

DENMARK-OLAR  
ELEMENTARY SCHOOL



**Bamberg School District Two**

1437 Church Street  
Denmark, South Carolina 29042  
Telephone: (803) 793-3112  
Fax: (803) 793-2020

**Dr. Rhonda Ray – Principal**  
**Ms. Lindsey Toomer – Assistant Principal**  
**Ms. Bridget Pough – School Counselor**

**School Mission Statement**

Denmark-Olar Elementary School, with the belief and support of its parents and community, partners together to provide quality instruction and a rigorous curriculum, in a safe nurturing environment, that will prepare students to be productive citizens in a global society.

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**EQUAL OPPORTUNITY: PROGRAMS AND ACTIVITIES**

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

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

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

**TITLE IX OF THE EDUCATION AMENDMENT OF 1972**

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

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

No otherwise qualified handicapped individual in the United States...shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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

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

**Inquiries concerning the above may be addressed to:**

**Bamberg School District Two  
District Superintendent  
62 S Holly Ave  
Denmark, SC 29042**

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

## **I. Attendance**

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

**Lawful absences are those necessitated by:**

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



**Unlawful absences are those in which a student is:**

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

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

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

### **Appeals Process for Denial of Credit**

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

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

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

- **After three consecutive unlawful absences within a four week period or ten or more within a six month period,** the attendance officer will try to identify the reason for the absences and develop an intervention plan with the parent/guardian to improve attendance. The plan will include reasons for and methods to resolve the cause of the absences; actions to be taken if the absences continue; and the signature of parent/guardian or evidence that an attempt has been made to involve the parent/ guardian.

- If the attendance plan is not successful and fails to cause the parent/guardian to comply with the plan, or parent/guardian refuses to participate in intervention planning, the attendance officer may refer the parent to Family Court.

## II. Homebound Education

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



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

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

**Placement:** The following procedure will be observed:

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

## III. Early Arrival

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

**Visitors:** Adult visitors are welcomed and encouraged at DOES. Because of security considerations, visitors, including parents, should enter the school at the main entrance to obtain permission from the main office. **Conferences are to be scheduled before/after school or during teacher planning periods.** Any person on school grounds without authorization will be asked to leave. The campus is closed to all student visitors from other schools who do not have prior clearance from an administrator.

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

## IV. Early Dismissals

Once a student reports to school, he or she is expected to stay the entire day. **If a student has to leave early, it must occur before 2:00 p.m.** Sign out will not be allowed after this time. **When possible, appointments should be scheduled after school or on school holidays.** For parents requesting early dismissal the procedure is as follows:

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

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

## V. Tardy

Students arriving **after 8:00 a.m. must come in with a parent to be signed in. Chronic tardies will be reported to the principal.** Excessive tardies will warrant an administrative conference with parents.

## VI. Withdrawals

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

## VII. Academics

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

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

A: 90 - 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 - 59

**Report Cards:** Report cards will be issued every nine weeks. See School Calendar for issue dates. Interim reports will be issued mid grading period of each quarter.

**Homework:** Homework is assigned daily. The reasons are:

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



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

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

**Lost /Damaged Textbook Policy:**

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

## LIBRARY SERVICES

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

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

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

**Promotion, Retention, and Acceleration of Students**

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

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

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

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

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



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

**Retention Appeals:** Parents may appeal a decision to retain a student, place a student on probation, or require summer school attendance for promotion consideration to the district review panel within ten days of the affecting decision. The appeal decision must specify the parent’s reason for disagreement and should be addressed to the Superintendent, Bamberg School District Two, 62 S. Holly Street, Denmark, SC 29042. The district review panel will render and mail a decision on the written appeal within ten working days of receipt. A copy will be sent to the principal.

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

### **VIII. DOES Dress Code**

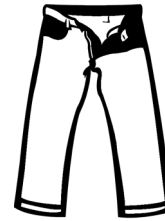
**Purpose:** The purpose of the DOES Dress Code is to create an atmosphere that will allow us to provide the best education possible for your children and our students. Dress must comply with the health and safety codes of the State of South Carolina. Attire must not be disruptive to school programs.

