

Sandy Run K-8 School

Student and Parent Handbook

2026-2027 School Year



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

Floyd Dinkins III, Principal

Krystal Zeigler, Assistant Principal

Dear Sandy Run K-8 Families and Students,

Welcome to the 2026–2027 school year! We hope you had a summer filled with fun, laughter, and time with the people you love. We are excited to welcome everyone back to Sandy Run K-8 and can't wait to begin another year of learning, growing, and celebrating success together.

This year, our school-wide focus is: **Every Standard. Every Lesson. Every Student. Every Day.**

This simple message reminds us that every lesson matters, every day is an opportunity to learn, and every student can be successful. Our teachers are committed to providing engaging, meaningful instruction that challenges students to think, create, solve problems, and reach their highest potential.

Just as important as learning is making sure every student feels welcomed, valued, and connected. We will continue to build strong relationships through **Capturing Kids' Hearts®**, helping every child feel safe, respected, and encouraged each day. We believe that when students know they are cared for, they are more confident, more engaged, and more successful.

At Sandy Run K-8, we are also committed to creating a school where everyone can thrive. We ask our students to come each day ready to learn, show kindness, demonstrate respect, and take pride in our school. Whether in the classroom, hallways, cafeteria, playground, or on the bus, every Gator has the opportunity to make a positive difference. Together, we will create a school culture where everyone feels like they belong.

Families are an essential part of our success. Thank you for partnering with us and trusting us with your children each day. Your encouragement at home, your involvement at school, and your support throughout the year make a tremendous difference. When families and schools work together, students achieve great things.

As we begin this new year, let's work together to make 2026–2027 a year filled with growth, achievement, and unforgettable memories. We are excited to cheer on every student as they discover new strengths, overcome challenges, and celebrate their accomplishments.

Thank you for being part of the Sandy Run K-8 family.

Together, **let's stay on target, lead with heart, and make this our best year yet!**

Go Gators!

School Website: <https://sandycalhounsc.schoolinsites.com/>

School Facebook Page: <https://www.facebook.com/SandyRunK8/>

Educationally yours,

Floyd Dinkins III, Principal and Krystal Zeigler, Assistant Principal

Sandy Run K-8 School ~ Dates to Remember

Monday, August 3, 2026

First Day of School

Friday, May 21, 2027

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 be required to pay the \$25.00 insurance fee, which is due at the time of registration.

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

We are pleased to announce that on June 1, 2020, Calhoun County Public Schools (CCPS) was added to Cohort 3 of the eLearning initiative. Our district was among twenty-seven other districts added to the program.

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 can 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 enable students to minimize interruptions caused by inclement weather and continue making educational progress. Students will have regularly 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.

School Hours

IMPORTANT: 8:00 am – 3:00 pm.

Students arriving after 8:00 am in any instructional model are tardy. Parents must come into the building to sign them in.



When students are physically in the building, attending classes, and students arrive after 8:00 a.m. must come into the office, accompanied by a parent, to be signed in. Students arriving after 8:00 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).

Habitual school tardiness is considered a Level 1 Infraction under The Calhoun County Code of Conduct, and consequences will be administered as necessary.

1. 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.*** Please use caution and use the drive-through line. There is no parking, and bringing your student in before 8 am is due to safety reasons.

Breakfast

Students in grades PK-5th Grade will eat Breakfast in the cafeteria. Breakfast will be served from 7:20 to 7:50.

Students in grades 6- 8 will report to rooms as follows for staff-supervised breakfast/study hall:

- 6th Grade-Band Room
- 7th Grade-Art Room
- 8th Grade-Science/Chorus Room

2. Dismissal Times

Dismissal Times for Bus Riders and Car Riders

Hallway	Monday, Wednesday, Thursday, Friday	Tuesday
Beullah Bus Riders/High School Shuttle	2:45 pm	12:45 pm
Car Riders	3:00 pm	1:00 pm
A-Hall	2:55 pm	12:55 pm
B-Hall	3:00 pm	1:00 pm
C-Hall	3:00 pm	1:00 pm
Bus Departure	3:05 pm	1:05 pm

- ❖ Grades CD-2nd are dismissed from the front of the building (cafeteria).
- ❖ Grades 3rd-8th are dismissed at the side of the building (bus ramp).
- ❖ Students in 3rd to 8th grade with younger siblings are dismissed from the front of the building

