondary discipline plans and the district discipline procedures for Students with

Disabilities, unless otherwise stipulated by the student’s Individual Education Plan (IEP) or 504 Accommodation Plan.

# Conduct on buses– Bus safety depends on riders following the rules

## The bus discipline plan

### Acts of misbehavior

Dangerous or disruptive behavior such as but not limited to

- Not being at the bus stop on time
- Not following safety policies as outlined by your driver
- Not sitting in assigned seat
- Not following the instructions of your driver
- Loud or disruptive behavior
- Aggressive acts toward students, staff or motorists
- Any criminal violation

### Disciplinary actions

**Note:** The director reserves the right to administer the school discipline code when appropriate in conjunction with the school principal.

#### First offense

- Parent/guardian will be contacted, and the student will be assigned a punishment by the director ranging from a warning to a bus suspension dependent on the severity of the offense.

#### Second offense

- Parent/guardian will be contacted, and the student will be assigned a punishment by the director ranging

from a warning to a bus suspension dependent on the severity of the offense.

#### Third offense

- Parent/guardian will be contacted, and the student will be assigned a punishment by the director ranging from a warning to a bus suspension dependent on the severity of the offense.

#### Fourth and subsequent offense

- Parent/guardian will be notified, and the student will be assigned a punishment by the director ranging from suspension from the bus for no less than 10 days or up to suspension for the remainder of the year.

## Gifted & Talented Programs

### EAGLE

- ◆ For students in grades 3-5 identified as gifted and talented
- ◆ Students are bused to Discovery School one day a week for classes

### Middle school GT

- ◆ For students in grades 6-8 identified as gifted and talented
- ◆ Students are served in special ELA and math classes
- ◆ Curriculum is differentiated through enrichment and acceleration

### College courses

- ◆ For students in grades 9-12
- ◆ Students earn college credit and high school units through these courses offered through USCL and York Tech
- ◆ Available courses change each semester

### ST-ARTS

- ◆ For students in grades 6-8 identified as artistically gifted and talented (in dance, drama, music, and visual arts)
- ◆ Students are selected through an audition process held in the fall.
- ◆ ST-ARTS is a three-week program on the Winthrop campus each summer.

### Summer programs

- ◆ For students in selected grades
- ◆ Week-long workshops at Discovery School
- ◆ ST-ARTS for students in grades 6-8 (see above)
- ◆ For more information, call Tom McDuffie at 416-8910.

### State regulations

## Q's&A's on identifying GT students

### Our mission

The mission of gifted education is to maximize the potential of gifted/talented students by providing programs and services that match the unique characteristics and needs of these students.

### Q Who are gifted/talented students?

The description below of the identification process reflects the South Carolina definition of gifted and talented and is in keeping with the National Excellence Report (1995) which states:

“Children and youth with outstanding talent perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.

“These children and youth exhibit high performance capability in intellectual, creative, and/or artistic areas, possess an unusual leadership capacity, or excel in specific academic fields. They require services or activities not ordinarily provided by the schools.

“Outstanding talents are present in children and youth from all cultural groups, across all economic strata, and in all areas of human endeavor.”

### Q What are characteristics of a GT student?

- ✓ Learns easily and rapidly
- ✓ Thinks clearly, recognizes implied relationships, comprehends meanings
- ✓ Reads above grade level
- ✓ Retains what she/he hears or reads without appearing to need much rote or drill
- ✓ Possesses a large vocabulary
- ✓ Exhibits independence, individualism, self-sufficiency
- ✓ Demonstrates a curious and investigative nature
- ✓ Asks penetrating, searching questions
- ✓ Focuses intently on areas of interest
- ✓ Produces original products or ideas
- ✓ Prefers complex ideas

### State regulations

## Q's&A's on identifying Junior Scholars

### Q What is the Junior Scholars Program?

The S.C. Junior Scholars Program was developed by the State Department of Education during the 1985-86 school year to identify eighth-grade students with exceptional academic talent and to determine strategies for their inclusion in special programs.

The program reflects the growing statewide effort to improve education in South Carolina and responds to the needs of students possessing unique abilities.

The program's purpose is to identify students with exceptionally high scholastic achievement and intellectual ability and to provide opportunities for these students that will facilitate their intellectual growth, broaden their individual interests, and promote their scholastic achievement.

### Q What does the program include?

The program includes a process for screening a potential talent pool of students identifying and recognizing those students

### Q How do I nominate my child for GT evaluation?

Parents with students who have demonstrated ability or potential for high performance in academic areas may refer their child for screening by completing a referral form available at local schools. To obtain a form, parents should contact their building principal or guidance counselor.

### Q How does a student qualify for GT programs?

Gifted/talented students may be found within any racial, ethnic, or socio-economic group; within any nationality; within both genders; and within populations with disabilities.

Identification is a multi-step process, which consists of referral, screening and assessment of eligibility by a district evaluation and placement team. The state of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in two out of the following three dimensions

#### Dimension A— Reasoning Abilities

Students must score 93<sup>rd</sup> national age percentile on a nationally normed aptitude test.

Students may be eligible for placement on the basis of aptitude scores alone if they score 96<sup>th</sup> national age percentile on the composite score of a nationally normed aptitude test.

#### Dimension B— Achievement

Students must score 94<sup>th</sup> national percentile on approved subtests (reading comprehension and/or mathematical concepts and problem solving) on a nationally normed achievement test, or an appropriate score on Reading and/or math on the South Carolina statewide assessment instrument

#### Dimension C— Academic Performance

For placement in grades 3-6, a student must achieve an appropriate performance

standard on either verbal or non-verbal performance tasks.

For placement in grades 6-9, a 3.75 grade point average in the academic disciplines is required.

### Q Why are GT students identified?

- Purposes of the identification process are to find students who display characteristics of the gifted/talented (i.e., ability or potential for high performance in academic areas);
- to assess the aptitudes, attributes, and behaviors of each student; and
- to evaluate each student for the purposes of placement.

### Q How are gifted/talented students served?

The approved program models below are used by school districts:

#### Resource Room/Pull-out Model

In this model, gifted/talented students are removed from the regular classroom for a specified period each week to receive differentiated instruction. The curriculum involves advanced problem-based interdisciplinary units of study. Multi-grade grouping may be used.

#### Special Class

This model is a gifted/talented class organized around one or more academic subjects. The special class delivers services to identified students through a rigorous and often accelerated curriculum.

### Q When are screenings & who do I call for info?

Screening for academic gifted programs begins in fall of Grade 2 for 3<sup>rd</sup> grade placement. For specific information regarding the program in our district, contact **Tom McDuffie** (803) 416-8910.

**Referrals must be made by Oct. 15. No private testing is accepted, but those results may be used for referrals.**

with exceptionally high scholastic achievement and intellectual ability, and sponsoring summer opportunities in collaboration with participating S.C. colleges and universities.

### Q When does the program begin?

Students are screened and identified in the eighth grade. Educational plans are developed following identification.

### Q How will be the students be recognized?

The students who qualify for this special recognition will be recognized in local awards ceremonies, receive an Award of Merit from the State Department of Education, and be invited to attend summer opportunities at participating S.C. colleges and universities.

### Q What identification criteria is used?

Eligible students who score greater than or equal to 50 on the Preliminary Scholastic

Aptitude Test (PSAT) in verbal, math, or writing will be identified as Junior Scholars.

Students who participated in the Duke University's Talent Identification Program (TIP) during their seventh-grade year, who met the eligibility requirements as outlined by that program, and who were identified and recognized as Duke TIP scholars at the state level will be automatically identified as S.C. Junior Scholars.

### Q Who is eligible to take the PSAT?

Any eighth grader who is interested may take the PSAT for a nominal fee.

### Q Who do I call for info?

For more information about the South Carolina Junior Scholars Identification and Development Program, please contact the principal or guidance counselor in your local school.

## Timeline for selecting artistically gifted

- ◆ Referrals due by mid-October (applications available at middle schools or GT office)
- ◆ Auditions in fall after referrals are received

### State regulations

# Q's&A's on identifying artistically gifted

## Q Who are artistically gifted students?

Sixth-eighth graders who meet eligibility criteria established by S.C. Department of Education and our district will be identified as artistically gifted & talented.

