The Lancaster County School District will follow the guidance from the Center for Disease Control (CDC), the SC Department of Health and Environmental Control (SC DHEC), and local officials, as well as the SC Department of Education (SC SDE), as we make decisions about the reopening of school and to address educational needs while providing the recommended safety precautions. The district will open schools on August 30, 2020, offering two-week blended learning model and a hybrid model, with the option to move to a more restrictive model (fully virtual) or less restrictive fully face-to-face model based on the current community health situation.

Minimize interaction and contact with others to reduce the impact of a possible positive case of COVID-19. Do not go to “visit” in other work areas (classrooms, offices, departments, etc.) or work colleagues or students that are not an essential requirement of your job. Minimize your travel, contact as much as possible and restrict where you go at work. Be sure to screen for anyone who has been exposed to someone that is positive for COVID-19 or you are showing symptoms, please do not come to school or work until you satisfy your health.

For more info, visit https://www.lancasterscd.\20-21-school-year-start-info/
G Suite from Google: A great tool for students & staff

![Google Logo](https://via.placeholder.com/150)

Students and staff will work together in G Suite, an education tool to help students succeed.

### What is G Suite for Education?

- **A word processing program (docs)**
- A **spreadsheet program (sheets)**
- An **email client (gmail)**
- A **calendar (calendar)**
- A **file storage and sharing service (drive)**

### How will G Suite work in my subject?

- **Give feedback to students directly in documents**
- **Use the history tool to see how much each student has changed their work**
- **Facilitate group projects**

These apps will make it much easier for teachers and students to work together in the classroom and beyond.

### How is G Suite used?

- **Storage for projects or assignments in Drive**
- **Use emails through Gmail to a teacher or class**
- **Work on an English or history or Spanish paper in a secure online environment.**

### What is G Suite for Education?

- **An education tool to help students succeed.**
- **Helps teachers and other staff to**
  - **Store files for projects or assignments in Drive**
  - **Use email through Gmail to a teacher or class**
  - **Work on an English or history or Spanish paper in a secure online environment.**

### Policy involvement

Policies developed with, agreed upon with, and distributed to all of the parents of participating children.

- **Schools** will meet the needs of parents who make special participation and language accommodations.
- **Schools** will be responsible for the classroom, community and the school.
- **Schools** will be responsible for the classroom, community and the school.
- **Schools** will be responsible for the classroom, community and the school.

### Shared responsibility – School-Parent-Community

- **Schools** will develop policies with, agreed upon with, and distributed to all of the parents of participating children.
- **Schools** will be responsible for the classroom, community and the school.
- **Schools** will be responsible for the classroom, community and the school.
- **Schools** will be responsible for the classroom, community and the school.

### Building capacity for parent involvement

- **Schools** will develop policies with, agreed upon with, and distributed to all of the parents of participating children.
- **Schools** will be responsible for the classroom, community and the school.
- **Schools** will be responsible for the classroom, community and the school.
- **Schools** will be responsible for the classroom, community and the school.

### Elementary parent involvement policy

**Due to COVID-19, no visitors or parents will be able to enter the classroom. This is to preserve the environment & protects students from health and learning losses.**

The Parent Involvement Policy will be reviewed throughout the year as PIA, PTA, SIC, Parents meetings and student activities. Changes to the policy, new information and feedback in the policy and programs will be included on the meetings/agenda.

### Family support

- **Every effort is made to ensure 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 parent understands.**
- **Specific services for parents, such as ESL, ESOL, families.**
- **Every effort is made to ensure 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 parent understands.**
- **Every effort is made to ensure 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 parent understands.**

Please see the student guide for more information.

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### Have another question?

The owner is the only person who can delete a document. Once a document is deleted, no one can access it including those with whom it was shared.
Our district's acceptable use & internet safety regulations

Educational purpose

- You may opt to pay for the replacement of your device.
- The plan is recommended, and if not purchased, the student must return the device.

Legal requirements

- Our district's acceptable use & internet safety regulations
- Our district's Chromebook replacement parts list

Replacement plan details

- You may opt to replace the replacement/repair device.
- Your device is your responsibility.
- Your device must be registered with the district.
- Our district will not be responsible for any obligations resulting from an unauthorized use of the system, including but not limited to, copyrighted material, firmware, or websites.

Acceptable use

- Our district provides computers and similar devices, network access, e-mail, and similar information to all individual students as part of the learning environment.
- The use of resources is a privilege and not a right.
- While the systems have the power to deliver a vast array of resources to classroom and enhance education, their effectiveness depends on the responsible and ethical use by every individual.

Violation of these guidelines may result in the revocation of this privilege and may also result in disciplinary or legal action in accordance with board policy and state and federal law.

With access to technology and to people all over the world comes the increased availability of material that may not be of educational value in the context of the school system.

Although the district family believes that the valuable information and interaction available on this worldwide network outweighs the possibilities that users may get material inconsistent with the educational goals of the district, the student must make every effort to monitor and restrict access to known objectionable sites and to avoid or filter inappropriate materials.

The district does not condone the use of content or sites that are not appropriate and cannot be held responsible for such unauthorized use.

- Use of technology and/or internet access for any purpose that is in conflict with the educational mission of the district is strictly prohibited.
- While the schools' teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student and parent/legal guardian cooperation in exercising and promoting responsible use of this access.

- Due to the integration of technology in the educational process and the curriculum of the student, student use of technology is not optional. All students enrolled in the district understand that they will be using technology responsibly on an ongoing basis and are bound by the terms of district policy and individual school guidelines.

District internet safety & other terms of use

General access

The internet can provide a vast collection of educational resources for students.

- It is a global network that makes it impossible to control all available information.
- Because information appears, disappears and changes constantly, it is not possible to predict what content students may encounter.

- Our district will not be responsible for any obligations resulting from an unauthorized use of the system, including but not limited to, copyrighted material, firmware, or websites.

- Our district's acceptable use & internet safety regulations

- Our district's Chromebook replacement parts list

Use of personal devices by students

- With the approval of the school’s administration, students may bring their personal electronic communication devices (ECDs) from home.
- The use of an ECD is optional.
- Students must keep their ECDs in their school bag, hands-free, as much as possible.
- Our district’s acceptable use & internet safety regulations

Personal use of district resources

Limited personal use of district computers, the district network, and the internet and electronic communication devices is permitted if it does not disrupt or interfere with the operation of the district and its instructional programs.

- Excessive personal use that may or does disrupt or interfere with the district's acceptable use & internet safety regulations
- Our district's acceptable use & internet safety regulations

Appropriate care & handling of district resources

- Students and employees are expected to handle ECDs, district computer equipment, and district network and research communications equipment in accordance with the district's acceptable use & internet safety regulations

- The Internet can provide a vast collection of educational resources for students.
- It is a global network that makes it impossible to control all available information.
- Because information appears, disappears and changes constantly, it is not possible to predict what students may encounter.

- Our district will not be responsible for any obligations resulting from an unauthorized use of the system, including but not limited to, copyrighted material, firmware, or websites.

- Our district's acceptable use & internet safety regulations

- Our district's Chromebook replacement parts list

Protection plan is recommended

- A prepaids device protection plan of $30 is recommended for all students for the current school year.

- The plan is recommended, and if not purchased, the student is assigned the full cost of repair or replacement for all included damages.