1. All clothing, including shorts and skirts/dresses must be appropriate for school. No short shorts or mini-skirts/dresses are acceptable. An accepted **guideline is knee length.**
2. All pants must be worn at the appropriate waist level. Pants must be worn so that undergarments or skin parts of the body are not visible. **Torn pants of any kind are not acceptable.**

3. Hats, caps, and other headwear and sunglasses are not allowed to be worn in the building. Any exceptions will be at the discretion of the school administration.
4. No clothing with vulgar or obscene symbols, language, or wording is permitted. No clothing with advertisement for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex is permitted.

#### **Not allowed at DOES**

- Flip Flops or Crocks
- Tank/Halter Tops
- Jeans/Pants with holes above the knee in them
- Inappropriate tight/short clothing
- Leggings/ Tights worn under clothing that does not meet guideline
- Note: This list is not all inclusive.



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

#### **IX. General Information**

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

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

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

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

**Medication Procedures:** If possible, please give all medication before and after school. When daily prescription medication must be given at school, the parent/guardian must obtain a Permission for School Administration of Medication form and have it signed by the medical provider. It is the parent's responsibility to get the form signed. For students requiring short-term prescription administration, the medication must be in the original bottle with the pharmacy label and the appropriate signed permission form from the medical provider should be brought to the nurse.

For students requiring non-prescription medication administration (Tylenol, Motrin/Ibuprofen, Antacids, Cough Syrup, etc), this medication must have a pharmacy label placed on the **brand new, unopened bottle** and the appropriate signed permission form from the medical provider brought to the nurse.

These forms are available in the nurse's office and must be signed by the medical provider and the parent/guardian before the medication can be given at school.

A parent/guardian/responsible adult must bring all medication to school and check it in with the nurse. **Students are not allowed to bring medication to/from school.** Appropriate disciplinary action will occur if a student is found to have medication in class or on school grounds.

Any questions concerning medication administration should be directed to the nurse.

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

**Water Bottles in Classrooms:** Students are permitted to have water bottles during instructional times. Permissible beverage is water.

**Outside Food:** Students may bring their own lunch from home. However, lunch cannot be delivered to them at school.

**Flowers:** Flowers, balloons, stuffed animals, etc. are not allowed in class.

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

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

**Birthdays:** Birthday celebrations are not allowed at school. However, parents may send goodie bags with store bought items to share with classmates.

#### **X. Discipline Code**

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

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

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

**\*\*\*Radios, Video Games, smart watches (iPhone, Samsung, or etc.) or Cell Phones Etc...:** Students may not bring radios, digital music players, headphones, video games, smart watches (iPhone, Samsung, or etc.), cell phones, etc. to school.

Below are the action that will be taken:

1. Parent contact and pick up the item
2. Parent contact, pickup, and fine of \$20.00
3. Parent contact and item picked up at the end of the school year

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

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



**PUPIL DISCIPLINE POLICY**

**ADMINISTRATIVE DISCIPLINE GUIDE**

**\*\*\*DOES strictly adheres to the Pupil Discipline Policy of Bamberg District Two\*\*\***

**BOARD OF TRUSTEES**

The Board of Trustees is responsible for the establishment and maintenance of a system of public schools for all children residing in the school district. The Board of Trustees may make all necessary rules and regulations for the government and conduct of schools consistent with the laws of the state.

The Board of Trustees' powers are derived from the state constitution and acts of the general assembly. Consequently, the Board of Trustees may perform only those acts for which some authority exists. This authority may be expressly stated or implied either in state law or in rules and regulations of the State Board of Education. The Board of Trustees' authority to exercise permissive powers within the framework of state laws and regulations allows for freedom of action.

While the Board of Trustees is responsible to the State Board of Education, it is, by law and tradition, responsible to the community it serves and represents. It is, therefore, the duty of the Board of Trustees to carry out the will of the community in matters of public education, within the boundaries set by the laws and regulations of the state of South Carolina and Bamberg County.