Students can qualify as artistically gifted & talented in either dance, drama, music or visual arts.

## Q How can students be referred?

Beginning in September, students may be referred for artistically gifted and talented

programs by parents, students, teachers, administrators or others aware of a student's interest and talent in the arts.

Referral forms are available at each middle school and the G/T office.

Referrals must be received by mid-October.

## Q What happens after a student is referred?

Auditions to select students are scheduled each fall after referrals are received.

Selections are made by an evaluation/placement team as prescribed by state regulation.

The team bases selection on interviews and performance at auditions.

For students auditioning in visual arts, the team also reviews student portfolios.

## Q What services does our district offer?

Services may include, but aren't limited to, after-school and Saturday workshops and an intensive summer arts program. There is a nominal fee for transportation to and from Winthrop University.

## Q Who can I call for more information?

For more information on student selection or the programs offered, call the Gifted & Talented Program Coordinator.

## Immunization of students

These vaccines are required for the 2013-14 school year.

### ◆ Diphtheria, whooping cough, tetanus vaccine

- Four doses of any combination of DTP, DT, DTP-Hib, DTaP or Td vaccine with at least one dose received on or after fourth birthday required for all students in kindergarten through ninth grade.
- Three doses of DTP, DT, DTP-Hib, DTaP, Td or Tdap vaccine with at least one dose received on or after fourth birthday for grades seven through twelve.

### ◆ Tdap vaccine booster

- One dose required for all seventh graders; routinely given at 11-12 years of age.

### ◆ Oral or inactivated Polio vaccine

- Three doses with at least one dose received on or after fourth birthday

### ◆ Hepatitis B Series

- Three-dose series

### ◆ Rubella (Measles) vaccine

- Two doses received on or after first birthday and separated by at least one month

### ◆ Rubella (German Measles) vaccine

- One dose received on or after first birthday

### ◆ Mumps vaccine

- One dose received on or after first birthday

### ◆ Varicella (chicken pox) vaccine

- One dose received on or after first birthday or positive history of disease required for all students in K-11
- Two doses separated by at least one month, for unimmunized children 13 years of age and older who have no positive history of disease

For more details, contact your school nurse, private physician or the Lancaster County Health Department (803-286-9948).

# If your child needs to take medicine at school

Our procedures for helping students with medications are designed to establish the basic structure for assisting students with prescription and/or over-the-counter medications.

## How assistance must be requested

- A student may receive assistance with over-the-counter and prescription medications during school hours from the nurse, the principal or his/her designee after the school receives a *Permission to Dispense Medication* form signed and dated by the parent/legal guardian.

- The *Permission to Dispense Medication* form must include:

- student's name
- health care provider's name
- time to administer
- dosage
- possible side effects and
- termination date for assisting the student with medication

- Before a school can help a student with prescription medications, the school must also receive

- the original medicine container including a prescription label from the student's health care provider and
- the *Permission to Dispense Medication* form.

- A *Permission to Dispense Medication* form must be submitted for

- each new or different over-the-counter and prescription medication and for
- each prescription medication (original medicine container including a prescription label from the student's health care provider must be submitted.)

- One *Permission to Dispense Medication* form per year will suffice for medications

- that will be given on a long-term basis

or

- that must be administered in case of emergency.

- The school district retains the discretion to reject a request for assisting a student with medication.

## Packaging, storing & recording medication

- Each over-the-counter and prescription medication must be properly labeled and in its original container.

- All medication brought to school must be kept in a central location unless otherwise authorized in the student's IHP.

- The nurse, principal or his/her designee will

- keep the over-the-counter and prescription medication in a locked container **and**
- keep a record (medication log) of all

instances when the student is assisted with over-the-counter and prescription medication.

- The parent/legal guardian will **reclaim** any unused medications **within one week** of treatment's termination or within one week of the last day of school.

- The nurse, principal or his/her designee school will destroy unused medications not reclaimed **within one week** of treatment's termination or within one week of the last day of school.

## Responsibility for adverse drug reaction

Neither the district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the manner prescribed.

## Penalty for sharing prescription medicine

- Students will not share any prescriptions or over-the-counter medication with another student.

- Students who share any prescriptions or over-the-counter medication with another student will face disciplinary action including, but not limited to, **suspension or expulsion**.

- Each year, the district will notify students in writing of this prohibition and that violations may result in disciplinary action.

## Individual Health Care Plan

- The district will provide an individual health care plan (IHP) for certain students with special health care needs.

- The IHP will

- meet the needs of the student for health monitoring and care during the school day or at school-sponsored events,
- contain components as required by the State Department of Education **and**
- be developed with input from and approval of the following individuals:
  - » student's health care practitioner who prescribed the medication,
  - » parent/legal guardian,
  - » principal or his/her designee,
  - » school nurse,
  - » supervising nurse
  - » student, if appropriate **and**
  - » other designated school staff members, if appropriate.

## Students monitoring & administering medication

- The district will authorize students with approved IHPs to self-monitor and self-administer medication as prescribed by the student's health care provider **except**

- in the case of controlled substances **and/or**

- when there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

- The district will grant permission to self-monitor and self-administer medication on a year-by-year basis.

- **Documents required:** The following documents are required for a student to self-monitor or self-administer medications:

- written authorization from the parent/legal guardian for the student to self-monitor or self-administer medication,
- a written statement from the student's healthcare provider who prescribed the medication verifying the student has medical condition and has been taught and demonstrates competency in self-monitoring or self-administration of medication or both,

- an approved IHP signed and authorized by

- » the student's health care practitioner who prescribed the medication,
- » the parent/legal guardian,
- » the principal or his/her designee,
- » the school nurse,
- » supervising nurse
- » the student as appropriate **and**
- » other school staff members as appropriate for a student to self-monitor or self-administer medication.

- a signed statement by the parent or legal guardian acknowledging

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

- Receipt of the above documents will authorize a student to possess and administer medications, with the exceptions of controlled substances, while

- in classroom or on school grounds,
- at a school-sponsored activity,
- in transit to and from school or school-sponsored activities **or**
- during before or after-school activities on school-operated property.

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

# Homebound instruction

## Services help students with serious illnesses

Students who can't attend school because of illness, accident or pregnancy, even with transportation, are eligible for homebound or hospitalized instruction.

The district will provide at least the minimum number of instruction hours as provided in current State Board of Education rules and regulations. All teachers providing homebound instruction to students residing in the district must hold a valid S.C. teacher's certificate.

### Conditions that must exist

For a student to receive homebound instruction, the following conditions must exist.

- The student must be of legal school age.
- A **licensed physician** must certify that the student is unable to attend school, even with transportation, because of a medical condition.
- Appropriate school staff must determine that homebound instruction is appropriate for the student.
- The student must successfully complete the materials assigned and receive a passing grade from the student's classroom teacher. This requirement is necessary for the student to advance to the next grade or to satisfy the state requirements for a state high school diploma.

### Precautions to students

The precautions below are given to a student who initiates homebound instruction.

- If the homebound student becomes irregular in setting appointments for instruction or in being available for appointments, the district's attendance/truancy procedures will be initiated and may result in discontinued homebound services.
- A violation of the homebound regulations will result in cancellation of homebound services.

Homebound instruction will be administered according to local procedures with all procedures in compliance with state regulations and district policy.

## The procedures for determining eligibility and services

The procedures below regarding eligibility and delivery of services are provided to insure consistency across the district:

- Each school will follow state regulations and district policy on homebound instruction.
- Homebound instruction begins on the 7th consecutive absence for high school students and on the 11th consecutive absence for elementary and middle school students who are ill and stops on the day the student returns to school. Exceptions must be approved by the Student Services Director.
- The homebound application, properly signed by a physician and submitted to the district for approval, will be valid for 30 days.
- If homebound services need to be extended beyond

### Medicaid Notification

Student Services

#### Our district provides Medicaid Billable Services to students

Our district provides health-related services to students including nursing services, psychological evaluation services, and speech services, and for these services to be billable to Medicaid your permission is needed. Each year, our district sends a Medicaid Parent Notification form and a Medicaid Consent form to parents requesting consent to bill Medicaid for these services.