- Our district's acceptable use & internet safety regulations

- Our district's Chromebook replacement parts list

Provision plan details

- When you opt to replace the replacement/repair device instead of using your protection plan, your device is returned by you.

- Protection plan is non-renewable and will not be applied to previous repairs or replacement costs.

- After use of protection plan, additional reports of theft or accidental damage are charged to the student at the full cost of repair or replacement, as defined in the cost schedule below.

Loss, gross neglect and abuse

- Incidents of loss, gross neglect and/or abuse of equipment will be charged to the student at the full cost of repair or replacement, as defined in the cost schedule.

- The cost is based on the value of the equipment and any obsolescence or depreciation.
- If a student chooses to bring an ECD to school, she is responsible for its safekeeping and its use.

Replacement items

- The district will use technology protection measures to protect students from inappropriate access.

Online behavior program

- Efforts will be made to educate minors about appropriate online behaviors.
- Interacting with other individuals on social networking websites is in the context of cyberbullying awareness and response and the safety and security of users when using social networking and other computer tools.

Off-campus conduct

- Students, parent/legal guardians, teachers and staff members should be aware that the district may discipline students based on conduct and/or actions that occur off campus.

- Our district's acceptable use & internet safety regulations

- Our district's Chromebook replacement parts list

Under Discipline/Safety

Under Instructed

- Accounting Responsibility
- Accountability & Ethics
- Accountability & Ethics
- Accountability & Ethics
- Accountability & Ethics
- Accountability & Ethics
- Accountability & Ethics
- Accountability & Ethics
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Weighting of courses

Three levels of weighting:
- **College Prep/Regular Courses:** designed to prepare students for college, technical school, or the workplace.
- **Honors/Advanced Courses:** that follow the advanced placement curriculum outlined by the College Board.
- **Dual credit:** College-level courses approved for dual credit by the Board of Trustees. A listing of dual-credit courses is published in the Course Guide.

South Carolina Uniform Grading Scale for weighting course grades:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>3.3</td>
<td>2.5</td>
<td>1.7</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Basis for grading:
- **A:** 90-100
- **B:** 80-89
- **C:** 70-79
- **D:** 60-69
- **F:** Below 60

**Frequency of report cards:**

- **Grades 6-8:** issued every 4 1/2 weeks at the elementary level.
- **Grades 9-12:** issued every 4 weeks.

**Frequency of exams:**

- **Elementary school exam:** 90 minutes.
- **Mid-term exams:** will be factored at one-fifth of the final grade.
- **Final exams:** will be factored at one-tenth of the final grade.

**Grade level exam guidelines:**

- For promotion from grade 9 – must have 10 units.
- Grades per grading period:
  - Grades 6-8: minimum GPR on the uniform grading scale
  - Grades 9-12: minimum GPR on the uniform grading scale

**Standards for honor students:**

- **Class rank and honors:** for the class of 2004 and beyond
- **Honors organizations eligibility:**
  - **Beta Club:** 3.875 minimum GPR on the uniform grading scale
  - **National Honor Society:** 4.2 minimum GPR on the uniform grading scale

**Honors organizations eligibility:**

- **Beta Club:** 4.1 minimum GPR
- **National Honor Society:** 4.4 minimum GPR
- **National Technical Honor Society:** 3.9 minimum GPR

Help keep children safe online

Due to school closures and stay-at-home orders resulting from the COVID-19 pandemic, children’s physical presence may put them at greater risk of exploitation. Parents, guardians, caregivers, and teachers can take the following measures to help protect children who may be victims of online child predators:

- **Discuss internet safety and development of an online safety plan with children before they engage in online activity.**
- **Establish clear guidelines, teach children to report suspicious activity, and encourage children to open communication with adults.**
- **Supervise young children’s use of the internet, including periodically checking their profiles and posts.**
- **Keep electronic devices in common areas of the home and consider setting time limits.**
- **Review games, apps, and social media sites before they are downloaded or used by children.**
- **Pay particular attention to apps and sites that feature end-to-end encryption, direct messaging, video chats, file uploads, and user anonymity, which have typically relied upon by online child predators.**
- **Adjust privacy settings and use parental controls for online games, apps, social media sites, and electronic devices.**
- **Tell children to avoid sharing personal information, photos and videos online in public forums or with people they do not know in real life.**
- **Encourage children to tell a parent, guardian or trusted adult if anyone asks them to engage in sexual activity or other inappropriate behavior.**
- **Immediately report suspected online enticement or sexual exploitation of a child by calling 911, contacting the FBI at tips.fbi.gov, or filing a report with the National Center for Missing & Exploited Children (NCMEC) at 1-800-843-5678 or report.cybertip.org.**
- **For additional resources on online child safety, visit NCMEC’s website at missingkids.org/network/home.**

Stakeholders

- **Each year’s GPR at the end of his senior year will determine his eligibility as an honor student.**
- **Standards for Junior Marshals:**
  - Highest Honors: 4.4 minimum GPR on the uniform grading scale
- **Honors organizations eligibility:**
  - **Beta Club:** 4.1 minimum GPR
  - **National Honor Society:** 4.4 minimum GPR
  - **National Technical Honor Society:** 3.9 minimum GPR

Promotion standards

- **Reporting to parents:** Establish clear guidelines, teach children about:
  - Discuss internet safety and develop a safety plan.
  - Make online accounts safe and secure, with privacy settings adjusted.
  - Teach children to be aware of the presence of cyber predators.
  - Teach children the importance of self-control and privacy settings.
  - Teach children the importance of asking trusted adults.

Standards for junior marshals:

- **Class rank and honors:** for the class of 2004 and beyond
- **Honors organizations eligibility:**
  - **Beta Club:** 3.875 minimum GPR on the uniform grading scale
  - **National Honor Society:** 4.2 minimum GPR on the uniform grading scale

Exam procedures

**Purpose of an exam:**

- **An exam should serve two purposes:**
  - To assess a student’s mastery of material taught during a course or unit of study.
  - 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 a 90-minute maximum time for an exam.
- **Middle school and high school:** the amount of time for an exam in a middle school or high school will be 60 minutes, with the minimum time for an exam 90 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.

**Schedule for exams:**

- **Elementary school:** Exams will be given only in grades 4-5 at the discretion of the principal.
- **Middle school and high school:** Exams will be administered at all grade levels in a middle school or a high school.

**Routine for reporting to parents:**

- **Frequency of reports:**
  - A report card will be sent to each student’s parent or guardian at the end of each grading period.
  - A mid-term report card will be issued every 4 1/2 weeks at the elementary level and mid-year.
  - A high school final exam or end-of-course exam will count 20% of the final grade.
  - A teacher is required to contact parents when a student shows unsatisfactory progress.
  - The district report card for Grades 2-12 will be computer-generated.
  - Grades 9-12 will be recorded numerical grades.

- **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.
  - A comment is not required if student’s test score pattern or behavior pattern may be objective.

- **Exemptions from an exam:**
  - No exam exemptions except for seniors who are passing.

- **Weighting of an exam:**
  - **Mid-term exams:** will be given in year-long courses and will count 20% of the final exam.
  - **Final exam:** will be 60 minutes, with a 90-minute maximum time for an exam.
  - **Exam in grades 4-5:** will be given primarily as a teaching tool.