**NOTES TO PARENTS AND STUDENTS**

While the Denmark-Olar Elementary School Discipline Plan tries to be comprehensive, it is impossible to cover every situation that may arise at school. Administrators are given the authority to deal with any behavior not covered by this plan. Please be reminded that administrators have the option of administering consequences as deemed necessary.

**IMPORTANT TERMS**

**Parent Responsibility**

**EXPULSION:** The Board of Trustees may authorize or order the expulsion, suspension, or transfer of any student for a commission of a crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or State Board of Education. Expulsion means the loss of privilege to attend classes or other school functions for the remainder of the school year. Every expelled student has the right to petition the Superintendent of Schools, for readmission for the succeeding school year, unless permanently expelled by the Board of Trustees.

**OUT-OF-SCHOOL SUSPENSION:** Suspension from school for a number of days up to ten (10) for any offense means that the student may not attend classes or any other school function, ride a school bus, or enter school grounds without permission from school/district administrators. When a student is suspended from school, the administrator shall notify the parent/guardian to give the reason for the reinstatement conference with the parent/guardian and the student. This conference must be held prior to the student returning to school.

**CATEGORY I: MINOR OFFENSES**

- Offense 1: Tardiness (tardies will start over at the beginning of 2<sup>nd</sup> semester).
- Offense 2: Classroom misconduct.
- Offense 3: Continually unprepared for class.
- Offense 4: Eating/drinking in class (gum included)
- Offense 5: Failure to follow instructions
- Offense 6: Loitering/in an authorized area
- Offense 7: No signed agenda
- Offense 8: Running, playing, or horseplay (hall or grounds etc.) that may endanger self or others
- Offense 9: Improper show of affection (no physical contact)
- Offense 10: Unauthorized sale of items (candy, etc.)
- Offense 11: Other minor offenses
- Offense 12: Offense Violation of Dress Code
- Offense 13: Possession of any paging or telecommunications (cell phone, Gameboy or any other electronic game device) without administrative permission. Items must be picked up by parents.

**CATEGORY I OFFENSES REQUIRE THE FOLLOWING ACTIONS:**

**NOTE:** All teachers are expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator. The below listed consequences come into effect once the student has been referred to an administrator:

- Referral 1: Warning
- Referral 2: Parent/Guardian Contact
- Referral 3: Conference with Assistant Principal and/or Principal
- Referral 4: Parent Conference

For Referral 5 and each additional referral, students will be assigned 1 day Out-of School Suspension. Once a student has accumulated a minimum of 5 suspension days he or she will be referred to the Superintendent of Schools or a designee in order to be reinstated. Subsequent referrals may result in out of school suspension.

### CATEGORY II: INTERMEDIATE OFFENSES

Category II Offenses are those actions that are directed against other persons or their property. These actions may also endanger the health and safety of oneself or others.

- Offense 14: Minor vandalism (\$25 or less) (Restitution required)
- Offense 15: Minor theft (\$25 or less) (Restitution required)
- Offense 16: Trespassing by a student from an in-district campus
- Offense 17: Cheating (giving or accepting assistance) on work
- Offense 18: Abusive, profane, or obscene language (student to student)
- Offense 19: Forging or falsifying information (written or verbal)
- Offense 20: Failure to report to an assigned area (cutting class, bus area, etc.)
- Offense 21: Possession of tobacco products or paraphernalia (cigarettes, lighters, chewing tobacco, etc.)
- Offense 22: Unlawful assembly
- Offense 23: Disrupting a lawful assembly/school environment
- Offense 24: Any activity that endangers self or others while at school (playing)

### CATEGORY II OFFENSES REQUIRE THE FOLLOWING ACTIONS:

- Referral 1: Conference with Assistant Principal and/or Principal
- Referral 2: Parent Contact
- Referral 3: 2 Days Suspension

For Referral 4 and for each additional referral, students will be assigned to 3, 5, and 10-days Out-of-School Suspension and referred to the District Office for Expulsion. Once a student has accumulated a minimum of suspension days, he or she will be referred to the Superintendent of Schools or designee in order to be reinstated.