****Pick-ups** - Students should be picked up from school on time every day.

****Excessive late pickups may be reported to DSS. ****

3. Transportation Changes

Changes in student transportation must be in writing. You must send a note or email to your child's teacher, as well as to cheatley@ccpsonline.net or dcallahan@ccpsonline.net. before 1:30 p.m. **For the safety of our children, transportation will not be changed over the phone.**

4. Early Dismissals

If a parent wishes to check their child out of school during the day for a doctor's appointment, dental appointment, or other valid reason, they are required to come into the main office to properly sign the child out of school. If a parent sends someone else to pick up their child, the person's name must be listed on the Student Information Sheet under the "Permission to Pick Up Student" section. 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 outside of school hours or on school holidays. **Extensive early dismissals will be considered a concern regarding attendance.** Students will not be dismissed early regularly to prevent waiting in the car line.

5. Parent Conferences

Parents are encouraged to meet with teachers in person, virtually, or by telephone to stay updated on their students' progress in the classroom. Conferences are to be scheduled before or after school, or during teacher planning periods. **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 voicemail. Messages will be retrieved by teachers at the end of the school day.

Health and Safety Requirements for Visitors

Health and Safety requirements will depend on CCPS, DHEC, and CDC Safety Protocols.

6. Guidance Counselors

PreK-5th Grade Mrs. Betsy Tant btant@ccpsonline.net
6th-8th Grade Teranessa Bartley tbartley@ccpsonline.net

- Discuss Concerns about School and Your Child
- Request Academic Assistance
- Discuss Social/Emotional Concerns
- Discuss College/Career Options
- Schedule Conferences

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.

7. 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 21, 2027, the last day for students as

outlined on the Calhoun County School District 2026-2027 calendar. The following policies govern student attendance for Calhoun County Schools.

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.
- Students who have **three consecutive** unlawful absences or accumulate five **unlawful** absences will be required to attend an attendance conference and will be placed on an attendance intervention plan.
- If a child has **two 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 deemed 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.***)

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 will result in the student being considered 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 the family court.
- Parents convicted of educational neglect may be subject to a court order, fined up to \$50 per day, and/or imprisoned for up to thirty days in jail for each subsequent unexcused absence.
- Students between the ages of 12 and 17 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.

8. Medication Procedures:

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 or guardian **must obtain a permission form from the nurse and have it signed by a licensed healthcare professional.** It is the parents' responsibility to get the form signed by the doctor. **Short-term and long-term prescriptions as well as any non-prescription drugs (such as cough drops, Tylenol, etc.) must be brought to school by parents in the original bottle, accompanied by the appropriate permission form. Students are not permitted to bring or store medication in the classroom.** Appropriate disciplinary actions will be taken if a student is found to have medication in class or on school grounds without the designated paperwork on file.

Immunization Certificate

South Carolina requires that students have a Certificate of Adequate Immunization. No student will be allowed to begin school unless they are in full compliance with all applicable laws. 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 students****

9. Withdrawals

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



Academics

10. Interim Reports/Report Cards

Report cards will be issued every nine weeks and must be returned signed. See the School Calendar for issue dates. Interim reports will be issued midway through each quarter's grading period.

11. Promotion/Retention

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

12. Academic Recognition

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.

CCPS GRADING Scale

Letter Grade	2025-2026 CCPS Grading Scale
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

13. Homework

Homework is assigned daily. The reasons are:

- To provide practice on learned skills and the opportunity to learn good study habits.
- To provide an opportunity for growth in responsibility.
- To provide parents with an opportunity to see what their student is studying and how well they are doing.

14. 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 returning to school. The school will not permit a student with an **unlawful** absence to make up missed work. The student will receive a daily grade of zero in each class or subject for each day missed. It is the student's responsibility to make arrangements for completing all work missed as a result of a lawful absence. It is the responsibility of the teacher to allow the student the opportunity and time to complete make-up work and prepare for tests. (AR JH-R Student Absences and Excuses)

15. Test Papers

Teachers will send test papers and other work home biweekly for kindergarten through fourth-grade students. Parents should sign and return these papers to the teacher the next day.

16. 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 the 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 the receipt of a new book. A book may be loaned to a student (if available) for classroom use only.

