

*Calhoun County Public School*

# ***Sandy Run K-8 School***



## ***Student and Parent Handbook***

***2023-2024 School Year***



*Calhoun County Public School*

450 Old Swamp Road  
Swansea SC 29160  
(803) 655-7310

***Floyd Willis Dinkins, III, Principal & Michelle Bradley, Assistant Principal***

Dear Sandy Run K8 Family,

Welcome to the start of a brand new school year! We hope you all had an amazing and rejuvenating summer, filled with adventures and cherished memories. As the new principal of this incredible school, it is my honor to welcome each and every one of you back to our halls of learning.

This year, our school is embracing a powerful theme that illustrates our collective journey together: "Unleash Your Potential." It is a reminder that within each and every one of you lies incredible talent, creativity, and the ability to achieve greatness.

At SRK8, we believe in creating an environment that nurtures growth, fosters curiosity, and encourages exploration. Our dedicated teachers and staff are here to guide and support you on this exciting journey of self-discovery. They are passionate about igniting the spark within you and helping you develop the necessary skills to succeed academically, socially, and emotionally.

Remember, it is not the limits imposed upon you that define your potential; rather, it is the belief in yourself and the determination to go beyond those limits that truly matters. Be fearless in the pursuit of your dreams, for the possibilities are endless when you unleash your potential.

Throughout the school year, we will provide each of you with a diverse range of opportunities to explore different fields, discover your passions, and cultivate your talents. Whether it's participating in clubs, engaging in community service, or challenging yourself academically, each experience will help you unlock new dimensions of your potential.

As we embark on this journey together, I encourage you to support and uplift one another. We are a community of learners, where each individual brings something unique to the table. By fostering a supportive environment, we create the perfect conditions for everyone to thrive and unlock their true potential.

I have no doubt that this school year will be filled with achievements, breakthroughs, and moments of awe-inspiring growth. Together, let us unleash our potential and create a legacy of excellence at SRK8 that will resonate for years to come.

Educationally yours,

Floyd Dinkins and Michelle Bradley

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**Phone App: Remind App** (School Code: 247bch)

**School Website:** <http://srk8.ccpsonline.net>

## The School District of Calhoun County- 2023-2024

July						
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School Day  
 Professional Workday  
 No School  
 In-Service  
**Weather Make-Up Days: Oct. 23, Feb. 16 & 19**  
**There are no early release Tuesdays in May.**

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## **Sandy Run K-8 School ~ Dates to Remember**

Monday, August 14, 2023	First Day of School
Thursday, September 14, 2023	First Quarter Interim Reports
Monday, October 16, 2023	First Quarter Ends
Wednesday, October 18, 2023	Parent Conferences 3:30pm-7:00pm
Monday, November 28, 2023	Second Quarter Interim Reports
Tuesday, January 12, 2024	Second Quarter End/First Semester Ends
Thursday, February 15, 2024	Third Quarter Interim Reports
Wednesday, March 20, 2024	Third Quarter Ends
Tuesday, April 30, 2024	Fourth Quarter Interim Reports
Friday, May 31, 2024	Fourth Quarter Ends
Friday, May 31, 2023	Last Day of School for ALL Students

## **Student Fees**

Montessori and Child Development	\$35
Pre-Kindergarten	\$25
Kindergarten - 3rd Grade	\$15
Grades 4th - 8th Grade	\$15
Chromebook Fees (Kindergarten through Eighth Grade)	\$25

*Students in grades K-8 will use their Chromebooks at home each day at school. Students in grades pre-k to 3rd grade will leave devices at school.*

**\*\*\*Calhoun County Public School System is an eLearning District\*\*\***

### **1. School Hours**

**IMPORTANT: 8:00 am – 3:00 pm.**

Students arriving after 8:05 am in any of the instructional models are tardy.

**When students are physically in the building attending classes, students arriving after 8:05 a.m. must come into the office accompanied by a parent to be signed in.** Students arriving

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after 8:05 a.m. will be marked **tardy** and must receive a pass from the office to enter class (no teacher will admit a tardy student without an official pass.)

### 2. **Morning Drop-Off**

For morning drop off, supervision of students at SRK-8 **begins each morning at 7:20 am**. Students should NOT be dropped off before this time. **Please remember, it is for the safety of our children.**

### 3. **Breakfast and Lunch**

#### **Breakfast:**

- ❖ All students will eat breakfast in the cafeteria unless health concerns mandate a change.