### CATEGORY III: SERIOUS OFFENSES

- Offense 25: Smoking or use of tobacco products while at school or at school sanctioned events
- Offense 26: Deliberate disobedience/refusal to obey school personnel
- Offense 27: Trespassing by a suspended student
- Offense 28: Disrespect to a school personnel
- Offense 29: Threatening, intimidating, taunting, or harassing another student (verbally, physically, or cyberly)
- Offense 30: Fighting at school or at any school sanctioned event (severity of the fight determines the level of consequences)
- Offense 31: Leaving school grounds without administrative permission (also includes failure to sign out)
- Offense 32: Theft (\$25 to \$99) (restitution required)
- Offense 33: Vandalism (\$25 to \$99 to include writing on walls, etc., but not limited to ..... ) (restitution required)

### CATEGORY IV: SEVERE OFFENSES

- Offense 34: Use, transfer, or possession of dangerous weapons or other items able to cause bodily harm
- Offense 35: Threatening, intimidation, or act of physical or verbal abuse to school personnel
- Offense 36: Setting off a false fire alarm
- Offense 37: Use, possession, distribution, or sale of drugs, alcohol, non-alcoholic beer, or any other controlled substances
- Offense 38: Use of obscene or profane language or gestures to school personnel
- Offense 39: Invasion of privacy (includes molestation, areas off limits to that sex/gender, and any applicable violations)
- Offense 40: Major vandalism (\$100 or more)

- Offense 41: Major theft (\$100 or more)
- Offense 42: Unprovoked physical abuse (student(s) attack on another student without provocation)
- Offense 43: Gang attack (two or more students attack, threaten, or intimidate another student)

CATEGORY IV OFFENSES WILL AUTOMATICALLY RESULT IN A MINIMUM OF 5 DAYS OUT-OF-SCHOOL SUSPENSION, REFERRAL TO THE SUPERINTENDENT OF SCHOOLS WITH A RECOMMENDATION FOR EXPULSION, AND IF NECESSARY, NOTIFICATION TO LAW ENFORCEMENT.

#### CATEGORY V: BUS OFFENSES

- ❖ Riding a school bus is a privilege, not a right.
- ❖ Appropriate behavior is expected on the bus at all times.
- ❖ The following policy will be in effect for all students who ride school buses.

- Offense 44: Fighting while on the bus
- Referral 1: 1 day OSS or 1 day off bus
- Referral 2: 2 days OSS or 2 days off bus
- Referral 3: 3 days OSS and/or 3 days off bus
- Referral 4: 5 days OSS and/or days off bus

*Conference with the Superintendent of Schools or designee is required for reinstatement.*  
(Possible recommendation for expulsion)

- Offense 45: Safety offenses and refusal to listen to the driver.

This offense includes any action that might cause the driver to stop the bus in order to correct the situation. It also includes actions that may cause the driver to lose concentration or take his/her eyes off the road.

- Referral 1: 1 day OSS or 1 day off bus
- Referral 2: 2 days OSS or 2 days off bus
- Referral 3: 3 days OSS and/or 3 days off bus
- Referral 4: 5 days OSS and/or 5 days off bus
- Offense 46: Vandalism (10 days off the bus)

Students involved in damage to or destruction of property will share equally in the cost of repairs or replacement of that property. Additionally, refer to the appropriate offenses that address vandalism in Offenses 14, 33, and 40).

There will be no smoking or use of tobacco products on the buses. Open food or drinks are not allowed on the buses.

Profanity and other inappropriate language will be treated as a safety violation. Additionally, refer to Offense 18.

In accordance with state law, the bus driver is in charge. During investigation, a conference will be held with the bus driver and student in an attempt to resolve the matter. Misconduct or prejudicial treatment of students by the driver should be reported to the Denmark-Olar School District Two Bus Supervisor, in writing (and signed) as soon as possible.

Each bus driver will be allowed to appoint one or two riders to be monitors for that bus. All monitors will be approved by the District Bus Supervisor.