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

- **Be on time.** Punctuality is especially important for Big Blue Blutton instructions because we are working in the absence of normal checks to ensure that everyone can gather to start classes on time.
- **Wear proper attire.** It is our expectation that students dress in a way that is modest, clean, and avoids any unnecessary distractions.
- **Choose a good location.** As you and your child plan for e-lessons, it will be essential to consider an ideal location for them. 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.
- **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.
- **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 alternative means of communication are off-limits. Show respect for 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.
- **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 Big Blue Button. If you are experiencing some confusion or have a question about something, it's likely that someone else has that same question. Speak up.
- **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 you maintain motivation.
- **Check your email regularly.** Your teachers will be emailing you assignments, instructions, links to Google meetings, clarifying misconceptions, and answering questions.

18. Media Center Circulation Policy

Book Checkout Limits:

- **Pre-K and Kindergarten:** May check out **one book** at a time with parental permission.
- **1st Grade:** May check out one book at a time.
- **2nd – 8th Grade:** May check out **two books** at a time.

Loan Period:



- Books are checked out for **2 weeks**.
- Books become **overdue** if not returned after 2 weeks.

Overdue Books:

- Students with **overdue books may not check out** new books until they have returned the overdue items.

Lost or Damaged Books:

- Students are **responsible for paying the replacement cost** of any lost or damaged books.
- Students who have lost or damaged books **may not check out new books** until the replacement cost has been paid.

Refunds:

- If a lost book is found **within the same school year** and is **not damaged**, a refund may be requested.
- **No cash refunds** will be given.
- The school bookkeeper will process refund requests.
- **Refund checks** will be mailed to the parent or guardian.



19. Cell Phones

In all school instructional models, students are not allowed to use cell phones during class. Students with cell phones must store them in their backpacks and have them turned off. Students should inform their teacher or office staff if they feel the need to contact 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. After this period, a parent will pick them up.

- **First offense** - issue a warning and confiscate the device, returning it to the student at the end of the school day. Parents or legal guardians will be contacted.
- **Second offense** - confiscate the device and return it to the parent or legal guardian.

- **Third offense** - confiscate the device and return it to the parent/legal guardian; the privilege to have the device is revoked for the remainder of the school year.
- **Fourth offense** - confiscate the device and return it at the end of the school year.

20. **Bullying**

Calhoun County Public Schools' Policy on Harassment, Intimidation, or Bullying.

Purpose:

To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying. The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following.

- Harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.
- Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with the orderly operation of the school.

Any student who feels they have been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with the procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and in a confidential manner. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another 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 be aware of and adhere to the school's and district's policies, rules, and regulations. Any student or employee found to have engaged in the prohibited actions outlined in this policy will be subject to disciplinary action, up to and including expulsion for students and termination for employees. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus that involves the inappropriate use of the Internet or web-based resources, if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

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

Bullying at SRK8 can be reported by using the STOPit App on a phone or by going to their website at stopitsolutions.com. The access code is SRK8Gators.

21. Flowers

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

22. Health and Wellness

It is the mission of Sandy Run K8 to promote the health and wellness of students, staff, and the community through education and initiatives that:

- Encourage habits of wellness
- Increase awareness of factors and resources contributing to well-being
- Inspire and empower individuals to take responsibility for their own health
- Support a sense of community
- Offer new fruits and vegetables through supplied grants.

23. Birthday Celebrations

All birthday celebrations must be coordinated through the classroom teacher and the front office/administration. All small celebrations are to be held at the end of the school day.

To help promote the health and wellness of all students, we encourage birthday celebrations to include a small healthy snack and/or a small party favor for each classmate, or you could consider donating a book or game to your student's classroom in their name instead of a snack or party favor. Please remember that students have allergies to certain foods!

24. Food/Treats/Beverages

All food items shared with students must be purchased (no homemade items), packaged, and sealed. This is for the safety of ALL children. We encourage healthy foods and snacks, and we recommend that you contact your student's teacher to determine if there are any food-related allergies in your student's classroom. You can visit the following two websites for more information:

<https://www.fns.usda.gov/cn/tools-schools-focusing-smart-snacks>
<https://snacksafely.com/safe-snack-guide/>

Water fountains are available throughout the school. We encourage students to bring a refillable water bottle with them each day, as ***water will be the only drink permitted in***

the classroom and hallways during instructional periods.

SRK8 will not use foods or beverages as rewards for academic performance or good behavior. Additionally, SRK8 will not withhold food or beverages as a form of punishment. Teachers are provided with a list of alternative ideas for behavior management.

25. Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (e.g., running laps, push-ups) or withhold opportunities for physical activity (e.g., recess, physical education) as a form of punishment.