- **Self-contained units for disabled students:**
  - Exams in remedial courses will be given only to students who have been formally identified as disabled.
Student Complaints & Grievance Procedure

Prohibitions and Consequences

- •
  - For purposes of this policy, a “gang” is an organized group of three or more individuals whose purposes include the commission of a criminal offense or the violation of disciplinary rules of the district.
  - “Gang-related activity” includes but is not limited to:
    - wearing, using, owning, distributing, play or sell any clothing, jewelry, baggage, symbols, or signs, or other items that evidence or reflect membership in or affiliation with any gang.
    - engaging in any act – either verbal or physical – including, but not limited to, gestures, handshakes – showing membership or affiliation with any gang.
    - engaging in any act in furtherance of the interests of any gang or gang-related activity, including, but not limited to:
      - soliciting membership in – affiliation with, any gang.
      - soliciting anyone to pay for protection, or threatening to do so, with or without violence or any other illegal or prohibited act.
      - engaging in any action or other illegal act or other violation of school policy.

General provisions

- •
  - Reasonable adjustments to the timeframe set forth above may be made at the discretion of the principal or Superintendent.
  - All notices to be given as part of this procedure by the administration shall be served by certified mail, return receipt requested.
  - The decision of the Board, or Board's representative, may be represented by a parent.
  - At any step in the grievance procedure the student may be represented by an attorney with the cost borne by the student.
  - The district will provide legal counsel for the student.
  - If the student chooses to be represented by legal counsel at Level III, written notice to the superintendent of that intent must be given not later than 5 school days before the scheduled date of the appeal and any such notice could result in postponement of the hearing.
  - No student or his/her parent or representative, sanction or penalty of any kind for either participating or giving 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 paramount objective of all provisions above are to be used to process student complaints based on alleged violations of civil rights as defined by Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment Act of 1972; of the Civil Rights Act of 1964; Title I and II of the Americans with Disabilities Act of 1990 referred to as “civil rights grievances.”

Complaints and/or grievances may not be used for any other purpose. The grievance procedures set forth below the superintendent do 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. If the student can not agree with the Superintendent or his designee, he/she may request in writing that the Superintendent notify the board of the student's request within 5 school days after receipt of the Superintendent's decision. The student's request must include a brief statement of the issues to be considered at the hearing and all correspondence and decisions from Levels I, II & III.

The Board of Trustees recognizes the harm done by the presence and activities of gang organizations. Gang activity creates an atmosphere of fear and intimidation in our school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school operations.

Gangs and gang activities are prohibited on or about school property or at any school activity and will not be tolerated.

Definition

- •
  - For purposes of this policy, a “gang” is an organized group of three or more individuals whose purposes include the commission of a criminal offense or the violation of disciplinary rules of the district.
  - “Gang-related activity” includes but is not limited to:

Prohibitions

- No student or any 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.

On appeal to the Level II, the administrator will attempt to resolve the complaint within 10 school days of receipt of the grievance.

If, at any time, a student believes that a formal mechanism for resolving their concern or problem is not needed, he/she should follow the procedure in this policy.

- •
  - For purposes of this policy, a “gang” activity includes in the response the student with a written statement of the issues to be considered at the hearing and any evidence directly and indirectly related to the grievance.

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 Superintendent. If the student can not agree with the Superintendent or his designee, he/she may request in writing that the Superintendent notify the board of the student's request within 5 school days after receipt of the Superintendent's decision. The student's request must include a brief statement of the issues to be considered at the hearing and all correspondence and decisions from Levels I, II & III.

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 to the student within 10 school days after receipt of the board's receipt of the request and will contain:

- Student, Superintendent, administrative(s) and teacher/staff member involved.

The decision, and any description of the resolution of the grievance, shall be in writing, and a copy forwarded to:

- The Civil Rights Coordinator, if an alleged violation of the Civil Rights Act of 1964;
- The Superintendent if an alleged violation of Title IX, Section 504 or the Civil Rights Act of 1973 or the Americans with Disabilities Act of 1990; or
- An attorney with the cost borne by the student.

Any opportunity to submit evidence relevant to the complaint. The Board of Trustees or the Civil Rights Coordinator, if an investigation is warranted, may be appropriate, should be undertaken by an attorney with any interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The Board of Trustees or the Civil Rights Coordinator, if an investigation is warranted, may be appropriate, should be undertaken by an attorney with any interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The right of a student to a prompt and equitable resolution of any civil rights grievance shall not be impeded by the student’s pursuance of other remedies such as the filing of a complaint with the responsible federal department or agency.

Adopted May 15, 2007

Constitutional & Statutory Provisions

- Section 59-19-90 – General powers and duties of the Board of School Trustees of the District of Lancaster
  - Section 59-19-90 – General powers and duties of the Board of School Trustees of the District of Lancaster
  - Section 59-33-175 – Forfeiture fund
  - Section 59-33-175 – Forfeiture fund
  - Section 59-33-200 – Additional duties of the Board of School Trustees of the District of Lancaster, to regulate the establishment of additional duties of the Board of School Trustees of the District of Lancaster, to regulate the establishment of
  - Section 59-33-244 – Section 59-33-244 – Other duties of the Board of School Trustees of the District of Lancaster
  - Section 59-33-244 – Section 59-33-244 – Other duties of the Board of School Trustees of the District of Lancaster

State Board of Education Regulations

- Section 59-33-407 – The provisions of such regulations as may be appropriate, should be undertaken by an attorney with any interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The right of a student to a prompt and equitable resolution of any civil rights grievance shall not be impeded by the student’s pursuance of other remedies such as the filing of a complaint with the responsible federal department or agency.

Adopted May 15, 2007

How we handle bad checks

Outstanding Federal and State Aid Checks

Check Track is a free 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.
Tougher laws designed to help students

The responsibility for the dress and appearance of a student rests with that student and his/her guardians. The student and his parents/guardians have the right to determine what the student’s clothing, shoes, and other items will be when at school.

Tougher laws designed to help students

The policies set specific standards for student dress and require that the dress be consistent from school to school at all levels.

Pull up those pants. Take off the sweats and pajamas. 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 others – and how people see our schools.

“Everyone – from the person who deposits your check at your job – you’re always wanted by the person who decides if you get a loan for your dream house – is influenced by how you look,” Superintendent Jonathan Phipps said.

“Students’ appearance can alter the way others view us, our attitude toward learning and behaving. The board believes it has a duty to set responsible expectations for our students and to insulate their success – during school and in life after they graduate,” Phipps said.

The board sets specific standards for student dress and requires that the dress be consistent from school to school at all levels.

The board wants expectations for student dress to be consistent from school to school at all levels.

Students can choose a clean appearance body parts is not permitted.

Weaving 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.

Provisions of School Safety Act

The district superintendent of education on a case-by-case

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 Youth Services in accordance with the juvenile justice or its representative.

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

Rules that govern student records

The principal will 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 by parents to disclose personally identifiable information to third parties.

Exclusions to this rule exist for school district employees who are required to have access to the records in the performance of their duties.

Parents have the right to challenge data thought to be erroneous, insufficient, misleading, or inappropriate to the child.

Special education records for each child will be destroyed 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.

The district, with certain exceptions, may disclose directory information, which may include names, addresses, telephone numbers, and the same information as above, except the birth date, without first obtaining written parental consent.