#### OUT OF SCHOOL SUSPENSION

1. The student is not permitted on the school grounds before, during, or after school hours during the time of suspension.
2. The student will not be permitted to participate in any in-school or out-of-school activity during the suspension.

\*\*\*\*\* Offenses not covered by these rules will be handled by the principal.

**Students who are asked to bring parents before returning to school should not report to school without a parent. Students who come back without a parent will have to be picked up or will remain in Behavior Intervention until a parent comes. Students are subject to additional days of suspension.**

#### OPTIONAL INTERVENTIONS

Optional interventions may include: Administrative Conferences, Parent Conferences, Home Visits, Counseling, Behavior Contract, and Work Detail.

## OPTIONAL INTERVENTIONS TERMS

### **Administrative Conference**

An administrator will hold an administrative conference with the student in an effort to resolve any inappropriate behavior of the student. During the conference a student may be asked to write a statement explaining how he/she could have avoided the situation. Documentation will be noted and placed in the student's file.

### **Parent Conference**

Parent will be asked to come to the school to talk with an administrator and/or a teacher concerning any problems with his or her child. Documentation may also be noted.

### **Home Visit**

An administrator will visit a student's home to talk with a parent in an effort to resolve concerns with his or her child's behavior. Documentation will be noted and placed in the student's file.

### **Counseling**

Student will attend counseling sessions with the school's counselor. Session may be individual or small group. The counselor will use effective counseling techniques to assist students in the attempt to correct undesirable behavior. The counselor will make necessary documentation to be placed in the student's file.

### **Behavior Contract**

A behavior contract is an assignment between an administrator and the student that sets an attainable goal for the student to reach in an effort to correct undesirable behavior. An incentive is often used as part of the contract to motivate the student.

### **Work Detail**

Student will be assigned small clean up chores such as picking up paper, washing tables in the cafeteria, cleaning windows and doors, taking out trash, or working in the bookroom.

## CLOSING OF SCHOOL DUE TO BAD WEATHER

In the event it is necessary to close school due to bad weather or another emergency, the following radio and television stations will be requested to make announcements when in doubt about school being in session. When the weather prediction is extremely bad parents should tune in to the following stations:

WNEZ-Aiken

WGCV-Orangeburg

WRDW- (Channel 12) - Augusta

WIIZ-Barnwell

WJBF (Channel 6) – Augusta

WIS (Channel 10) – Columbia

Parents may also check the Denmark-Olar Elementary School Facebook Page for any announcements concerning school closings.

## ATTENDANCE

South Carolina law requires students to miss no more than 10 days from a school year. Should a student have an unusually lengthy illness, parents should stay in regular contact with the school. Absences will be monitored daily and parents will be notified of irregular attendance and/or tardiness. Students who are truant and/or excessively tardy will be referred to the District Attendance Officer for possible court action.

Letters will be mailed to parents when students have three (3), five (5), and ten (10) consecutive absences. When a student has three (3) consecutive absences, the District Attendance Officer will be notified.

Any student with an excessive amount of absences who passes all subjects may be required to attend summer school at the expense of the parents. He/She may be required to take the subject with the lowest grade or be retained in the present grade.

## TARDINESS

Promptness to school and class is very important. Students are to be in their seats and ready to work when the bell sounds. The teacher will not confer with the student concerning tardiness (class time would be lost). Beginning with the third tardy and all subsequent tardiness to class the teacher will refer the student to an administrator.

Referral 1: Warning

Referral 2: Parent/Guardian Contact

Referral 3: Parent Conference

For Referral 4 and each additional referral, students will be assigned 1 day Out-of-School Suspension. Once a student has accumulated a minimum of 5 suspension days, he or she will be referred to the Superintendent of Schools in order to be reinstated.

## ALL SUBSEQUENT TARDINESS

If tardiness persists, the teacher and administration will counsel the student and notify the parent. All accumulated tardiness will start over at the beginning of the second semester. Teachers are asked to accept a note from another teacher or administrator excusing the student's tardy. This procedure should not persist and should only occur if the student was tardy as a result of the issuing teacher. (through no fault of the student)

## HALL CONDUCT

Students should only be in the hall when changing classes or using the restroom. At no time should students be in the hall unnecessarily. Students are to be quiet and should walk to the right at all times. No running, playing or pushing should be done. Students who violate hall rules will be dealt with according to Category I offenses.