26. Field Trip Procedures

It is recommended that all students be transported via school or site arrangements. It is the principal's discretion whether to allow students to be transported via an alternative means of transportation. If the student is transported via means other than those 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. Additionally, a Field Trip Transportation Release must be completed upon approval and returned to the teacher before the trip date.

27. SRK-8 Dress Code

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

1. All clothing, including shorts, skirts, or dresses, must be appropriate for school. No shorts, mini skirts, or mini dresses are acceptable. A generally accepted guideline is that the hem of the garment should not be 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 are not visible.
3. Tops and bottoms must touch when the student is standing (no crop tops).
4. Clothing that is skin-tight or revealing, such as yoga pants, is not permitted.
5. Backless or strapless dresses and tops, halter tops, tops that expose cleavage, muscle shirts, and sleeveless undershirts that reveal the torso are prohibited.
6. Clothing must not have excessive rips or tears. Appropriate clothing (leggings/stockings) should be worn under clothing with rips.
7. Hats, caps, other headwear, and sunglasses are not permitted 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 and slippers are not permitted.
10. Students' hairstyle, length, or color shall not be regulated except when necessary to ensure health, safety, or to prevent substantial disruption to the educational environment.
11. Face or body piercings that are distracting are not allowed.
12. 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.
13. 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.
 14. 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, or the use of tobacco, drugs, or alcohol, or any unlawful acts, is prohibited.
 15. Any clothing or accessories that inhibit the safety of the student or others are 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.

28. 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 a first responder in the nurse's absence.

In her absence, the nurse or a designee will quickly assess the situation and determine if EMS should be called. The faculty or staff member assisting the nurse will make the call to EMS upon receiving the directive from the nurse or his or her designee

If necessary, the injured or seriously ill student will be transported by EMS (911) to MUSC Health in Orangeburg, unless paramedics deem it necessary to transport the student to another facility.

The school will attempt to notify parents or 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) or guardian(s) arrive.

The faculty or staff will continue to monitor the student's progress and provide support as necessary.

Deputy Garvain, or a school official, will pick up the faculty or staff member from the identified facility once the parent(s) or guardian(s) arrive and the student is in their care.

29. 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 help you resolve concerns more quickly and efficiently. It is essential to work through problems together for the child's benefit.

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, Principal).

30. Confidentiality

Sandy Run K-8 safeguards the confidentiality of all records related to children, including their names, addresses, and other personal information, as well as any information that may identify a

child.

31. 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 pose a risk to everyone. 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 event of an actual 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 to ensure 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 in collaboration with the Sheriff's Office and other law enforcement agencies.
2. Depending on the situation, the plan may include evacuating students and staff to another location or locking down the building and preventing students from leaving their classrooms. 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 are enlisted to provide assistance with security in schools (i.e., monitoring entrances and exits, welcoming visitors, etc.). Individual schools will coordinate these volunteer efforts. Any volunteers who come in will have a completed background check.

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.

1. Safety is the top priority for staff at the school in the event of an emergency. Staff members and first responders will focus on managing the emergency and caring for the students.
 4. 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:
 4. Parents of individual students directly involved in the event
 5. Parents of students indirectly involved in the event
 6. School Board and staff
 7. Local media, as appropriate
3. Information will be shared using one or more of the following methods:
 1. Individual contact with the parents of students directly involved in an emergency
 2. Letter from Principal → Notification: All Call System to Parents
 3. The district website www.ccpsonline.net
 4. Local media
 5. Facebook
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 needed and incorporated into the school district's prevention efforts.



GATORS

We are the B.E.S.T



B

BELIEVE AND SUPPORT EACH
OTHER WHOLEHEARTEDLY

E

EMPOWER OTHERS TO OPERATE
OPTIMALLY IN HIS/HER SPACE

S

STUDENT-CENTERED IN ALL
WAYS

T

TRANSPARENCY, HONESTY, AND
TRUSTWORTHINESS IN OUR ACTIONS
AND WORDS

IF WE EMPLOY THESE FOUR SIMPLE BELIEFS, WE CAN
SHIFT OUR CULTURE FOR ALL AND ULTIMATELY
IMPACT STUDENT ACHIEVEMENT AND SUCCESS,
BECOMING THE BEST SCHOOL

THANK YOU FOR YOUR SUPPORT!

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

Thank you.

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

Student's Name: _____

Parent's Name: _____

Parent's Email: _____

Parent's Phone Number: _____

Grade: _____

Homeroom Teacher's Name: _____

Date

Student Signature

Parent Signature

~Working together for the advancement of our students. ~