#### **Lunch:**

- ❖ All students will eat lunch in the cafeteria unless health concerns mandate a change.

### 4. **Dismissal Times**

#### **Dismissal Times for Bus Riders**

CD, K, and Grade 1	3:00 pm
Grades 2, 3, 4, & 5	3:00 pm
Grades 6, 7, & 8	3:00 pm
Buses Leave	3:00 pm

#### **Dismissal Times for Car Riders**

All Car Riders	3:00 pm
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- ❖ All Grades are dismissed from the front of the building (cafeteria).

**\*\*Pick-ups** - Students should be picked up from school on time daily. Excessive late pick-ups may be reported to DSS.

### 5. **Transportation Changes**

Changes in student transportation must be in writing. You may send a note, an email (jwise@ccpsonline.net or aknapp@ccpsonline.net), or you may fax the request to **803-369-7043** before 2:00 p.m. **For the safety of our children, transportation will not be changed over the phone.**

### 6. **Early Dismissals (before 2:30 only)**

If a parent wishes to check out their child from school during the day, due to doctor/dental appointment or other valid reason, the parent is requested to come into the main office to properly sign the child out of school. **Should a parent send in another person to pick up their child, the person's name must appear on the Student Information Sheet under the "Permission to Pick Up Student" list. Proper ID will be requested.** Children will not be called from the classroom until the parent arrives in the front office. All early dismissals must occur before 2:30 pm. When possible, appointments should be scheduled after school or on school holidays. **Extensive early**

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**dismissals will be considered an attendance concern.** Students will not be dismissed early on a regular basis to prevent waiting in the car line.

### **7. Health and Safety Requirements for Visitors**

Health and Safety requirements will be dependent upon CCPS, DHEC, and CDC Safety Protocols.

### **8. Parent Conferences**

Parents are encouraged to meet with teachers, in-person, virtually, or by telephone, to stay updated on the progress of their child/children in the classroom. Conferences are to be scheduled before/after school or during teacher planning periods. You may schedule the conference through guidance. **Teachers will not be allowed to talk with parents or receive telephone calls during instructional time unless there is a true emergency.** Telephone messages will be forwarded to the teacher's voice mail. Messages will be retrieved by teachers at the end of the school day.

### **9. Guidance Counselors**

PreK-5<sup>th</sup> Grade Mrs. Betsy Tant [btant@ccpsonline.net](mailto:btant@ccpsonline.net)

6<sup>th</sup>-8<sup>th</sup> Grade Dr. Peggy Whittenburg [pwhittenburg@ccpsonline.net](mailto:pwhittenburg@ccpsonline.net)

- Email to Schedule a Virtual Conference
- Schedule a Phone Conference
- Discuss Concerns about School and Your Child
- Request Academic Assistance
- Discuss Social/Emotional Concerns
- Discuss College/Career Options

**Guidance Services:** Services are provided for all students. Emphasis is placed on each student's developmental needs. Some specific objectives are orientation, placement, appraisal, counseling, information, and evaluation.

### **10. Attendance Requirements**

#### **Student Attendance:**

Attendance is the key factor in student achievement. In all instructional models - eLearning or face-to-face- the South Carolina Code of Regulations and the Compulsory School Attendance Law are enforced to ensure that students attend school regularly. Any school absence represents an educational loss to the student. Please help ensure that our "children" are College and Career ready by attending school daily. Students will be expected to attend school through May 31, 2023, the last day for students as outlined on the Calhoun County School District 2023-2024 calendar. The following policies govern student attendance for Calhoun County Schools.

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### **Attendance Policy and Laws:**

- When your child is absent, you **MUST** turn in a medical or parent note within **five days** of his or her return to school in order for it to be considered a lawful absence. Excuses can be emailed to [cheatley@ccpsonline.net](mailto:cheatley@ccpsonline.net) or faxed to (803) 791-8975.
- Students who have **3 consecutive** unlawful absences or an accumulation of **5 unlawful** absences will have an attendance conference and be placed on an attendance intervention plan.
- If a child has **2 additional** absences after being placed on an intervention plan, the child will be referred to family court.
- Any student who accumulates more than **ten** unlawful absences faces the possibility of being retained.
- Your child must be at school for over 50% of the day to be counted present.
- **A parent note will excuse a maximum of ten days.** *These notes will only be accepted if the absences are considered to be lawful.*
- If notes are not handed in within **5 days** of your child's absence, the absences are considered unlawful.
- There are serious consequences for unlawful absences.