Below is the *Medicaid Parent Notification* form letting you know of our district's intent to request your consent to bill Medicaid.

If you have any questions, please contact Student Services Director Kathy Durbin at [Kathy.Durbin@lcsdmail.net](mailto:Kathy.Durbin@lcsdmail.net) or at 803-416-8876.

#### Notification

- This notification is to inform you of the intent of our district and the S.C. Department of Education (SCDE) to bill Medicaid and/or third party insurance and receive payment from Medicaid and/or any third party insurer for health-related services, as permitted under Part B of the Individuals with Disabilities Education Act (IDEA), and as set forth in your child's individualized education program (IEP).
- Our district and SCDE may also bill Medicaid for psychological evaluation services, nursing services and other health-related treatment services billable to Medicaid without the requirement of an IEP.
- Our district must provide this notice to you prior to requesting your consent to bill Medicaid and/or any third party insurance and once a year thereafter for services that our district will provide in the future.
- This document also serves as notice that our district and SCDE will release and exchange medical, psychological, and other personal identifiable confidential information, as necessary, to the Department of Health and Human Services and any applicable third party insurance carrier regarding health-related services provided to your child.
- Medicaid reimbursement for school-based health-related services will not affect any other Medicaid services for which your child is eligible.
- Our district cannot bill Medicaid or your child's insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk loss of eligibility for waived programs.
- Your child will receive the services listed in the IEP regardless of whether you enroll your child in public or private benefits or insurance programs and whether or not you provide consent for the district or agency to bill Medicaid for services.
- Your refusal to allow access to Medicaid or any third party insurance carrier does not relieve our district of its responsibility to ensure that all required services are provided at no cost to you.
- Any previous, current or future consent to bill Medicaid or insurance was voluntary, and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).
- Our district and SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child's treatment and provision of health-related services.

Student's name

Date

Parent/guardian's name

Date



300 South Catawba Street, Lancaster SC 29720

SS-fm-issued 06-11-13

### Medicaid Billable Services to students

Our district provides health-related services to students including nursing services, psychological evaluation services, and speech services, and for these services to be billable to Medicaid, a parent's permission is needed.

Each year, our district sends a Medicaid Parent Notification form and a Medicaid Con-

sent form to parents requesting consent to bill Medicaid for these services.

Above is the *Medicaid Parent Notification* form that notifies parents of our district's intent to request consent to bill Medicaid.

For more information, contact Student Services Director Kathy Durbin at [Kathy.Durbin@lcsdmail.net](mailto:Kathy.Durbin@lcsdmail.net) or at 803-416-8876.

30 days, the schedule below is necessary.

- Between the 20th and 30th day, another application signed by the physician and submitted to the district for approval.
- If the application for extension of homebound services is not complete by the 30th day, absences will be counted as unexcused.
- The date the physician recommends for homebound instruction to begin is limited to five school days before the date the application is submitted.
- Once a student returns to school full-time, homebound services cease. Any work not made up during the homebound period must be made up under the normal makeup procedures. Exceptions must be approved by the Student Services Director.

- Homebound instruction will be available only for the four core curriculum subjects— English, math, science and social studies. Any modification or substitution of the course offerings must be approved by the principal and must be based on extenuating circumstances.

Homebound services for pregnant students will follow the suggested timeline below. No exceptions will be made unless the physician's documents severe complications of the pregnancy that make a variance from guidelines necessary.

- Students become eligible for homebound instruction a maximum of six weeks before the projected delivery date.
- Students must return to school one month after delivery date.

# More on Homebound instruction

## If your child has special health care needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students.

Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school.

It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

### Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs.

- Registered school nurses write IHPs to insure a student's health care needs are met while at school.
- The nurse works with the student, the student's parents or legal guardians, the student's health care provider and other school staff to write the plan.
- IHPs are written for students who have special health care needs that must be met by school staff during the school day.

- IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor.

- To learn more about IHPs, talk with your child's school nurse or lead nurse Graceann Jones, 803-416-8884/803-320-2485, 302 West Dunlap Street, Lancaster, SC 29720.

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

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 guidance 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.

- To learn more about Section 504, contact Student Services Director Kathy Durbin, 803-285-8439, 302 West Dunlap Street, Lancaster SC 29720.

### Individuals with 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.

- Contact Student Services Director Kathy Durbin, 803-285-8439, 302 West Dunlap Street, Lancaster SC 29720 to learn more about the IDEA.

### Medical Homebound Instruction

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.
- To learn more about medical homebound services, contact Student Services Director Kathy Durbin, 803-286-6972, 300 South Catawba Street, Lancaster SC 29720.

On PowerSchool's Parent Portal

Personal messages from teachers

Look what you can see instantly

Days missed

Grades!

Tardies

Assignments School bulletins

### You just need ONE login for all your children's info

Parents can now create an account that lets them get all their children's information using a single login.

With single sign-in access, parents/guardians can have an individual account with a user name and password.

Once you create your account, you can

- manage your account information,
- link any and all your children to your account and
- set email and notification preferences for each of your children.

### Easy as 1, 2, 3

#### Step 1

- Each school gives its parents student IDs and passwords that are created by the district.

#### Step 2

- Parents/guardians must have at least one of their children's IDs and passwords to create an account.

#### Step 3

- The parent goes to <http://powerschool.lcsd.k12.sc.us/public> and follows the user-friendly steps to create an account. If you have a problem with your account, contact your school's PowerSchool contact.

## What state attendance law says

From the school year in which a child is 5 years old on or before Sept. 1 until the child attains his/her 17th birthday or graduates from high school, parents and school officials have a responsibility to ensure the child attends school regularly.

### Parents

- Parents are required by law to make sure their children regularly attend school (unless the child meets one of the limited exceptions listed in S.C. Code Ann. §59-65-30 (2004), found in Appendix Two). S.C. Code Ann. §59-65-10 (A) (2004).
- Parents whose child is not six years of age on or before Sept. 1 of a particular school year may elect for their child not to attend kindergarten. The parent must sign a written document making the election with the school district in which the parent resides.
- Parents who neglect to enroll their child or refuse to make their child attend school, upon conviction, may be fined up to \$50 or imprisoned for up to 30 days for each absence. S.C. Code Ann. §59-65-20 (2004). It may be considered educational neglect if a child is accumulating unlawful absences and the school's efforts to help the child attend regularly fail because of the parent's refusal to cooperate. S.C. Code Ann. §20-7-490 (2) (c) (Supp. 2005).

## Board policy

In accordance with state law, every child between the ages of five and 17 must be enrolled in school. Each student is also expected to be in regular attendance. If students are to be successful in school they must be in school.

- The school year consists of 180 school days.
- Elementary, middle and high schools will establish guidelines for daily attendance for students to be counted present for a day. These guidelines will include provisions to address tardies to school and class and early dismissals.
- Any absences for a student in grades K-8 exceeding 10 or in grades 9-12 on a block schedule exceeding six in a unit course or exceeding three in a 1/2 unit course whether lawful, unlawful or a combination thereof, must be approved or disapproved by the board's designee, the school principal. The principal's decision may be appealed to the superintendent's designee.
  - In each grade that does not award high school credit, student with more than 10 absences, lawful and/or unlawful, will not be promoted without the recommendation of the principal.
  - In each class that may award one unit of high school credit on a block schedule, a student with more than six absences, lawful and/or unlawful, will not receive credit without the principal's recommendation.
  - In each class that may award 1/2 unit of high school credit on a block schedule, a student with more than three absences, lawful and/or unlawful, will not receive course credit without the principal's recommendation.

- The district will develop
- definitions for lawful and unlawful absences,
  - requirements for excuses and procedures for submitting excuses,
  - regulations and procedures for interventions for unlawful absences,
  - requirements for recovery and procedures for recovery programs and
  - incentive programs at each school to encourage students to strive for perfect attendance.