Special education records for each child will be destroyed 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.

Parents must be given notice in writing of the existence of a state law that precludes the destruction of educational records for students who are entitled to special educational services.
Surveillance on district property

Surveillance equipment

Surveillance equipment shall be installed to monitor public spaces including, but not limited to, meeting rooms, hallways, parking lots and buses. Surveillance equipment may also be installed on buses.

Surveillance equipment will not be installed in an individual's classroom, or in a student's personal study areas without specific authorization of the superintendent/designee.

Individuals may not record on school property, meet with other individuals in meeting rooms, parking lots and buses at any time, without knowledge or approval of the school teacher.

The student's right to privacy would be violated in the event of surveillance or school-day events open to parents or the public in the presence of two or more students, or other individuals as a historical record for a person connected to the event.

Counterfeiting of recordings

• The principal or his/her designee will have custody, and maintain recordings made by the district in public space.

• The transportation director will have custody of and maintain recordings made by the district on school buses.

• All recordings must be maintained in a secure location.

Access to district recordings

• Recordings made by the district are the exclusive property of the school district.

• The district will release or allow viewing/hearing of recordings only to retain defined standards consistent with state and federal law, including the Family Education Rights and Privacy Act.

• Recordings will not be released, sold, rented or otherwise made available outside the district for any purpose or any other individual as a historical record for a person connected to the event.

• A media request to view or listen to a recording must be made in writing to the principal administrator.

• If a recording is permitted, the principal or his/her designee will arrange with the legal counsel to review the recording.

• The principal or his/her designee may determine whether it is appropriate for a parent/legal guardian to review a recording in accordance with the school's supervisory code of conduct.

• If a review is permitted, the principal or his/her designee will arrange with the legal counsel to review the recording.

• If the recording is to be reviewed, the parent/legal guardian will view the portion of the recording that pertains to his/her child.

Penalties for improper use

• Any employee who violates the terms of the policy or violates this administrative rule with respect to a recording device will be subject to disciplinary action, up to and including termination in the employ of the district.

• Any individual who violates the terms of the policy or this administrative rule with respect to a recording device will be subject to disciplinary action in accordance with the district's behavior code.

• Any individual who violates the terms of the policy or this administrative rule with respect to a recording device will be subject to disciplinary action in accordance with the district's behavior code.

• Violations U.S. or S.C. laws may subject a person to criminal prosecution.

• The school administration may use recordings as evidence.

• Students, parents/legal guardians and employees must be notified annually that students, employees and others in certain physical spaces, including hallways, meeting rooms, parking lots, and on buses, may conduct such searches within the school as a part of normal operations, with or without notice.

• Notices must be conspicuously posted on school property in reasonable places. Such notices will inform all students on school grounds and should advise all individuals that they are subject to being recorded at any time.

• The school administration retains the right to make all routine searches, including searches of classrooms, meeting rooms, parking lots, and on buses.

Use of recordings

• The school administration may use recordings as evidence.

• Students, parents/legal guardians and employees must be notified annually that students, employees and others in certain physical spaces, including hallways, meeting rooms, parking lots, and on buses, may conduct such searches within the school as a part of normal operations, with or without notice.

• Notices must be conspicuously posted on school property in reasonable places. Such notices will inform all students on school grounds and should advise all individuals that they are subject to being recorded at any time.

• The school administration retains the right to make all routine searches, including searches of classrooms, meeting rooms, parking lots, and on buses.

Other uses of recordings

• Recordings may be used for legitimate purposes.

• Original recordings required as evidence in criminal, family law, or other court actions will be retained by the district as evidence.

• A recording of an incident resulting in injury or fatalities will be considered as evidence, which may be used in criminal, family law, or other court actions.

• The safety director, in consultation with the principal or his/her designee, will determine disposition of the recording.

• Recordings are exempt from the Freedom of Information Act, and will be released to the family or others that they are subject to being recorded at any time.

• The district will produce or provide all evidence in response to any request for information, including their own.
Sexual harassment policy

A learning and working environment that is free from sexual harassment is expected. All employees, regardless of sex, race, color, national origin, religion, age, disability, or sexual orientation, are protected from sexual harassment at work. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal, written, physical or physical contact of a sexual nature, which submission to or rejection of which basis for an individual’s evaluation, or coercing submission to or rejection of any such conduct by an individual is used as the basis for academic decisions affecting the individual; or;

• conduct with the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive academic or working environment.

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

• verbal harassment or abuse;

• pressure for sexual activity;

• sexual contact;

• sexually suggestive or obscene letters, notes, invitations or other forms of communication;

• 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, squats, touching or petting;

• repeatedly brushing up against another body;

• assault.

Any student who feels he or she has been subjected to sexual harassment is bullying shall have the right to file a complaint in accordance with procedures established by the superintendent.

Complaints will be made promptly, thoroughly and confidentially.

All employees who 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 in a manner 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, and upon expulsion in the case of a student who

Cell phone rules are tough

Students using cell phones during class causes significant disruptions, and the administration hopes tough cell phone rules will cut down on any student who uses their phone – maybe for the rest of the school day.

“Disruptions caused by cell phones rarely hurt a student’s chances of doing his/her best in class and can be very disruptive,” Superintendent Jonathan Phipps said. “We want to send a strong message that we won’t tolerate students using phones without permission when they should be focusing on work.”

The tough procedures require a parent and the student to meet with school officials before a confiscated phone will be returned. The procedure states that a student whose phone is taken four times will lose that phone for the remainder of the school year.

Once 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 second time the phone is taken, the student must meet with the safety director and will be suspended for the first day to final bell of school day. If the phone is taken a third time, students must meet with the superintendent and will be suspended for the first day to final bell of school day. If the phone is taken a fourth time, the student will be expelled for the first day to final bell of school day.

The district will be responsible for informing the student and the student’s parents of the incident and the complaint.

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The student is considered to have engaged with not to beજ

• Students are allowed to possess cell phones for instructional purposes. Exceptions include:

  - In elementary schools, the device cannot be visible or activated from the first bell to final bell of school day.

  - In middle schools, the device cannot be visible or activated from the first bell to final bell of school day unless a teacher has asked you to use the device for instructional purposes.

  - In high schools, the device cannot be visible or activated during academic activities unless a teacher has asked that you use the device for instructional purposes.

• Students who violate the regulations are subject to disciplinary action, including:

  - In elementary schools, the device cannot be visible or activated from the first bell to final bell of school day unless a teacher has asked you to use the device for instructional purposes.

  - In middle schools, the device cannot be visible or activated from the first bell to final bell of school day unless a teacher has asked that you use the device for instructional purposes.

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Title IX Procedures

The District, as required by Title IX of the Education Amendments of 1972 and its corresponding regulations (“Title IX”), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, non-verbal, or physical conduct, including intimidation, or hostility based on sex even if those acts are not acts of a sexual nature. The District prohibits retaliation and harassment on the basis of sex or gender in its programs and activities by its employees, students, or third parties.

The District will respond promptly to actual knowledge of harassment in an education program or activity or if the District is made aware of a reported incident that occurred in the District by a person in the United States in a manner that is timely but not burdensome. The response will treat complainants and respondents with respect.

