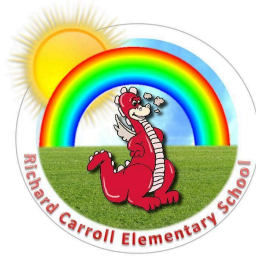


Richard Carroll Elementary School
Bamberg County School District
2024-2025



1980 Main Highway
Bamberg, South Carolina 29003
Telephone: (803) 245-3043
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Mandy Edwards, Principal
Ann Boykin, Assistant Principal
Kevin Crosby, Assistant Principal, Director of Transportation
Jazmyn Medlin, School Counselor
Hope Smalls, School Counselor

School Mission Statement

We are Richard Carroll Elementary School.

Together we...Learn with Passion

Lead with Integrity

Succeed with Confidence

Richard Carroll Elementary School Expectations:

- Be Respectful
- Be Responsible
- Be Ready

Academics

Grading Policy: A uniform grading policy will apply in Bamberg District One 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
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Homework: Homework varies by grade level. When homework is assigned, it is:

- to provide practice for skills taught
- to keep parents informed of skills being taught.
- to teach responsibility.

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

Weekly Grades/Papers: Teachers will send grade reports and/or signed papers home by the student on each grade level's designated day. Parents should sign and return these grade reports and/or signed papers to the teacher the next day. If you do not receive grade reports and/or signed papers on a regular basis, please contact your child's teacher.

Report Cards: Progress reports will be issued mid grading period of each quarter. Report cards will be issued every nine weeks and must be returned signed.

Nine Weeks	INTERIM REPORTS GO HOME	REPORT CARDS GO HOME
1st	September 10	October 15
2nd	November 12	January 13
3rd	February 6	March 25
4th	April 29	May 30

Arrival

- **Supervision of students begins at 7:15 am. Students should NOT be dropped off before 7:15 am. RCES is not liable for any student dropped off before 7:15.**
- Breakfast is optional for all students between 7:15 am - 7:45 am daily.

Birthdays

All birthday celebrations must be **coordinated** through the classroom teacher. Students will be allowed to bring cupcakes, etc.(store bought items only) for their classmates on their birthday. However, **these items can ONLY be consumed in the lunchroom during your designated lunch time.**

Cell Phones

Cell phones or personal electronic communication devices are prohibited during the school day. A personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals.

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.

Conferences

Parents are encouraged to meet with teachers. Appointments should be made to coincide with teachers' schedules. **In general, teachers will not be allowed to talk with parents during class time because this takes away from the instructional time owed to all students. Parents wishing to visit with teachers should call for an appointment.** Messages will be given to teachers as soon as possible.

Dismissal

- **School dismisses at 2:50 p.m. each day.** Car riders are dismissed with the supervision of faculty and staff who assist in loading your child safely into the vehicle picking them up.
- Students are called by name and asked to load at the FRONT, MIDDLE, or BACK.
- In order to quickly and safely load the students, please remind them to wait quietly, listen for their name to be called, and the **location in which they are to report (FRONT, MIDDLE, BACK).**
- ***Car Tags are REQUIRED to be placed in each car on the rear view mirror for student pickup.*** Please understand that is simply for the SAFETY OF YOUR CHILD. Any vehicle not having a car tag will be asked to park until clarified. Tags can be obtained at Open House or in the front office of the school any day.

DRESS CODE

Appropriate and non-distracting attire shall be worn in the educational setting. This includes off-campus activities such as field trips, performances and school-sponsored events.

APPROPRIATE ATTIRE

- Skirts, shorts, and skorts must be at least three (3) inches below fingertips when standing, arms extended at the student's side. (leggings or tights do not substitute for length)
- Leggings/tights/thermal tights may only be worn under dresses, shirts, or skirts of the appropriate length described above. Leggings or tights may also be worn under jeans that have holes to cover skin.
- Clothing must cover undergarments
- Pants, shorts, skirts, and skorts must be worn at the waist
- Shoes, shirts, and pants must be worn at all times

INAPPROPRIATE ATTIRE FOR ALL STUDENTS

- **NO BLANKETS**
- Hats, hoods on clothing or jackets, head scarves, bandanas, and sunglasses should not be worn inside the building (this does not apply to designated spirit days assigned by the administration)
- Tank tops, tube tops, halter tops, and tops with string straps, unless covered by a shirt or blouse
- Bare midriffs and backs
- See-through garments
- Garments that have open holes higher than 3" below the fingertips, when standing, **UNLESS TIGHTS ARE WORN UNDER THEM, COVERING SKIN**
- "Sagging" pants, shorts worn below the waistline Underwear/shorts should not be showing

- Clothing/jewelry may not display alcohol, tobacco, or controlled substance advertisements.
- Clothing may not display vulgar writing or symbols that are sexual in nature or which illustrate violence. Also, while the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate and students will be asked not to wear the clothing/jewelry.