### **Lawful Absences:**

- Absences that are excused by a doctor or other medical professional
- Death in the immediate family (parent, grandparent, or sibling)
- A recognized religious holiday
- Special circumstances **approved in advance** by the principal (*Teachers do not have the authority to approve absences for special circumstances. **You must get approval from an administrator.***)

***If your child has an illness that will cause him/her to be absent in excess of five days, you must call the school and make a request for homebound instruction. You must have medical documentation verifying the need for this request.***

### **Unlawful Absences:**

- An unlawful absence is any absence that is not excused under the conditions mentioned above.

### **Consequences:**

- A total of **three consecutive** or **five total** unlawful absences and students are considered to be truant. At this point an attendance conference will be held to implement an attendance intervention plan.
- Refusal to attend the attendance conference and accumulating two or more unlawful absences after the scheduled conference date will result in a referral to family court.
- Parents convicted for educational neglect may be placed under court order, fined up to \$50 a day, and/or imprisoned for up to thirty days in jail for each unexcused absence thereafter.

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- Students between the ages of twelve and seventeen years of age may be prosecuted for truancy in family court. This could result in the child being placed in a DJJ facility for a period of 30 to 90 days and will result in the child having a criminal record.

**A Court Order may remain in effect until a child reaches 17 years of age or completes high school.**

### **11. Medication Procedures:**

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

### **12. 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 in order to begin school.

**\*\* Tdap immunization is required for all seventh-grade\*\***

### **13. Withdrawals**

- The school should be notified if you plan to withdraw your child/children.
- A withdrawal request form must be completed, all textbooks, library books, lunch fees, ChromeBook fees, and other fines must be cleared before the student receives a transfer record to another school.

## **Academics**

### **14. Interim Reports/Report Cards**

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

### **15. Promotion/Retention**

Students will be promoted to the next grade level if they demonstrate satisfactory classroom performance in English, English/language arts and mathematics, and one additional core academic area of science or social studies.

### **16. Academic Recognition**



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At the end of each nine week grading period, grades are reviewed to determine qualification for Honors and Awards. Students who have earned a grade of "A" in every subject will qualify for the Principal's List. Students who earn no less than a "B" in every subject will qualify for the "A – B" Honor Roll.

- **Grading Scale:**

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

### 17. 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 the student is doing.

### 18. Make-Up Work

A student will be allowed to make-up work missed during a **lawful** absence if arrangements are made with the teacher within five days of school return. The school will not allow a student who has an **unlawful** absence to make up missed work. The student will receive a daily grade of zero in each class/subject for each day missed. It is the responsibility of the student to make arrangements for making up all work missed as a result of a lawful absence. It is the responsibility of the teacher to allow the student opportunity and time for make-up work and test preparation. (AR JH-R Student Absences and Excuses)

### 19. Test Papers

Teachers will send test papers and other work home with students as needed. Parents should sign and return these papers to the teacher the next day.

### 20. E-Learning Expectations- (Unforeseen Circumstances/Inclement Weather)

#### **What does being an eLearning District Mean?**

When we experience a disruption in regularly scheduled school days, such as inclement weather, we would traditionally have to cancel school. Now CCPS students are able to continue their lessons at home via eLearning. In addition to avoiding breaks in the learning process, the use of eLearning days is less disruptive for families' schedules since there are no make-up days to be implemented. Virtual eLearning Days allow students to minimize the interruptions caused by bad

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weather days and continue to make educational progress. Students will have regular assigned classwork on eLearning Days, and their teachers will be available electronically. Students will be required to complete and submit all assignments as well as communicate with their teachers during the virtual eLearning days. Teachers will be expected to make contact with students, track virtual attendance and be available to students during virtual office hours