Any allegations of inappropriate conduct of a sexual nature that fall outside of this definition will be handled consistent with other applicable Board policies, including the Code of Conduct. DEFINITIONS

34 CFR § 106.30(a)

An individual who is alleged to be the victim of conduct that could constitute sexual harassment means any male or female student (a) who is alleged to be the victim of the conduct; or (b) who has been reported to have been the perpetrator of the conduct.

The District uses the following terms to determine whether a complaint is one in which an alleged sexual harassment incident has occurred, which may be processed in accordance with the Code of Conduct, or if another complaint process is the appropriate vehicle for the complainant to seek a resolution.

Alleged Victim: an individual who is alleged to be the victim of the conduct.

Notice of the parties’ right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review all evidence to which the party has access, and when the party objects to the procedures. The District will ensure required training for its investigators.

Supportive measures offered should be documented.

Response to a Formal Complaint

The District’s grievance process will:...(for supportive measures)

The complaint may be dismissed:...(for supportive measures)

Notice of grievance process, including any informal resolution

Notice of the parties’ right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review all evidence to which the party has access, and when the party objects to the procedures.

Supportive measures offered should be documented.

GEPA Statement

In order to complete section 427 of the General Education Provisions Act (C'U.S.C. 1228a), Lancaster County School District will take the following steps to ensure equal opportunity and access, and to participate in, its Federal education programs and activities, and other programs and activities which receive Federal financial assistance.

The complaint must be dismissed if...(for supportive measures)

The complaint may be dismissed:...(for supportive measures)

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Tobacco-free school district

The board affirms that tobacco use and exposure to tobacco smoke is a significant public health issue. This policy is rooted in the knowledge that tobacco use is harmful to health and is associated with disease, disability, and death. This policy is also underpinned by the knowledge that tobacco use and exposure to tobacco smoke can have adverse impacts on learning and health in school settings.

This policy states that tobacco products and alternative nicotine products are not allowed in any school district owned or operated facilities, trucks, or vehicles at any school district location. Tobacco products and alternative nicotine products are not allowed within the physical boundaries of district-owned or district-controlled facilities. District-owned and district-controlled facilities include all school buildings and grounds, athletic fields, and parking lots.

This policy will be communicated through a variety of means, including meetings of the school board, public notices, school publications, staff newsletters, student newspapers, and other communications to all students, staff, parents/legal guardians, and other members of the public.

In order to implement this policy, the district will take the following actions:

1. Communicate the policy to students, staff, parents/legal guardians, and other members of the public.
2. Enforce the policy by implementing a system of consequences for violations of the policy.
3. Provide training and education for students, staff, and parents/legal guardians on the health impacts of using tobacco products and alternative nicotine products.
4. Establish a system of reporting and tracking of violations.
5. Monitor the effectiveness of the policy and make adjustments as necessary.

This policy is intended to create a tobacco-free environment that is safe and healthy for all students, staff, parents/legal guardians, and other members of the public.

Tobacco-free school district

More on Title IX Procedures

Tobacco-free school district

The district will utilize a proven and effective science-based tobacco use prevention curriculum.

The school district will provide a written consultation or referral services for all students and staff regarding tobacco products and alternative nicotine products.

This policy will be communicated through a variety of means, including meetings of the school board, public notices, school publications, staff newsletters, student newspapers, and other communications to all students, staff, parents/legal guardians, and other members of the public.

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This policy is intended to create a tobacco-free environment that is safe and healthy for all students, staff, parents/legal guardians, and other members of the public.


Elementary school code sets levels of misbehavior

Disruptive behavior – Level I misbehavior

Acts of misbehavior
1. Student behavior that disrupts orderly class- room/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.

Disciplinary actions
- Detention
- Isolated work time
- Student conference
- Expulsion

Possession of firearm, explosive, similar device
Under state law, any student who brings one of these illegal items to school must be expelled for one calendar year, beginning at the date of expulsion.

Protocol for student threats to self or others
A self-identified threat, either directly or indirectly, that a student has threatened to harm himself or others when immediate action is required in order to prevent any type of harm, the school principal or designee will attempt to assess the threat and provide supervision of the student by a staff member.

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

Intervention/disciplinary action
- For Levels I, II, and III: A record is maintained in the student’s school record for 10 years.

For off-campus behavior
Any off-campus student behavior that impacts 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 Individuals with 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 Student Code of Conduct for students with Disabilities, unless otherwise stipulated by the student’s Individual Education Program (IEP) or 504 Accommodation Program.

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 extremely capable – are rarely tardy or absent, recognize the importance of learning, enjoy the challenges of increased responsibility, and form healthy relationships with staff and other students.
- Take part in school activities and must meet the needs of growing up and getting an education in the most satisfactory manner.

A few students – seem unwilling to accept responsibility for their own behavior – sometimes make it difficult for other students to learn.

O ur discipline plans identify unacceptable behavior, outline procedures for staff to follow in administering the plan and list consequences for students whose 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.

The board is given the authority to expel, suspend or transfer any student for the following reasons:
- Any district board of trustees or its designee authorizes the expulsion, suspension or transfer of any student for: a. A record of interventions and disciplinary actions will be maintained.
- A record of interventions and disciplinary actions will be maintained.

- Expulsion or suspension prohibits a student from entering the school or school grounds, except for prearranged conference with an administrator, attending any day or night school functions or riding a school bus.

Violation of written rules and regulations established by the district or the State Board of Education or – when the student is present of the school;

Every expelled student will have the right to petition for readmission for the succeeding school year. An expelled student has the right to appeal any decision made in accordance with district and state laws.

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 savers for farmers

Sincerely,

Director

School Safety/Transportation Director

Sign-up for Remind notifications

Remind is a communication platform that allows us to communicate in real-time with our parents and staff - on any device. Please see the instructions below to opt in to our area school. This is voluntary, of course. You are not required to opt into Remind notifications.

To sign up for an emergency text group notification for your area school:

- Andrew Jackson area schools: Text 81010 Text this message @ajemerg

- Buford area schools: Text 81010 Text this message @bufords

- Lancaster area schools: Text 81010 Text this message @lgfba
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 involve no, or minor, discipline actions.
3. Student behavior includes:
   - Disruptive behavior by the student directed at himself, another person or property.
   - Aggressive behavior or threatening another student.
   - Failing to identify himself to a staff member.
   - Committing forgery.
   - Making a bomb threat, pulling a fire alarm or other electronic telecommunications device during the continuous academic day.
   - Throwing rocks or other objects at a student or indiscriminate on school property or a school bus.
   - Abusing or concealing any of the above misbehaviors results in punishment as a principal participant.

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

**Disciplinary action**
- First offense – 5 days out-of-school suspension.
- Second offense – For a third offense of #1.
- Repeated offenses – Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension, or the principal may recommend expulsion.

**Days missed**
- First offense – 5 days.
- Second offense – 10 days.
- Repeated offenses – The principal’s supervisor must be notified of the student’s suspension.

Middle school criminal behavior simple – Level III misbehavior

**Acts of misbehavior**
1. Committing assault and/or battery of an aggrieved nature (law enforcement will be contacted).
2. Blackmailing, threatening, harassing or intimidating a participant or a student by one or more students.
3. Possession, using, or attempting to use a firearm, a fire alarm or making false 911 call (law enforcement will be contacted).
4. Possession, using, or attempting to use or distributing a 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.
7. Committing assault and/or possession of stolen property greater than $50 (law enforcement will be contacted).
8. Abusing, concealing or being any of the above misbehaviors means punishment as a principal participant.
9. Possessing with intent to distribute or discrimination of an aggregate nature (law enforcement will be contacted).
10. Being absent from school or school without authorization.