# District attendance regulations

## Absences

An absence from school is considered "lawful" or "unlawful."

### Lawful absences

Lawful absences are absences made necessary when the student

- is so ill that attendance would endanger the student's health or other's health.
- has an immediate family member who has a serious illness or who dies.
- has a medical appointment that cannot be scheduled outside the school day.
- is observing a recognized religious holiday of student's faith.
- must appear in court or meet an appointment with a legal officer.
- participates in a class-based field trip that the principal approves in advance.
- is suspended from class or school.
- participates in extracurricular activities that are not part of the regular school curriculum provided the principal approves the absence as lawful.

### Unlawful absences

Unlawful absences are absences involving situations when the student

- is absent from school without the student's parent or guardian knowing.
- is absent from school with the knowledge of the student's parent or guardian but for a reason not considered lawful.
- presents a forged excuse.
- is absent for any reason that does not meet the criteria for a lawful absence.

## Truancy

### Truant

A child, at least 6 but not yet 17 years old, who has accumulated three consecutive or a total of five unlawful absences.

### Habitual truant

A child, at least 12 but not yet 17 years old, who

- fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and
- accumulates two or more additional unlawful absences.

### Chronic truant

A child, at least 12 but not yet 17 years old, who

- has been through the school intervention process
- has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school and
- continues to accumulate unlawful absences.

Truancy intervention is initiated when a student accumulates "unlawful" absences. Reg. 43-274 requires school districts to adopt policies to define and list lawful and unlawful absences.

## Excuses

An excuse in the form of a note must be presented by the student to the principal or designee after the student's return to school. The

principal may require additional documentation to justify a lawful absence.

- A note must be from a parent, guardian, legal officer, physician, dentist or licensed certified medical practitioner.
- The note must be presented within two days after the student's return to school.
- The note must be dated and must include the date(s) of absence(s), the reason(s) for absence(s) and the signature of person providing the excuse.
- The reason given on the note for the absence will determine whether the absence is recorded as lawful or unlawful.
- A note not properly submitted according to this policy will cause the absence to be recorded as unlawful.
- A forged note will result in the absence being recorded as an unlawful absence.

## Recovery

### Elementary students

- Students will be required to do one hour of recovery per missed school day that exceeds the number of allowable absences per board policy.
- Students will not be required to pay for recovery.
- Recovery will begin on the 11th absence.
- Medical excuses will be accepted
  - Make-up of hours missed is not required
  - Make-up of work missed is required
- Bereavement for immediate family is treated just like medical absence
- Make-up is required for out-of-school suspension
- Five early dismissals, tardies or a combination of the two require one hour of make-up time
- Exception for very special cases can be made by the principal

### Middle students

- Students will be required to do one hour of recovery per missed school day that exceeds the number of allowable absences per board policy.
- Students will not be required to pay for recovery.
- Medical excuses will be accepted
  - Make-up of hours missed not required
  - A form from the teacher stating that all work has been completed is required before the student can receive credit for courses.
- Middle school recovery begins on the 11th absence.
- Principals will determine the total amount a student can miss.
- All high school credit courses that are missed will count as one hour per missed class.
- Recovery in high school credit courses begins after six absences.
- No more than 12 absences (three and six for a .5 course) can be made up. Medical absences do not count in this total.
- Bereavement for immediate family is treated just like medi-

cal absence

- Make-up is required for out-of-school suspension
- Exception for very special cases can be made by the principal

### High school students

- Full recovery of instructional time and work for each class absence that exceeds the number of allowable absences per board policy.

## Intervention for unlawful absences

Beginning with a student's third consecutive or fifth overall unlawful absence, school officials will take steps to identify the reasons for the student's continued absence and work with the student and parent/guardian to develop an intervention plan to improve attendance.

If a child who is at least six but not yet 17 years old accumulates three consecutive unlawful absences or a total of five unlawful absences, that child is classified as a truant. Reg. 43-274 (B)(1). Once a child is classified as a truant, the child's parents and school officials have additional responsibilities to improve the child's attendance.

- Parents must cooperate with the school intervention planning. This means parents should take an active role in assisting the school in identifying the reasons for the child's truant behavior.
- Parents should also cooperate with any referrals made by the school in an effort to improve the child's attendance.
- Parents must understand that if they refuse to cooperate with the intervention planning, Reg. 43-274 (D) states that the district has the authority to refer the child to Family Court for truancy and requires a report be filed against the parents with DSS for educational neglect.
- Educational neglect occurs only if a child is accumulating unlawful absences and the school's efforts to help the child attend regularly were unsuccessful because of the parent's refusal to cooperate.
- The three-day or five overall intervention plan will include
  - a direct intervention conference between the student and student's homeroom teacher or regular teacher;
  - contact with student's parent or guardian by the homeroom or regular teacher to determine reasons for unlawful absences and to discuss a plan to improve attendance;
  - documentation of the student and parent contacts, reasons for unlawful absences and methods agreed upon to resolve the causes of unlawful absences; and
  - documentation of referral to other school personnel or community agencies if the reasons for absences warrant this action.
- If the accumulated unlawful absences increase by two more, a second intervention plan

will be initiated. The second intervention plan requires action by representatives of the school's Student Assistance Team, including

- a letter from the school to the parent requiring a conference with the parent and representatives of the Student Assistance Team;
- a direct conference with representatives of the Student Assistance Team that includes both student and parent for ages 12-17, parent only for student ages 6-11 or the student alone, if the parent fails to come for the conference;
- methods to resolve the cause of unlawful absences;
- actions that will be taken in the event unlawful absences continue;
- signatures of parent/guardian, student and S.A.T. members or documentation of attempt to involve parent/guardian and student;
- documentation of involvement of agencies, departments, organizations and personnel outside the school system who assisted with or are a component of the intervention plan.
- If the accumulated unlawful absences increase by two after S.A.T. meeting, and the intervention plan is not successful, the school will refer the student to the truancy division.

## School Truancy Court

- If a student ages 6 up until 17 continues to violate attendance laws by not complying with School Intervention plan, that student can be referred to School Truancy Court, where his/her file will be heard by the district-designated School Court Judge.
 

**Note:** When a child is age 6 up to 12, the parent will be required to attend Truancy Court process alone as the responsible party for child's truancy.
- At the hearing, the Judge can immediately refer the case to Family Court, the Department of Social Services, Mental Health and/or the Department of Juvenile Justice (If student has had incorrigible behavior detrimental to those around him/her, the School Court Judge may opt to continue the intervention process depending on circumstances surrounding truant behaviors.)
- Once a student reaches the "Habitual Truancy" status or parents of ages 6-11 reach a status that could be interpreted as Habitual, the district reserves the right to petition Family Court or make a referral at the district's discretion to the Department of Social Services or Mental Health.

## Incentive program

Each school will develop an incentive program to motivate students to attend school.

**Parents/Guardians:** Please sign and return to your child's school to indicate that you ...

- have read the attendance policy and procedures above.
- understand that to be in compliance with both federal and state law, my child must comply with these policies.
- understand that children under age 11 are not taken to court for excessive unlawful absences but the parents are.
- understand that children older than 11 and their parents are held accountable for excessive unlawful absences.

Signature of parent/guardian

# The Purpose of Title I

**T**itle I is a federal program that provides opportunities for the children served to acquire the knowledge and skills necessary to meet challenging state content standards.

- Title I resources are distributed to schools where needs are the greatest, in amounts sufficient to make a difference in the improvement of instruction.
- Title I coordinates services with other educational services and, to the degree possible, with health and social services programs.
- Title I provides great decision-making authority and flexibility within the schools and for teachers. However, greater responsibility for student performance is the exchange made for this flexibility.

## Components of school-wide program

- A comprehensive needs assessment of the entire school is conducted.
- School-wide reform strategies provide opportunities for all children to meet the state's performance standards.
- Instruction is conducted by a highly qualified staff.
- Professional development is conducted on a continual basis throughout the year.
- Activities are conducted to increase parent involvement.
- Plans are included to provide transitional assistance from preschool to elementary, from elementary to middle school, and from middle school to high school.
- Measures are taken to include teachers in decisions about assessment.
- Activities are conducted to ensure that students with learning difficulties receive assistance.