1. **Be on time.** Punctuality is especially important for Google Meets instruction, because we are working in the absence of normal checks to ensure that everyone can be gathered to start classes on time.
2. **Wear proper attire.** It is our expectation that students dress in a way that is modest, clean, and avoids any unnecessary distraction.
3. **Choose a good location.** As you and your child plan for e-lessons, it will be important to think through an ideal location. The most important thing is to have a clean and non-distracting background. If a student must work in their bedroom, make sure the bed or decorations are not prominent in the background. If possible, set up a desk with materials ready and a neutral background.
4. **Mute yourself if you experience unavoidable background noise.** If for reasons beyond your control noise becomes a problem in what you thought was a quiet space, please click the icon on the bottom left that will mute your audio. If it's impossible to find a quiet place in your current family setting, it's still important to attend classes.
5. **Give your full, focused attention and participate fully.** Giving eye contact to the screen is a good way to show your instructor that you are attending, unless of course you are taking notes. Side conversations with other students via another means of communication are definitely off limits. Show respect to the important learning process that you are engaged in during the Google meeting, just as you would if you were present in person with your whole class.
6. **Do ask questions.** Your teachers are there to support and help you, and it makes it easier on everyone if you can ask a question while together in Google meets. If you are experiencing some confusion or have a question about something, it's likely that someone else has that same question. Speak up.
7. **Keep up with all assignments. Set a routine and schedule to review and complete assignments.** Adopt a mindset that each day you will put in a solid day's work on school and learning. Give yourself little breaks and set micro-goals to ensure that you keep up the motivation.
8. **Check your email regularly.** Your teachers will be emailing you assignments, instructions, links to Google meetings clarifying misconceptions, and answering questions

## 21. Media Center Circulation

### **Book Checkout Guidelines:**

- **Child Development and Kindergarten:** Students who have turned in permission forms may check out one book at a time for one week. The book will be overdue after two weeks.

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- **First Grade:** First grade students may check out one book for one week. At the discretion of their teacher, students may check out two books at a time for one week. The book will be overdue after two weeks.
- **Second through Eighth Grade:** Second through eighth grade students may check out two books at a time. The books will be overdue after two weeks. It is recommended that students check out books in their comfort reading zone.

### **Renewals**

Books may be renewed if not in demand or on hold for another student.

### **Overdue Policy**

A book is overdue the day after the due date. Overdue notices for students with late materials will be placed in teacher mailboxes for distribution to students. Checkout privileges are suspended when a student has an overdue item on record. These are reinstated when the overdue clears.

### **Lost Book Policy**

When a book is reported “lost”, the media center will issue a Lost/Damage Book notice to the student. Checkout privileges are suspended for the student until payment is made or the book is returned in good, usable condition. After payment, a receipt is issued, and the student may check out books. If the book is found, the student may keep the book or donate it to the library. Lost book fees are based on the current replacement cost of the book.

### **Damaged Book Policy**

All students are informed of the guidelines for taking care of books during orientation. When a book is damaged, a student should return the book to the media center. A damage fee assessment based on the current replacement cost of the book will be made. A Lost/Damage Book Notice will be issued to the student. Checkout privileges are suspended for students with outstanding Lost/Damaged Book Notices. When payment is made, a receipt is issued, and checkout privileges are reinstated. Damaged books are discarded or given to the student.

**\*\*The school has the right to withhold from any student the privilege of attending a school sponsored paid event until outstanding fines are paid on all overdue, lost, or damaged books.**

**The media center will open at 7:45 a.m. and close at 3:15 p.m. Please be mindful that on rare occasions the media center may be closed or the hours may be adjusted.**

### **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 names appear 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.

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## **22. Code of Conduct**

The code of conduct is produced to provide uniformity in our discipline policies and procedures across the district. It also provides parents with the district's expectations for student conduct and behavior while attending school or school related activities. We believe the Student Code of Conduct Manual will affirm the importance of proper behavior. We believe that it will assist the school and home in working closely to assure that our students are fully aware of the expectations and consequences for violating school/district policies and procedures. Each student will be provided a copy of the 2023-2024 School District of Calhoun County Code of Conduct and electronic versions can be found at [SandyRunk8.net](http://SandyRunk8.net) or [CCPSonline.net](http://CCPSonline.net).

## **23. Cell Phone**

In all school instructional models, the students may not use cell phones during class. Students with cell phones must store them in their backpack and the cell phone must be turned off. Students need to tell their teacher or office staff if they feel they need to call their parents. Student calls to parents should be for important reasons only and must take place through the office. Cell phones may be taken by Sandy Run staff if used in violation of this policy and kept in the office for the designated time period and then be picked up by a parent.

- **First offense** - warning/confiscate device and return to student at the end of the school day. Parents/legal guardians will be contacted.
- **Second offense** - confiscate device/return device to parent/legal guardian.
- **Third offense** - confiscate device/return device to parent/legal guardian and privilege to have device is revoked for the remainder of the school year.
- **Fourth offense** - confiscate device/return device at the end of the school year.

## **23. Flowers**

Flowers, balloons, stuffed animals, etc., during the hybrid and face-to-face instructional models are not allowed in classrooms. Students receiving these items will be called to pick them up at the end of the day. For safety reasons, balloons will not be allowed on buses so an alternate pick-up method will need to be arranged.