**Enforcement procedures**
1. The principal 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 principal will confer with parents.
4. The student and administrator will follow established due process procedures.
5. The student will make restitution in all cases for which it is appropriate.

**Disciplinary action**
- First offense – 10 days out-of-school suspension.
- Second offense – Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension.
- Third offense – 10 days.

**Days missed**
- First offense – 5 days.
- Second offense – 10 days.
- Third offense – The student’s guardian and student must contract for counseling with the Lancaster County Commission on Alcohol and Drug Abuse.

Middle school criminal behavior aggravated – Level IV misbehavior

**Acts of misbehavior**
1. Committing assault and/or battery of an aggrieved nature (law enforcement will be contacted).
2. Blackmailing, threatening, harassing or intimidating a participant or a student by one or more students.
3. Possession, using, or attempting to use a firearm, a fire alarm or making false 911 call (law enforcement will be contacted).
4. Possession, using, or attempting to use or distributing a 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.
7. Committing assault and/or possession of stolen property greater than $50 (law enforcement will be contacted).
8. Abusing, concealing or being any of the above misbehaviors means punishment as a principal participant.
9. Possessing with intent to distribute or discrimination of an aggregate nature (law enforcement will be contacted).
10. Being absent from school or school without authorization.

**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 student and administrator will follow established due process procedures.
5. The student will make restitution in all cases for which it is appropriate.

**Disciplinary action**
- First offense – 10 days.
- Second offense – Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension.
- Third offense – 10 days.

**Days missed**
- First offense – 5 days.
- Second offense – 10 days.
- Third offense – The student’s guardian and student must contract for counseling with the Lancaster County Commission on Alcohol and Drug Abuse.

Middle school criminal behavior flagrant – Level V misbehavior

**Acts of misbehavior**
1. Possessing with intent to distribute or discrimination of an aggregate nature.
2. Being absent from school or school without authorization.
3. Committing assault and/or battery of an aggrieved nature.
4. Blackmailing, threatening, harassing or intimidating a participant or a student by one or more students.
5. Possession, using, or attempting to use a firearm, a fire alarm or making false 911 call.
6. Possession, using, or attempting to use or distributing a substance or a copy-cat substance.
7. Committing gross immorality.
8. Committing malicious vandalism more than $50 or to any piece of school property.
9. Abusing, concealing or being any of the above misbehaviors means punishment as a principal participant.
10.Possessing with intent to distribute or discrimination of an aggregate nature.

**Enforcement procedures**
1. The principal 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 student and administrator will follow established due process procedures.
5. The principal will contact law enforcement authorities.

**Disciplinary action**
- First offense – Recommended expulsion. Students recommended for expulsion will receive 10 days out-of-school suspension.
- Second offense – 10 days.

**Days missed**
- First offense – 5 days.
- Second offense – The student’s guardian and student must contract for counseling with the Lancaster County Commission on Alcohol and Drug Abuse.
Discipline for off-campus behavior

Any off-campus student behavior that impacts 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 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.

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. Olsen, 423 U. S. 907 (1975) and Ingrain vs. Wright, 51 L. Ed 2d 711 (1977).

The persons who can administer corporal punishment

Principals and assistant principals 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 environ-ment 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 with-ouht 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 or assistant principal 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 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 witnesses the punishment.

The records that must be main-tained 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 disciplinary record.

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/reacts 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 remainder of the year.

Car-rider pick-up

For separated or divorced parents, the law stipulates that we can’t decide which parents may pick up the child. We must release the child to either parent, regardless of which parent registered the child, unless the custodial, enrolling parent has a court order on violations or pick-up. In that case, we must retain a copy of the court order in our files.
High school plan sets levels of misbehavior

High school disorderly behavior – Level I misbehavior

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

Acts of misbehavior

1. Committing assault and/or battery of an aggravated nature
2. Blackmailing, threatening, harassing or intimidat- ing a staff member or a student by one or more persons
3. Making a bomb threat or pulling a fire alarm or making false 911 call
4. Possessing, consuming, using, or under the influ- ence of alcohol, inhalants, drugs or a controlled substance or a copy-cat substance
5. Committing gross immorality
6. Committing theft and/or possession of stolen property greater than $50 (First-time violators of smoking or smoking paraphernalia ban are required to go to a tobacco education program)
7. Committing malicious vandalism over $50 or to any piece of school property
8. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant

This list of offenses is not all inclusive.

Enforcement procedures

1. A student’s parent/guardian will be notified.
2. The student will make restitution in all cases for which it is appropriate.

Disciplinary action

- First offense – One to three days in-school suspension
- Second offense – Three to six days in-school suspension
- Third offense – Six to ten days out-of-school suspension
-第四次 offense – The principal’s supervisor must be notified of the student’s second 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 theft and/or possession of stolen property of less than $50 (Law enforcement will be contacted)
5. Committing vandalism of less than $50 (Law enforcement will be contacted)
6. Smoking or possessing tobacco products or related objects.
7. Committing sexual harassment (Law enforcement will be contacted)
8. Possessing, consuming, using, or under the influ- ence of alcohol, inhalants, drugs or a controlled substance or a copy-cat substance
9. Committing gross immorality
10. Committing theft and/or possession of stolen property greater than $50 (Law enforcement will be contacted)
11. Committing malicious vandalism over $50 or to any piece of school property (Law enforcement will be contacted)
12. Aiding, abetting or concealing any of the above misbehaviors results in punishment as a principal participant

This list of offenses is not all inclusive.

Enforcement procedures

1. A principal 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 principal 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

- First offense – Three to six days out-of-school suspension
- Second offense – Six to ten days out-of-school suspension
- Third offense – Ten to fifteen days out-of-school suspension
- Fourth offense – First-time violators of smoking or smoking paraphernalia ban are required to go to a tobacco education program
- For fifth offense of #7 under Acts of Misbehavior, the principal’s supervisor must be notified of the student’s second offense.
- For fifth offense of #7 under Acts of Misbehavior, the principal’s supervisor must be notified of the student’s second offense.
- For fifth offense of #7 under Acts of Misbehavior, the principal’s supervisor must be notified of the student’s second offense.
- Students recommended for expulsion will receive 10 days out-of-school suspension.

High school criminal behavior aggravated – Level IV misbehavior

Acts of misbehavior

1. Fighting, contributing to a fight or threatening another student (Law enforcement will be contacted)
2. Blackmailing, threatening, harassing or intimidat- ing a staff member or a student by one or more persons
3. Making a bomb threat or pulling a fire alarm or making false 911 call
4. Possessing, consuming, using, or under the influ- ence of alcohol, inhalants, drugs or a controlled substance or a copy-cat substance
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

This list of offenses is not all inclusive.

Enforcement procedures

1. The student will be removed immediately from school and the parent/guardian will be notified.
2. The student will make restitution in all cases for which it is appropriate.