## Parent involvement

Parental involvement is an integral part of the Title I program.

- Parents are encouraged to become partners in helping their children achieve and become actively involved in all aspects of the process of the Title I program, from the writing of the plan to its implementation and evaluation.
- A strong connection between the home and the school is a key element in student success.
- Materials, strategies and help from teachers are available to all parents within a Title I school.
- Opportunities for active parent participation should include, but not be limited to,
  - PowerSchool Parent Portal,
  - open house,
  - parent workshops,
  - school-parent compacts,
  - home visitations,
  - parent-teacher organizations,
  - conferences,
  - newsletters and more.
- The *No Child Left Behind* legislation requires schools to use a portion of their Title I funds to support parent involvement.
- Parents should contact the school principal with any comments or suggestions regarding the school's parent involvement expenditures.

## Parent involvement policy and school-parent compact

Each Title I school receives input from parents for the development of a parent involvement policy and a school-parent compact.

- The parent involvement policy explains how the school plans to work with

parents to review and improve parent programs and describes how parents can participate in planning these programs.

- The school-parent compact outlines how parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the state's high standards.

## Description & explanation of curriculum, forms of academic assessment, and proficiency levels students are expected to meet

Our district provides a high quality curriculum based upon the S.C. Curriculum Standards and Common Core Standards

- These curriculums have been approved by the S.C. Board of Education and adopted by our district.
- Textbooks used in the classrooms have been revised by a committee of teachers and adopted and endorsed by the State Department of Education.
- Specific educational programs in each school are targeted to meet the identified needs of the children in the school.
- Our district administers a variety of standardized assessments to its students.
- The Palmetto Assessment of State Standards (PASS), which is part of the state assessment program, is given to students in Grades 3-8 and measures student performance on the state standards.
- Children in kindergarten and first grade



August 2013

Dear Parent/Guardian,

Under the Higher Education Act of 1998, parents/guardians have the right to obtain information about the qualifications of their children's teachers. Specifically, parents/guardians have the right to know what type of certificate the teacher holds, what subjects the teacher is certified to teach, and the teacher's major and any graduate degrees the teacher has earned.

Most of this information is accessible through the State Department of Education's Division of Teacher Quality web site, [www.scteasers.org](http://www.scteasers.org), under the Teacher Qualification Search link. You may search for this information by entering the teacher's name directly, or by accessing a listing of all teachers by district or school name. Only teachers currently employed in South Carolina's school districts are included in this listing. Information obtained through the Teacher Qualification Search site is intended for informational use only and is not an official record.

If you do not have access to the internet and are unable to obtain this information through the State Department's web site, please send a letter of request addressed to your child's school principal, giving the name of the teacher and the grade or subject that the person teaches, as well as the specific information you are requesting. The information will be provided to you within a reasonable period of time, normally within two weeks of receiving your request.

Sincerely,

*Gene Moore*  
Gene Moore  
Superintendent

take a test to determine the students' readiness for first and second grade.

- Beginning in the second year of high school, the High School Assessment Program (HSAP) is administered. This test is in accordance with *No Child Left Behind* and measures students' academic achievement on high school academic standards.
- To monitor student progress throughout the year, students in Grades 2-5 are assessed by MAP (Measures of Academic Progress) to allow teachers diagnostic information in order to meet the needs of all students. In addition, all students are given teacher-prepared and textbook-provided assessments.

## Parent's right to know

As a parent of a student enrolled in our district, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the district to give you this information in a timely manner:

- Whether the teacher is certified to teach the subjects and/or grade levels the teacher is teaching.
- Whether the teacher's certificate is a waiver or substandard certificate.
- The teacher's academic major, graduate degrees, if any, and
- The teacher's certification area.

If you would like to receive this information, please call the principal or contact the district human resources office at 286-6972.

## S.C. Department of Education Complaint Resolution Procedures

The S.C. Department of Education has the authority to hear complaints and appeals regarding certain federal programs and requires school districts to distribute the following information concerning the S.C. Department of Education's complaint resolution procedures:

- Organizations or individuals may file a complaint that applies to Title I within 30 days of receiving the decision by the school district or group of districts.
- Complaints and appeals must be made in writing.
- Complaints and appeals must contain
  - a statement indicating the violation,
  - the facts on which the statement is based and
  - the specific requirement of law or regulation allegedly violated.
- Complaints and appeals must be filed with the State Superintendent of Education at the
  - S.C. Department of Education
  - 1429 Senate Street
  - Columbia, S.C. 29201
- The SCDE will confirm receipt of the complaint within 10 business days and will conduct an investigation to determine the merits of the complaint.
- The Deputy Superintendent will issue a final decision regarding the complaint within 60 days, except under exceptional circumstances that warrant an extension.
- The final decision of the SCDE may be appealed to the Secretary of the U.S. Department of Education.

Continued on next page

Continued from page 20

# The Purpose of Title I

## District-wide Title I expenditures for 2013-2014

The activities listed below are included in the district's Title I plan. This plan was jointly developed by members of the district's Title I Planning Team and the district's Oversight Team.

- Employ district Title I Coordinator.
- Employ .10 FTE instructional specialist for technology.
- Employ FTE Director of Elementary Instruction.
- Employ .42 FTE Extended Day Coordinator.
- Provide opportunities for ongoing research-based professional development.
- Provide support for instructional programs in Title I schools.

## District-Wide Title I parent involvement activities

The *No Child Left Behind* legislation requires school districts to use a portion of their Title I funds to support parent involvement.

The parent involvement activities listed below are included in the district's Title I Plan. This plan was jointly developed by members of the district's Title I Planning Team.

- Provide Connect-Ed parent messaging system district wide.
- Disseminate school report card information to parents in an understandable format.
- Provide parent resource information to schools to improve academic achievement and school performance.

## Parent Involvement Policy & School-Parent Compact

Each Title I school receives input from parents for the development of a parent involvement policy and a school-parent compact.

- The parent involvement policy explains how the school plans to work with parents to review and improve parent programs and describes how parents can participate in planning these program.
- The school-parent compact outlines how parents, the entire school staff, including the

# Elementary parent involvement policy

## Policy involvement

Parent Involvement Policy is jointly developed with, agreed upon with and distributed to all of the parents of participating children.

- Schools will to the extent possible, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in language that the parent can understand.
- Schools will coordinate and integrate parental involvement programs and activities at the school level with other federal, state and district programs.
- The parent policy will be presented for discussion and approval with parents and the community during fall parent meetings at schools.
- The policy will be updated as needed and reviewed annually by a team of people – including parents, community members, school and district administrators, and school faculty and staff members – to continuously meet the changing needs of our parents, students and school.

## Shared responsibility – School-Parent Compact

The School-Parent Compact, jointly developed with, agreed upon with and distributed to all parents will describe how parents, students and the entire school staff will share in the responsibility for high student achievement.

A team of people – including parents, community members, school and district administrators and school faculty and staff – will annually review the School -Parent Compact.

## Building capacity for involvement

To ensure effective involvement of parents and to support a partnership among the parents, community and school to improve student achievement, we will:

- Assist parents in understanding S.C.'s academic and achievement standards by disseminating pamphlets, hand-outs, parent-teacher conferences, parent workshops and Open Houses.
- Communicate and monitor child's progress by weekly folders, six-week report cards, IEP meetings, parent-teacher conferences, academic plans and dissemination of PASS info with a letter giving explanation.

- Help parents improve achievement of their children through Families And Schools Together (FAST), Parenting Effectiveness, Creating Lasting Family Connections adult education and students' weekly folders.
- Educate teachers and other staff, with parents' help, to reach out to, communicate with and work with parents through PTA/SIC conferences, workshops and staff development.
- Send information related to school and parent programs, meetings and other activities to the parents in a format and language they can understand through newsletters, PTA meetings, school improvement council, school calendar, parent/student handbook and student planner.
- Provide opportunities for parents to communicate with school through open door policy, suggestion box, designated time to meet with the principal and/or teachers and parenting workshops.
- Provide other activities to promote parental involvement through *I Love Learning Week*, Celebrate Great Teaching, National Education Week, Celebration of Excellence, Field Day, Teacher Appreciation Week, parenting workshops and volunteer and mentoring programs.