## **24. Birthday Celebrations**

All birthday celebrations must be coordinated through the classroom teacher. The teacher will inform administration and receive approval. Celebrations must be held at the end of the school day.

## **25. Food/Treats**

All food items shared with students must be purchased, (no homemade items) packaged and sealed. This is for the safety of ALL children

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### **26. Field Trip Procedures**

It is recommended that all students be transported via school/site arrangements. It is the principal's discretion whether or not to allow students to be transported via another means of transportation. If the student is transported via means other than arranged by the school, the parent releases the School District from any and all liability that may arise as a result of this alternate means of transportation. In addition, a Field Trip Transportation Release must be completed upon approval and returned to the teacher prior to the day of the trip.

### **27. SRK-8 Dress Code**

*Purpose: The purpose of the Sandy Run K-8 Dress Code is to create an atmosphere that will allow us to provide the best education possible for your children while maintaining a safe learning environment.*

Appropriate dress for special events will be communicated to parents and students by the school. Exceptions to the dress code may be made by the administration for special days, special events, or activities. Third through eighth grade students must follow the student dress and grooming regulations.

1. All clothing, including shorts and skirts/dresses, must be appropriate for school. No short shorts or mini skirts/dresses are acceptable. An accepted guideline is not more than five inches above the knee when standing.
2. All pants must be worn at the appropriate waist level. Pants must be worn so that undergarments or skin is not visible.
3. Tops and bottoms must touch when the student is standing (no crop tops).
4. Clothing that is skin-tight or revealing may not be worn.
5. Backless or strapless dresses/ tops, halter tops, tops that expose cleavage, muscle shirts, and sleeveless undershirts that expose the torso may **NOT** be worn.
6. Clothing must not have **excessive rips or tears**. Appropriate clothing (leggings/ stockings) should be worn under clothing with rips.
7. Hats, caps, hair scarves, other headwear, and sunglasses are not to be worn in the building.
8. Shoes shall be worn at all times. **Flip flops interfere with safe play and are not allowed for the safety of our children.**
9. Sleepwear or slippers may not be worn.
10. Face or body piercings that are distracting are not allowed.
11. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. School officials shall use information obtained from community resources and the local gang task force to make judgments on what items and accessories are gang-related. Tattoos, on any part of the body, must be covered if they are gang-related or violate any of the provisions of this dress code.
12. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols, or any other insignia, that are vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate, racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts are prohibited.
13. Any clothing or accessories that inhibit the safety of the student or others is prohibited. Items of clothing or accessories with spikes, safety pins, or chains, including wallet chains, are prohibited. Any attachments to clothing that could be considered weapons are not allowed.

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### **28. Sandy Run K-8 School Locker Policy**

As of the 2023-2024 school year, students will not use lockers unless they have after school events (sports, band, etc.) in which case they may store the material for after school use in a locker with administrator approval.

### **29. Sandy Run K-8's Emergency Medical Plan**

- Examples of medical emergencies would be loss of consciousness, broken bones, seizures, cuts that may result in extreme blood loss etc.
- *The person observing the ill or injured person will immediately notify the nurse, administration, or first responder of the nurse's absence.*
- The nurse or designee in her absence will quickly assess the situation and determine if EMS should be called. The faculty or staff member person assisting the nurse will make the call to EMS upon receiving the directive from the nurse or his or designee
- If necessary, the injured or seriously ill student will be transported by EMS (911) to The Regional Medical Center of Calhoun and Orangeburg Counties unless paramedics deem necessary to transport the student to another facility.
- The school will attempt to notify parents/guardians immediately.
- A copy of the student's information card will be given to the paramedics.
- The faculty or staff member accompanying the students will also be given a copy of the student information card.
- The faculty or staff member accompanying the student will remain with the student at the hospital or emergency location until the parent(s)/guardian(s) arrive.
- The student will continue to monitor the progress of the students and provide support as necessary.
- Deputy Lawrence or a school official will pick up the faculty or staff member from the identified facility once the parent(s)/guardian(s) arrive and the student is in their care.

### **30. Problem Resolution**

The following information outlines the process you should use to resolve any problems you or your child may have related to school personnel, your child's grades or academic concerns, curriculum or instructional materials. If you follow this process, it should assist you in solving concerns more quickly and efficiently. It is important to work through problems together for the benefit of the child.