Disciplinary action

- First offense – One to three days in-school suspension
- Second offense – Three to six days in-school suspension
- Third offense – Six to ten days out-of-school suspension
- Fourth offense – Three to six days out-of-school suspension
- Fifth offense – Students recommended for expulsion will receive 10 days out-of-school suspension.
- Sixth offense – Students recommended for expulsion will receive 10 days out-of-school suspension.
- Seventh offense – Students recommended for expulsion will receive 10 days out-of-school suspension.
A student identified as having a disability under the Disabilities Education Act (IDEA) or Section 504 of the Vocational Rehabilitation Act who is 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.

### Field Trips

- The guidelines for School Administration of Medication followed during the school day, also apply to field trips.
- Individual students should be considered for special services or assistance. Students should provide properly labeled medication from a pharmacy filled not over the number of doses needed on the label.

### Special Dietary Needs

- Diet Order forms completed and signed by a healthcare provider, is required for students with special dietary needs.
- Students with special health care needs are students with conditions which require special health care services.
- Students with special health care needs or any medication that the nurse has received a healthcare provider’s order for, to be treated in a medication and must have a pharmacy label on the container in order to administer.
- Controlled substances must be limited to no more than a 31-day supply.
- The school district may decline to authorize any medication brought to school, a nurse will destroy any unused medication.
- Expiration date. Expired medication will not be administered.
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State regulations

Q’s&A’s on identifying GT students

Q’s&A’s on identifying Junior Scholars

State regulations

Timeline for selecting artistically gifted

Q’s&A’s on identifying artistically gifted

State regulations

Gifted & Talented Programs

EAGLE

For students in grades 3-5 identified as gifted and talented

Programs are site-based at each elementary school and may be offered face-to-face, as a hybrid, or virtually.

Middle school GT

Students in grades 6-8 identified as gifted and talented

Students are served in select special ELA and math classes at each district middle school.

Curriculum is differentiated through enrichment and acceleration.

College courses

For students in grades 9-12 identified as gifted and talented

Students earn college credit and high school units through these courses offered through USCL, USCL Tech.

Available courses change each semester.

Advanced Placement courses available at each high school.

GT-ARTS Enrichment

For students in grades 6-8 identified as artistically gifted and talented

(Arts in dance, drama, music, and visual arts)

Students are selected through an audition process held in the fall.

GT-Arts Enrichment classes may be offered face-to-face, as a hybrid, or virtually, and may be offered during school hours, after-school hours, or on a weekend and/or during the summer.

Summer programs

For students in select- ed grades each summer

Week-long workshops at Discovery School

GT-Arts Enrichment for students in grades 6-8 (see above)

For more information, call Tom McDuffie at 416-8910

GT-Arts Enrichment classes may be held virtually and/or at middle schools or GT-Arts site.

Auditions include after school referrals are received.

Q’s&A’s on identifying artistically gifted students

Who are artistically gifted students?

Sixth-eighth graders who meet eligibility criteria established by S.C. Department of Education may be offered artistically gifted & talented. Students must score greater than 90th percentile on a nationally normed aptitude test.

What happens when a student is referred?

Students are screened and identified in the eighth grade. Educational plans are developed by GT-Arts Program biennially (SAIT)

What does the program include?

The program includes a process for identifying a potential talent pool of students, testing students identified as exceptionally high achieving.

How do I nominate my child for GT evaluation?

Parents of students who have demonstrated potential or high ability in performance in academic areas may refer their child to the Gifted Assessment Team (GAT) for a referral form available at local schools.

Do GT students qualify for GT-Arts enrichment?

Gifted/talented students may be referred by any individual (teacher, principal, or guidance counselor).

How will the students be recognized?

The students who qualify for this special recognition will be recognized in local and/or state competitions. Awards include thefollowing from the South Carolina Department of Education, and will be invited to attend summer opportunities at participating S.C. colleges and universities.

What identification criteria are used?

Eligible students who score greater than or equal to 90 on the Preliminary Scholastic Aptitude Test (PSAT) in verbal, math, or

Our mission

The mission of gifted education is to maximize the potential of gifted/talented students by providing programs and services that enhance their potential and meet the needs of these students.

Who are gifted/talented students?

The description below of the identification process is used by school districts to identify 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 exceptionally high levels of accomplishment when compared with others of their age, gender, and environment.

These children and youth exhibit high performance capability in intellectual, creative, and/or artistic achievements.

What is the Junior Scholars Program?

The S.C. Junior Scholars Program was developed by the State Department of Education whereby each school child between the ages of 8 and 13 may be identified and invited to participate in this program.

The program reflects the growing state recognition of academic talent and to determine strategies for these students.

The program’s purpose is to identify, educate, and educate, to enhance academic achievement and intellectual and academic aptitude and to provide opportunities for students that will facilitate their intellectual growth, broaden their individual interests and promote their scholastic achievement.

What does the program include?

The program includes a process for identifying a potential talent pool of students, testing students identified as exceptionally high achieving.

When does the program begin?

Students are screened and identified in the eighth grade. Educational plans are developed biennially (SAIT)

How are gifted/talented students identified?

This school is a gifted/talented class organized around one or more academic subject areas.

Who is eligible to take the PSAT?

Any student of any grade who is interested may take the PSAT for a nominal fee.

Q’s&A’s on identifying Junior Scholars

What are the Junior Scholars Program criteria?

Students are selected for placement in grades 6-9 with a 3.75 GPA in either their current or previous GPA; and/or a score greater than the national age or national percentile on the PSAT.

Who is eligible to take the PSAT?

Any student of any grade who is interested may take the PSAT for a nominal fee.

What services does our district offer?

GT-Arts Enrichment classes may be offered face-to-face, as a hybrid, or virtually and may be offered during school hours, after-school hours, or on a weekend and/or during the summer.

Who can I call for more information?

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

Q’s&A’s on identifying artistically gifted students

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Students are screened and identified in the eighth grade. Educational plans are developed biennially (SAIT)

How will the students be recognized?

The students who qualify for this special recognition will be recognized in local and/or state competitions. Awards include the following from the South Carolina Department of Education, and will be invited to attend summer opportunities at participating S.C. colleges and universities.

What identification criteria are used?

Eligible students who score greater than or equal to 90 on the Preliminary Scholastic Aptitude Test (PSAT) in verbal, math, or
Students who cannot 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 instructional services and materials as provided in current State Board of Education rules and regulations. All teachers providing homebound instruction to students in Lancaster County School 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.

• While homebound status is received, it does not entitle the student to preferential treatment in any respect.
• The student is subject to all rules and regulations with which all students are subject.
• The student must continue to participate in settings like other students.
• To be eligible for services under Section 504, a student must have a disability that can be documented by a licensed physician and submitted to the district for approval.

The procedures for determining eligibility and services
Many health care services can be obtained 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 needs of students in the school day to help students succeed in school.

If a student is unable to attend school because of illness, accident or pregnancy, or if they are eligible for homebound instruction, services will be provided as appropriate to that child’s needs. If homebound status is received, it does not entitle the student to preferential treatment in any respect.

Homebound instruction
Services help students with serious illnesses

Homebound instruction

If your child has special health care needs

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans also include health plans for students.

• Registered school nurses write IHPs to ensure that 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.
• If 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 Leigh Lever, 803-416-8887, 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 or 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 more information, contact Student Services Director Kathy Durbin at Kathy.Durbin@lcsd.k12.sc.us or at 803-416-8876.