## Parents' full participation

Convening an annual meeting at a convenient time to inform parents of the school's participation in the Title I program, the requirements of Title I law and their right to be involved –

- Schools may use their Open House, Meet and Greet or other beginning-of-the-year gatherings as opportunities to provide information to parents.
- Offering a flexible number of meetings and parent trainings at convenient times for parents to participate, give suggestions and take part in decisions regarding the instructional program of the school – School Improvement Council, PTA, and other school-sponsored groups give schools the flexibility needed to offer meetings at convenient times for parents to give their input on Title I programs.
- Parents are involved in an “organized, ongoing and timely way” in planning, reviewing and improving Parent Involvement Policy and Title I programs.
  - Parents will receive timely information about Title I programs.

## School Choice & Supplemental Educational Services

Year	Number eligible for School Choice	Number participating in School Choice	Number eligible for SES	Number participating in SES
<b>2007-08</b>				
• Brooklyn Spring Elementary	556	3	470	19
• Kershaw Elementary	459	0	257	21
<b>2008-09</b>				
• Brooklyn Springs Elementary	584	8	464	18
• Clinton Elementary	390	8		
• Kershaw Elementary	462	1	252	46
<b>2009-10</b>				
• Brooklyn Springs Elementary	505	20	420	26
• Clinton Elementary	398	28	370	78
<b>2010-11</b>				
• Brooklyn Springs Elementary	440		395	79
• Clinton Elementary	372		370	102
<b>2011-12</b>				
• Clinton Elementary	362	31	354	98
<b>2012-13</b>				
• Clinton Elementary	334	26	36	17
<b>2013-14</b>				
• Clinton Elementary	308	13	TBA	TBA
<b>2013-14 list of SES providers approved by the SCDE/LCSD to serve CES</b>				
• To be determined				

principal, and the students will share the responsibility for improved student academic achievement and the way in which

the school and parents will build and develop a partnership to help children achieve the state's high standards.

## Parent Classroom Observation Procedure

Our district's open policy invites parents to observe their children's interactions in class.

The guidelines below are in place to ensure instruction isn't compromised.

- ◆ All visitors must report to the school office upon arrival and receive principal's authorization before visiting.
- ◆ The purpose of class observation is to observe your child. A parent should

address concerns about the teacher or curriculum through a parent-teacher conference.

- ◆ Classroom observations should be scheduled with the administration at times that will cause the least interruption of the learning process.
- ◆ Classroom observations must be scheduled through the administration for a designated time period.

- The Parent Involvement Policy will be reviewed throughout the year as PTA, SIC, Title I and other parent groups meet.
- Changes to the program, new information and review and evaluation of the policy and programs will be included on the meetings' agendas.
- Giving opportunities for parents to submit comments on the plan and the school-wide programs if it is not satisfactory to participating parents
  - Schools use suggestion boxes and surveys to provide opportunities for parent comments.
- Sharing jointly in the development of the school-parent compact
  - Parents share in developing the compact during a series of meetings.
  - Agendas and sign-in sheets are maintained as record of all meetings.
- Supporting a partnership among the school, community and parents to improve student academic achievement
  - Schools engage business partners, the faith community, county and city governments, media and other groups to support the academic program.
- Providing extensive assistance to parents in understanding such topics as the state's academic standards, assessments, monitoring student progress and working with their children through a variety of ways including workshops, trainings and at-home activities.
- Coordinating and integrating parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start and public preschool and other programs that encourage and support parents to more fully participate in their children's education. (The Southside Early Childhood Center houses Head Start, Early Head Start, and Even Start. Parents are encouraged to participate in activities held at Southside.)
- Ensuring that information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practical, in a language the parents understand.
  - Specific areas have greater populations of ESL/ESOL families.
  - Every effort is made to ensure that information is sent home in a format and language parents understand.
  - Internet translations services and interpreters are used for this purpose.
- Providing full opportunity for participation of parents with limited English proficiency, parents with disabilities and parents of migratory children in a format and, to the extent practical, in a language such parents understand.
- Making every effort is made to afford all parents the opportunity to participate in school activities.
- Providing reasonable support for parental involvement activities as parents may request. Schools make every attempt to meet the needs of parents who make special requests.

# Nominate a teacher for a Celebrate Great Teaching Award

Just complete the form below (Forms also available at schools & online)

Page 2 Teacher \_\_\_\_\_ School \_\_\_\_\_

School year \_\_\_\_\_

## Celebrate Great Teaching

in Lancaster County School District

**How to nominate a GreatTeacher**

- ◆ **At least two people must work together on a single nomination form and sign it for it to be considered.**
- ◆ **On the next two pages are characteristics we will look for as we select our GreatTeaching Award winners and the weight we will give each characteristic.**
- ◆ **Under each characteristic, please check the actions you have seen demonstrated by the teacher you're nominating. You must give specific examples of your teacher's actions or the nomination will not be considered.**
- ◆ **Please note that it is not necessary to complete each characteristic. For areas you have not observed, you should write *not observed* in the Examples section.**

**The GreatTeacher** you're nominating \_\_\_\_\_  
Please include first & last name

School \_\_\_\_\_

Category  **Beginning GreatTeaching Award** (A teacher with no more than three years of experience)  
 **Elementary GreatTeaching Award** (A teacher in Grades PreK-5 with more than three years of experience)  
 **Middle School GreatTeaching Award** (A teacher in Grades 6-8 with more than three years of experience)  
 **High School GreatTeaching Award** (A teacher in Grades 9-12 with more than three years of experience)

**Two persons nominating this teacher and your relationships to this teacher**

<b>Nominator 1</b>	First and last name _____ Address _____ City _____ State _____ Zip _____ Home phone _____ Work phone _____	<input type="checkbox"/> student <input type="checkbox"/> former student <input type="checkbox"/> parent of student in the teacher's class <input type="checkbox"/> parent of former student <input type="checkbox"/> administrator <input type="checkbox"/> fellow teacher
<b>Nominator 2</b>	First and last name _____ Address _____ City _____ State _____ Zip _____ Home phone _____ Work phone _____	<input type="checkbox"/> student <input type="checkbox"/> former student <input type="checkbox"/> parent of student in the teacher's class <input type="checkbox"/> parent of former student <input type="checkbox"/> administrator <input type="checkbox"/> fellow teacher

Page 3 Teacher \_\_\_\_\_ School \_\_\_\_\_

## Is skilled, innovative and dedicated (60%)

<p><b>A GreatTeacher...</b></p> <input type="checkbox"/> has high expectations for students <input type="checkbox"/> is always prepared for class <input type="checkbox"/> is knowledgeable <input type="checkbox"/> teaches in a way that inspires students of all backgrounds and abilities to learn <input type="checkbox"/> uses a variety of teaching strategies <input type="checkbox"/> works to address differences in learning styles <input type="checkbox"/> makes class and school enjoyable <input type="checkbox"/> uses available technology appropriately <input type="checkbox"/> is available to work with students outside class <input type="checkbox"/> understands and cares about students <input type="checkbox"/> treats students with respect and is fair and consistent <input type="checkbox"/> makes students feel important <input type="checkbox"/> communicates with parents	<p><b>Examples</b></p>
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## Contributes to the community (10%)

<p><b>A GreatTeacher...</b></p> <input type="checkbox"/> takes part in community service activities through civic or religious organizations <input type="checkbox"/> leads students in community service activities	<p><b>Examples</b></p>
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Page 4 Teacher \_\_\_\_\_ School \_\_\_\_\_

## Is a professional (20%)

<p><b>A GreatTeacher...</b></p> <input type="checkbox"/> possesses a local, state and national perspective of educational issues and positions <input type="checkbox"/> belongs to professional organizations <input type="checkbox"/> sets a professional example for other educators <input type="checkbox"/> takes advantage of professional growth opportunities and applies new concepts in the classroom <input type="checkbox"/> is able and willing to conduct workshops and inservices <input type="checkbox"/> Shares ideas and successful strategies with fellow teachers <input type="checkbox"/> Realizes the importance of being part of the educational team at the local, state and national levels	<p><b>Examples</b></p>
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## Serves as an ambassador for education (10%)

<p><b>A GreatTeacher...</b></p> <input type="checkbox"/> has the respect and admiration of students, parents and colleagues <input type="checkbox"/> is a positive, encouraging person who promotes the good things that are happening in our schools <input type="checkbox"/> is poised and articulate, with excellent written and oral skills <input type="checkbox"/> is able to provide presentations and workshops to diverse audiences in his/her area of expertise	<p><b>Examples</b></p>
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Page 4 Teacher \_\_\_\_\_ School \_\_\_\_\_

## Celebrate Great Teaching!

**H**undreds of great teachers work in our schools, and we know trying to select four of them for great teaching will be a very difficult task.