1. Contact the teacher. Set up a time for a virtual or telephone conference with him/her as soon as possible to discuss your concern. Put your concerns in writing before the conference so that all issues may be addressed. Most problems can be resolved at this level.
2. If you feel your concerns have not been addressed, set up a meeting with the administration staff (Guidance Counselors, Assistant Principal, or Principal).

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**Confidentiality** – Sandy Run K-8 safeguards the confidentiality of all records of children to include name, address, and other information about the child or family and information that may identify a child.

**Safety** - As we all know, keeping our children safe is our number one priority. Please notify a member of the administrative team if you notice a safety concern that may be harmful to all. In the case of an emergency, we will follow the protocols established by Calhoun County Public Schools (**School Emergency Response: Message to Parents**). Please familiarize yourself with the document so that in the case of a true emergency, we can work together, hand-in hand, to ensure the safety of our children.

### **Calhoun County Public Schools School Emergency Responses: A Message to Parents**

The following information is shared to help parents understand the prevention and preparation initiatives that are in place to keep Calhoun County Public Schools' (CCPS) students and employees' safe, how schools respond during and after an emergency, and how parents can play a vital role in each phase.

#### **Prevention**

1. In addition to traditional fire and tornado drills, CCPS works proactively with the Calhoun County Sheriff's Office, the St. Matthews City Police Department, Calhoun County Fire and EMS, and other human services agencies on behalf of the safety of our students and staff.

#### **Preparation**

1. Each school has a plan in place to manage emergencies that may arise. Plans are developed with input from the Sheriff's Office and other law enforcement agencies.
2. Depending upon the situation, the plan may include evacuation of students and staff to another location or Locking down the building and not allowing students to leave their classroom. Under these conditions, only authorized personnel will be allowed entrance to the school.
3. Like fire and tornado drills, intruder drills have been added to school emergency management plans. These drills allow students and staff members to practice effective responses to unauthorized intruders on school property.
4. There may be times when parent volunteers may be enlisted to provide assistance with security in the schools (i.e., monitoring entrances and exits; welcoming visitors, etc.). Individual schools will coordinate these volunteer efforts.
5. **In the event of an off campus evacuation, the parent(s) or guardian(s) must present identification to the school representative for reunification with the student.**

#### **Response**

For several important reasons, many specific details about response plans are not shared publicly. However, it is important for parents to understand the following:

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1. Safety is the priority for staff at the school when an emergency is unfolding. Staff members and first responders will be focused on managing the emergency and taking care of the students.
  - As soon as accurate information is available, it will be shared with Emergency Contact Persons (ECP)
2. As soon as accurate information is available, it will be shared with parents as follows:
  - Parents of individual students directly involved in the event
  - Parents of students indirectly involved in the event
  - School Board and staff
  - Local media as appropriate
3. Information will be shared using one or more of the following methods:
  - Individual contact with parents of students directly involved in an emergency
  - Letter from principal - Notification All Call System to Parents
  - The school and district website [www.ccpsonline.net](http://www.ccpsonline.net)
  - Local media
4. The school district understands the anxiety that parents feel when there is potential danger to children. Probably the most difficult, but a very important way that parents can assist schools in responding effectively to emergencies, is NOT to call or come to the school during an emergency.
  - Telephone lines will be needed for emergency outgoing calls.
  - In the case of an intruder or other terrorist activity, schools will be locked down and only authorized personnel will be permitted to enter or exit buildings.
  - The Calhoun County Sheriff's Office or St. Matthews City Police may block access roads.
  - Information about how and where to connect with your child will be provided as soon as possible through the Notification All Call System to Parents, the website, and local media.

### ***Recovery***

1. School counselors and other human services professionals will be available to work with individuals and groups of students who may need help working through fear or grief following such an event.
2. Following the emergency, school leaders, teachers, students, parent representatives and other community partners will review and evaluate the lessons learned.
3. Adjustments to school security measures and emergency response plans will be recommended as appropriate and will become part of the prevention efforts of the school district.



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Please complete this form and return it to your child's teacher within the first week of school.

Thank you.

***I read and understand the following policies as explained in this handbook. I am aware the policies will be followed as outlined.***

\_\_\_\_\_

***Date***

\_\_\_\_\_

***Student Signature***

\_\_\_\_\_

***Parent Signature***

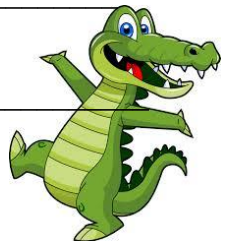
Student Name : \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher's Name: \_\_\_\_\_



***~Working together for the advancement of our students. ~***