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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 homebound instruction.

Hearing Screening

All students in Early Childhood Development or Head Start Programs and grades K, 1st, 2nd, 3rd, 5th, 7th, and at least once in grades 9-12 will have their hearing screened. All students who are not in the district who do not have records of vision screening within the past year, regardless of grade, will also be screened. If your child does not pass the initial screening, he/she will be retested at a later date. If he/she does not pass the re-testing, you will receive a Referral for Eye Exam from the school nurse. Students who do not pass the vision screening should be examined by an ophthalmologist or optometrist. Please have this referral completed and return to the school nurse. If your child is not in one of these grades and you would like to have their vision screened, please send a note to your school nurse.

SC DHEC School-Based Screening Recommendations

The following school-based mass screening intervals are recom- mended as priority screenings for schools in South Carolina.

Vision Screening

- Students in Early Childhood Development or Head Start Programs and grades K, 1st, 2nd, 3rd, 5th, 7th, and at least once in grades 9-12 will have their vision screened. Students who are new to the district who do not have records of vision screening within the past year, regardless of grade, will also be screened. If your child does not pass this screening, you will receive a Referral for Eye Exam from the school nurse.

- Students who do not pass the vision screening should be examined by an ophthalmologist or optometrist. Please have this referral completed and return to the school nurse. If your child is not in one of these grades and you would like to have their vision screened, please send a note to your school nurse.

- Stay 6 feet (2 arms’ length) from other people.

Help Protect Yourself and Others from COVID-19

Be sure it covers your nose and mouth to help protect others. It will not protect you and should not be used as a mask.

2020-21 School Year – by event

- Approved 07/28/20
Absences

An absence from school is considered "lawful" or "unlawful" depending upon the student’s status at the time of his absence.

LAWFUL ABSENCES

- Parents who fail to present a signed excuse for their child’s absence.
- Students who are ill or injured.
- Students who are participating in authorized field trips.
- Students who are participating in authorized extra-curricular activities.
- Students who are participating in authorized school events.
- Students who are required to attend school
- Students who are suspended

UNLAWFUL ABSENCES

- Students who are truant.
- Students who are suspended
- Students who are expelled

Restrictions

In each class that may award high school credit, a student cannot be guaranteed more than one-half unit of high school credit per school year. A child or refuses to make their child attend school, upon conviction, may be fined up to $50 or imprisoned for 10 days. It may be considered educational neglect if a child is absent from school without an excuse.

Recovery

- Elementary: Students are required to do one hour of recovery per missed school day that exceeds the number of allowable lawful absences.
- Middle: Students may be referred for an additional ten (10) hours of recovery in any given school year.
- High school students: Students will be required to do 150 hours of recovery in any given school year. 150 hours of recovery will be counted as present for a day. These hours will be counted in the same manner as the above.

Intervention

- A child who is absent for five consecutive or five overall days, or five unlawful absences, will be referred for an additional ten (10) hours of recovery in any given school year. If the parent fails to come to the conference, the student will be referred to Truancy.

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The Purpose of Title I

The S.C. Department of Education contains information on your child’s teacher. However, you may also be accessing a report, as all teachers by district name. Only those teachers currently current school. If you are interested in obtaining teachers at the South Carolina district titles are intended for use in obtaining information on your child’s teacher.

If you do not have access to the internet and are unable to obtain this information through the State Department’s website, you should 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.

As a parent 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 teachers and requires the district to give you this information in a timely manner:

- The teacher’s certification area.
- Whether the teacher’s certificate is a master’s degree, if any.
- The teacher’s certification area.

If you want 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 conduct complaints of classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information concerning the S.C. Department of Education’s complaint resolution procedures:

- Whether the teacher is certified to teach the subject at the grade level.
- Whether the teacher’s certificate is a master’s degree.
- Whether the teacher is certified to teach the subject within the state.
- Whether the school district or group of districts.
- Whether the teacher is certified to teach the subject within the state.
- Whether the teacher is certified to teach the subject within the state.

Complaints and appeals must contain a statement indicating the violation.

- the facts on which the statement is based.
- the specific requirement of law or regulation allegedly violated.

Complaints and appeals must be filed with the State Superintendent for Education at the S.C. Department of Education in Columbia, S.C. 29020.

The S.C. Department of Education will address complaints within 60 days, except under exceptional circumstances.

The final decision of the S.C. Department of Education may be appealed to the Secretary of the State Department of Education.

District-wide Title I expenditures for 2019-2020

Activities listed below are included in the district’s Title I plan. This plan was developed by members of the district’s Title I Planning Team.

The Purpose of Title I

- EMPLOY 5 FTE district Title I coordinators.
- EMPLOY 42 FTE district Title I coordinators.
- Provide ongoing professional development opportunities for teachers and instructional assistants.
- Provide support for instructional programs in Title I schools.
- Support for parent involvement activities.
How to pay for meals

Breakfast and lunch meals.

• Federal and state laws require schools to form teams to discuss the progress of students who are struggling with grade-level academics and to develop multi-tiered plans of instruction for these students.

• State law requires schools to notify parents, in writing, of their student’s inability to read grade-level texts, the interventions to be provided, and the student’s reading abilities at the end of the planned interventions. Beginning in 2017-18, any student in Grade 3 who is “reading substantially below grade level” can be retained, per state law.

R2S Legislation: Section 59 155 (A). - “Beginning with the 2017-18 School Year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment.”

• Third-grade students scoring at the lowest achievement level on the new SC Ready Assessment will be retained – unless they qualify for an exemption.

• Schools will notify parents of students who qualify for an exemption.

• Students exempted from retention will continue to receive instructional support and services as well as reading intervention appropriate for their age and reading level in grade four and beyond as needed.

Lunch Application

Apply Now

to apply, simply go to www.122paymentcenter.com and follow prompts on the screen.

checks or split checks with other

Send checks made out to the cafeteria of the school your child attends.

Please note the child’s name on the check. If the check is written for more than one child’s money, each child’s name & the amount to credit each child should be noted on the check.

Meal Payments can also be made through https://www.122paymentcenter.com/ where payments are made electronically to the student’s account. You will need the student’s PowerSchool number to complete this process. There is a convenience fee per transaction of $1.95 per student.

What happens if a parent can’t pay

• Federal law requires that payment must be made for all meals received. Provisions are made for households that are unable to pay for their child’s meals through Free and Reduced Price Meal Applications. You may complete a paper meal application at your child’s school or go to https://www.lunchapplication.com to apply electronically. You will need the student’s PowerSchool number to complete this process.

• Middle and high school students are not allowed to charge meals.

• Elementary school students may charge Breakfast and Lunch Meals up to five days. After five days, a balance-over-letter will be sent home to the student and a negative balance in the student’s account.

How we handle non-sufficient fund checks

• All NSF checks will be recovered by the electronic system Check Trac our banking system.

• A second NSF check by the same person will result in all meals being paid by cash or money order for the rest of the school year.

• NSF checks that cannot be collected by the Check Trac system will be notified by certified mail. Please have the check amount plus a $30 NSF fee in cash or money order. Failure to recover the NSF check will result in NSF checks being turned over to the Magistrate Court.

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 application, the computer use 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 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.

Print student’s name

Parent or guardian’s signature

Student’s signature