But we believe that recognizing great teaching is important. It lets our community know the great things teachers are doing for children, and it lets our teachers know what we consider the characteristics of great teaching.

We hope everyone will share in our celebration of great teaching, and we hope you have a teacher you want to recognize for a great job in the classroom.

We look forward to reading your nominations.

Sincerely,  
*Gene Moore*  
Gene Moore  
Superintendent

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<p><b>The process</b></p> <ul style="list-style-type: none"> <li>◆ Nominations due by end of first semester. No nominations accepted late.</li> <li>◆ Committee of educators and community members selects recipients by May 1.</li> <li>◆ GreatTeaching Awards will be announced during August inservice.</li> </ul> <p><b>Who can be nominated</b></p> <ul style="list-style-type: none"> <li>◆ Regular classroom teachers</li> <li>◆ Resource and special education teachers</li> <li>◆ Media specialists</li> <li>◆ Guidance counselors.</li> </ul> <p><b>How we'll recognize them</b></p> <ul style="list-style-type: none"> <li>◆ A special GreatTeaching Award</li> <li>◆ \$500 for classroom supplies for each Great Teaching Award recipient and \$1,000 for classroom supplies for the District Great Teaching Award recipient</li> <li>◆ Special gifts from the community</li> </ul>	<p><b>Who we'll recognize</b></p> <ul style="list-style-type: none"> <li>◆ <b>Beginning GreatTeaching Award</b> Teachers with no more than three years experience may be nominated.</li> <li>◆ <b>Elementary GreatTeaching Award</b> Teachers in Grades PreK-5 with more than three years of experience may be nominated.</li> <li>◆ <b>Middle School GreatTeaching Award</b> Teachers in Grades 6-8 with more than three years of experience may be nominated.</li> <li>◆ <b>High School GreatTeaching Award</b> Teachers in Grades 9-12 with more than three years of experience may be nominated.</li> <li>◆ <b>District GreatTeaching Award</b> Selected from the four teachers above and will serve as the district's representative in the State Teacher of the Year program.</li> </ul> <p><b>Where to send nominations</b></p> <p>Send or bring your nominations to your child's school, or send to: David Knight, Public Information Lancaster County School District 300 South Catawba Street Lancaster, SC 29720</p>
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**Deadline to nominate: End of 1st semester**

# Happenings

## September

**Labor Day**— no school ..... Sept. 2  
**1<sup>st</sup> high** school grading period ends ..... Sept. 19  
**High school report cards** ..... Sept. 26  
**1<sup>st</sup> elementary** school grading period ends .. Sept. 30

## October

**Elementary report cards** ..... Oct. 7  
**Parent conferences** – elementary schools ..... Oct. 10  
**Professional development**..... Oct. 14  
No students – May be used as make-up day, if needed  
**PSAT/NMSQT** ..... Oct. 16  
**1<sup>st</sup> middle, 2<sup>nd</sup> high school** grading period end .. Oct. 22  
**Exit exam** – Grades 11 & 12, (make-ups, thru Nov. 2)  
 ..... Oct. 22-24  
**High & middle report cards** .... Oct. 29

## November

**2<sup>nd</sup> elementary** grading period ends ..... Nov. 12  
**Elementary report cards** ..... Nov. 19  
**3<sup>rd</sup> high school** grading period ends ..... Nov. 21  
**Teacher workday**..... Nov. 27  
No students – May be used as make-up day, if needed  
**Thanksgiving holidays** ..... Nov. 28-29

## December

**High school report cards** ..... Dec. 4  
**Winter holidays** ..... Dec. 23-Jan. 3  
Elementary schools may choose to set 1/2 teacher workday during winter break. Otherwise, elementary 1/2 workday will be Jan. 13

## January

**Schools re-open for students** ..... Jan. 6  
**High school exams** ..... Jan. 9-10  
Students dismissed early Jan. 10 • Last school day before second semester begins • No extracurriculars • 2<sup>nd</sup> middle, 3<sup>rd</sup> elementary, 4<sup>th</sup> high school grading period end  
**Schools closed** ..... Jan. 13  
No students – May be used as make-up day, if needed  
**2nd semester begins** ..... Jan. 14  
**Report cards**– All grades ..... by Jan. 22  
**MLK Holiday**– No school ..... Jan. 20

## February

**5<sup>th</sup> high school** grading period ends ..... Feb. 14  
**Professional development**..... Feb. 17  
No students – May be used as make-up day, if needed  
**High school report cards** ..... Feb. 24  
**4<sup>th</sup> elementary** school grading period ends ..... Feb. 28

## March

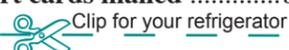
**Elementary report cards** ..... March 6  
**Parent conferences** – elementary schools ..... March 6  
**Teacher workday** ..... March 17  
No students - May be used as make-up day, if needed  
**PASS tests & make-up**..... March 18-19  
**3<sup>rd</sup> middle, 6<sup>th</sup> high school** grading period end March 20  
**High & middle report cards** ... March 27

## April

**Exit exam** – Make-up through April 26 ..... April 1-3  
**5<sup>th</sup> elementary** school grading period ends ..... April 10  
**Spring holidays** – No school ..... April 14-16  
May be used as make-up day, if needed  
**Spring holidays** – No school .... April 17-18  
Guaranteed spring holidays - schools closed  
**Elementary report cards** ..... April 24  
**7<sup>th</sup> high school** grading period ends ..... April 28

## May

**High school report cards** ..... May 6  
**AP exams** ..... May 5-16  
**PASS tests & make-up** ..... May 6-9  
**Final exams** – Students dismissed early May 28-29  
**Last student day** ..... May 29  
**Graduation** ..... May 30  
**Report cards mailed** ..... by June 10



### Adult Education



Kimerla W. Linton

610 E. Meeting Street  
 Lancaster, SC 29720  
 Phone: 285-7660  
 Students: 950  
 Teachers: 14  
 Programs: GED, diploma,  
 Work Keys, basic skills,  
 computer literacy  
 Director: Kimerla W. Linton

Secretary: Kay Atkinson

### A.R. Rucker Middle



Phillip Mickles

422 Old Dixie Road  
 Lancaster, SC 29720  
 416-8555  
 Students: 540  
 Teachers: 35 NEW PIC  
 Grades: 6-8  
 Principal: Phillip Mickles  
 Secretary: Joy Cudd

Assistant principals:

Angela Vaughan, Anita Watts  
 Guidance: Paula Stegall, Allison Teschke

### Andrew Jackson High



Alex Dabney

6925 Kershaw-Camden Hwy.  
 Kershaw, SC 29067  
 475-2381/283-1958  
 Students: 621  
 Teachers: 44  
 Grades: 9-12  
 Principal: Alex Dabney  
 Secretary: Cathie Pardue

Assistant principals:

Scott Phillips, Shuntay Stover  
 Guidance: Brandi Brown, Tara Darby

### Andrew Jackson Middle



Daryl Hinson

6865 Kershaw-Camden Hwy.  
 Kershaw, SC 29067  
 475-6021/283-1970  
 Students: 514  
 Teachers: 33  
 Grades: 6-8  
 Principal: Daryl Hinson  
 Secretary: Connie Brown

Assistant principals:

Kelly Phillips, Virginia Sorrow  
 Guidance: Sandi Cox, Malissa Crawford

### Barr Street Learning Center

610 E. Meeting Street  
 Lancaster, SC 29720  
 416-8946  
 Grades: 6-12  
 Site manager: Kathy Brown

### Brooklyn Springs Elementary



Tonya Hunter

1637 Billings Drive  
 Lancaster, SC 29720  
 283-8471  
 Students: 458  
 Teachers: 28  
 Grades: PreK-5  
 Principal: Tonya Hunter  
 Secretary: Toni Starnes  
 Assistant principal: Christo-

pher Hughes

Guidance: Anne L. Howey

### Buford Elementary



Sandra Jones-Izzard

1906 N. Rocky River Rd.  
 Lancaster, SC 29720  
 Phone: 286-0026  
 Students: 773  
 Teachers: 44  
 Grades: PreK-5  
 Principal: Sandra Jones-Izzard

Secretary: Gayle Caskey

Assistant principals:  
 Susan Plyler, Andrea Ribelin  
 Guidance: April Aldridge, Syndie Shaw

### Buford High



Butch Dutton

4290 Tabernacle Rd.  
 Lancaster, SC 29720  
 Phone: 286-7068  
 Students: 592  
 Teachers: 47  
 Grades: 9-12  
 Principal: Butch Dutton  
 Secretary: Earline Bowers

Assistant principals:

JoAnn Garris, Rodney Miller  
 Guidance: Lisa Cauthen, Emily Russell

### Buford Middle



Sheri Wells

1890 N. Rocky River Rd.  
 Lancaster, SC 29720  
 285-8473  
 Students: 464  
 Teachers: 31  
 Grades: 6-8  
 Principal: Sheri Wells

Secretary: Belinda Lloyd

Assistant principals: Sarah Deason, Chris Timmons  
 Guidance: Todd Smith

### Clinton Elementary



Rachel Ray

110 Clinton School Road  
 Lancaster, SC 29720  
 285-5395  
 Students: 410  
 Teachers: 28  
 Grades: PreK-5  
 Principal: Rachel Ray

Secretary: Arlene Mackey

Assistant principal: Shirnetha Stinson  
 Guidance: Wendy Hamilton

### Discovery School

302 West Dunlap Street  
 Lancaster, SC 29720 • 285-8430  
 Students: 108 • Teachers: 12 • Grades: K-5  
 Leadership Team: Tom McDuffie, Lori Yarborough  
 Secretary: Amy Stuart

### Erwin Elementary



Jane Gaston

1477 Locustwood Avenue  
 Lancaster, SC 29720  
 285-8484  
 Students: 479  
 Teachers: 27  
 Grades: K-5  
 Principal: Jane Gaston  
 Secretary: Teresa Brown

Assistant principal: Deirdra Chandler

Guidance: Patricia McFadden

### Heath Springs Elementary



Sheri Watson

158 Solar Rd.  
 Heath Springs, SC 29058  
 273-3176/286-8621  
 Students: 430  
 Teachers: 30  
 Grades: PreK-5  
 Principal: Sheri Watson  
 Secretary: Shawna Holden

Assistant principal: Lisa McBride

Guidance: Trudie Mason

### Indian Land Elementary



Beth Blum

4137 Doby's Bridge Rd.  
 Indian Land, SC 29707  
 548-2916/283-1939  
 Students: 1,450  
 Teachers: 60  
 Grades: K-5  
 Principal: Beth Blum  
 Secretary: Marie Hamilton

Assistant principals: Pat Blacknall, Steven Puckett

Guidance: Jennifer Darcy, Lacey Lane

### Indian Land High



David Shamble

8063 River Road  
 Indian Land, SC 29707  
 547-7571/286-8470  
 Students: 749  
 Teachers: 50  
 Grades: 9-12  
 Principal: David Shamble

Secretary: Jonetta English

Assistant principals: Monica Eaddy, David Sweem  
 Guidance: Brenda Ishmael, Marisa King

### Indian Land Middle



Chris Thorpe

8361 Charlotte Hwy.  
 Indian Land, SC 29707  
 578-2500/286-5300  
 Students: 615  
 Teachers: 40  
 Grades: 6-8  
 Principal: Chris Thorpe  
 Secretary: Andra McGuirt

Assistant principals:

Debra Miller, Keisha Witherspoon  
 Guidance: Phedrian Alexander, Curwood Dillingham

### Kershaw Elementary



Annette Melton

108 N. Rollins Dr.  
 Kershaw, SC 29067  
 475-6655/286-6689  
 Students: 450  
 Teachers: 30  
 Grades: K-5  
 Principal: Annette Melton  
 Secretary: Terri King

Assistant principal: Trent Jones

Guidance: Susan Hammond

### Lancaster High



Joe Keenan

617 Normandy Rd.  
 Lancaster, SC 29720  
 283-2001  
 Students: 1,404  
 Teachers: 112  
 Grades: 9-12  
 Principal: Joe Keenan  
 Secretary: Haley Booher

Lead assistant principal: Richard Pringle

Assistant principals: Paul Crenshaw, Bill Farrar,  
 Rosalyn Mood, Vernon Thompson

Guidance: Eric Byrd (Director), Jerron Cauthen,  
 Jackie Hicks, Charmaine Johnson, Ed Shute

### McDonald Green Elementary



Michelle Crosby

2763 Lynwood Dr.  
 Lancaster, SC 29720  
 285-7416  
 Students: 489  
 Teachers: 30  
 Grades: K-5  
 Principal: Michelle Crosby

Secretary: Melanie Wallace

Assistant principal: Alysia Joyce  
 Guidance: Shandra Hall

### North Elementary



Keishea Mickles

1100 Roddey Dr.  
 Lancaster, SC 29720  
 Phone: 283-9918  
 Students: 652  
 Teachers: 47  
 Grades: K-5  
 Principal: Keishea Mickles  
 Secretary: Elizabeth Phillips

Assistant principals: Michelle Burton, Cory Hyslop

Guidance: Jennifer Darcy, Angela McGee

### South Middle



Joyce Criminger

1551 Billings Drive  
 Lancaster, SC 29720  
 283-8416  
 Students: 593 NEW PIC  
 Teachers: 38  
 Grades: 6-8  
 Principal: Joyce Criminger  
 Secretary: Pam Threatt

Assistant principals: Brent Chavous, Liz James

Guidance: Reginal Partee, Katey Rabon

### Southside Early Childhood Center



LaVilla Brevard

500 Hampton Road  
 Lancaster, SC 29720  
 283-3915  
 Students: 250  
 Teachers: 44  
 Grade: Pre-K  
 Site manager: LaVilla Brevard  
 Secretary: Julie James

### Lancaster County School District



Gene Moore  
Superintendent

300 S. Catawba Street  
 Lancaster, SC 29720  
 www.lancasterschools.org  
 803-286-6972  
 1-800-277-LCSD  
 Total students: 11,921  
 Pre-kindergarten through  
 adult education

Teachers & administrators: 916

Clerical and support personnel: 509

### Our district believes in putting our children first by...

- ... providing a comprehensive and challenging curriculum
- ... providing quality, differentiated instruction for students
- ... holding all personnel accountable for our students and their learning
- ... preparing students to be productive citizens in the 21st century
- ... promoting the recruitment, development, and retention of quality personnel
- ... developing partnerships with home and community
- ... ensuring integrated support services
- ... providing a safe, supportive environment
- ... valuing the diversity and individuality of every child
- ... allocating resources in a responsible and equitable manner

### Our students will...

- ... be competent in academic and life skills necessary to enter the workforce or post-secondary education
- ... communicate effectively
- ... use current technology effectively
- ... think critically and creatively
- ... be self-sufficient, responsible citizens and contributing members of society