## RECESS

Recess is a privilege. During recess students may go on the outside or remain in the homeroom. During gym recess, students should not run, push, shove or engage in horseplay. Students are not to remove their shoes or clothes. They should not engage in any physical activity that may be offensive to others. No excessive or rough play is allowed.

## CAFETERIA CONDUCT

Good nutrition goes hand in hand with education. At Denmark-Olar Elementary School, we take pride in the School Food Service Program. Students will be served breakfast and lunch. Students are to enter the cafeteria orderly, quietly, with their meal cards in their hand. They are to remain seated, keep their area clean, and dispose all trash properly. Students who violate cafeteria rules will be dealt with by an administrator.

Rules:

1. Students will enter the cafeteria quietly and in an orderly manner.
2. Students will remain quiet and use good table manners.
3. Students will stand quietly and remain in their places while in the lunch line.
4. Students will sit and remain seated at designated areas.
5. Students will pick up desired food items while going through the serving line and not return to the serving line.
6. Students will clean their eating area and empty trays in the containers after eating.
7. Students will treat everyone with dignity and respect.
8. Students will ask special permission to leave the cafeteria before dismissal.
9. Students will report to the cafeteria manager if a replacement tray is needed.

## APPEALS

Suspensions (whether in or out-of-school) may be appealed to the building principal and/or the Superintendent of Schools provided administrative protocol has been followed. Decisions involving low-level infractions (i.e. detentions, etc.) will be final by the building principal in most cases. The principal will recommend expulsion for serious infractions (i.e. verbal abuse, threat of death or serious bodily injury, physical assault or violence, etc.). A written appeal for a hearing must be made to the Superintendent of Schools.



## Emergency Preparedness

**Classroom Doors are to remain locked throughout the school day.**

### D.O.E.S. Emergency Drills

Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedures throughout the school year. In some cases, teachers may be alerted when we are planning a test. **Remember to take your grade book and count students.**

- **Fire Alarm** – Fire drills will be administered once a month.
- 1. The fire alarm will sound.
- 2. Teachers should lead their students from the building to the exit indicated on the evacuation plan posted by the classroom door when the fire alarm sounds, take grade books and proceed in orderly fashion to the designated area.
- 3. Once there, teachers should take roll and keep their classes together pending further instructions. If a student is missing, do not re-enter the building. Notify office personnel located outside.
- 4. The signal to return is the normal bell tone.
- 5. If your planning is during a drill, find your students outside and remain with them and the related arts teacher until the drill is over.



➤ **Tornado**

1. Four long rings.
2. Escort students to designated area in the hall.
3. Kneeling, students will fold their arms over their heads.
4. The signal to return is the normal bell tone.



➤ **Earthquake**

1. Ten short rings.
2. Teacher says calmly, "Earthquake". Students immediately take cover under anything that will provide some measure of protection from falling objects (in particular their desk).
3. Immediately after the crisis, calmly evacuate the building, following the procedure for a fire drill. If people are hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the administrator that people are hurt or trapped and their location. Keep your classes together pending further instructions. Stay away from power lines, poles, trees, and buildings. Utilities should be shut off, and no one should re-enter the building unless it has been declared safe.





➤ **Intruder**

1. You will hear, **“Lockdown, Lockdown, Lockdown”**.
2. Lock classroom doors, close blinds, and turn off lights immediately.
3. Move students to the back of the classroom to make the room appear empty.
4. You will hear, **“All Clear, please resume normal schedule”** after the intruder is off campus.



➤ **Bomb Threat**

1. Listen for directions.
2. Take students to the designated area, the school administrator will notify you of the designated area.
3. Once clear, administrators will direct you back on campus.



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

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

**I promise:**

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

## Denmark-Olar Elementary School



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

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

Please check one of the following:

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

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Date

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Student Signature

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Parent Signature