NOTE: The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or result in the disruption of or interference with the school environment and student safety. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be addressed as outlined in the Student Code of Conduct.

Early Dismissal

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 note is required for any change in your child's transportation. If your child is going home a different way other than the norm, he or she must bring a note to his/her teacher.**

Emergency Preparedness

Classroom doors and windows are to remain locked throughout the school day.

Fire:

- Monthly Drills
- Teachers will give evacuation instructions
- Bathrooms, etc. are checked
- Exit routes are posted in each classroom

Tornado:

- Once a year
- No phone calls during drill
- Go to hall safety position (duck and cover)

Earthquake:

- Once a year
- Teacher directs students to positions under desk/tables and away from windows

Lockdown:

- Twice per year
- Signal – Lockdown, Lockdown, Lockdown
- Teachers follow safety protocol

Flowers

Flowers, balloons, stuffed animals, etc. **are not allowed in class.** Delivery at school is not encouraged. Students receiving these items will be called to pick them up at the end of the day. Due to the size of RCES -

Florists will NOT deliver flowers on VALENTINE'S DAY. We ask that any gifts be given when your child gets home.

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.

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.

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.**

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.

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.

Outside Food

Students may bring their own lunch from home, however they are not allowed to share with other students. However, lunch cannot be delivered to them at school.

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.

Promotion Criteria for Grade Six: To be eligible for promotion, a student must maintain a **60 average in English/ language arts and math and maintain a 60 average in science or social studies**. 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. 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.

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 One, 3830 Faust Street, Bamberg, SC 29003. 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.

STUDENT ABSENCES AND EXCUSES for Elementary School Attendance

Bamberg County School District believes that regular attendance is of utmost importance for school engagement, social adjustment, and scholastic achievement. Continuity in the learning process is seriously disrupted by excessive absences. Further, regular attendance establishes a pattern of responsibility and commitment that will serve students throughout their lives, including during post-secondary education and in the workplace.

According to state law, it is the obligation of every parent/legal guardian to ensure that every child under their care and supervision, if of compulsory attendance age, attends school. However, the board recognizes that some absences are unavoidable. The board will take all reasonable, educationally sound, and corrective actions prior to resorting to the juvenile justice system.

The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

- Attendance is accurately checked, recorded, and reported each day for each class.
- All excuses for student absences, both lawful and unlawful, are recorded for each absence.
- Medical homebound instruction for students experiencing a prolonged illness or injury requiring them to be absent from school is expeditiously initiated and consistently provided.
- When excessive absences and/or tardies become a pattern, the principal or his/her designee oversees the development and implementation of a written intervention plan designed to improve student attendance habits and to link students and their families to all appropriate school and community resources in furtherance of this goal.
- When truancy and/or repeated tardies continue following implementation of a written intervention plan, students are referred to the family court, and parents/legal guardians to the Department of Social Services, to address truancy issues as outlined in the administrative rule accompanying this policy.

Excuses

- Students will be expected to present a written excuse, signed by a parent/legal guardian or certified medical practitioner, in all cases of absence. If a student fails to bring a valid excuse to school for an absence, the student will receive an unlawful absence. A valid excuse must list the date of the absence, the date of the excuse, the reason for absence, and the telephone number and signature of the parent/legal guardian or certified medical practitioner. The school will keep the content of an excuse confidential to the extent appropriate.
- Any student who fails to submit a valid excuse, within three days of returning to school, will automatically receive an unexcused and unlawful absence. Principals will have discretion to accept medical excuses beyond three days as they determine appropriate under the circumstances.
- False or forged excuses will be referred to the school administration for appropriate disciplinary action and the absence may be considered unlawful.

Lawful Absence(s):

- The student is ill and attendance in school would endanger his/her health or the health of others.
- There is a death or serious illness in his/her immediate family.
- There is a recognized religious holiday of the student's faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- A child in foster care who must be absent due to a certified court appearance or related court-ordered activity including, but not limited to, court-ordered treatment services.

Unlawful Absence(s):

- The student is willfully absent from school without the knowledge of their parent/legal guardian.
- The student is absent without acceptable cause with the knowledge of their parent/legal guardian.
- Suspension is not to be counted as an unlawful absence for truancy purposes.

Truancy Intervention:

Once a student is determined to be truant, school officials will make every reasonable effort to meet with the parent/legal guardian to identify the reasons for the student's continued absence, including telephone calls, home visits, written messages, and emails.

- **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.

A written intervention plan will be developed by school administrators in conjunction with the student, parent/legal guardian, and other representatives deemed necessary by school administration. The intervention plan must include, but is not limited to, the following:

- a designated person to lead the intervention team (may be someone from another agency)
- reasons for the unlawful absences
- actions the parent/legal guardian and student will take to resolve the causes of the unlawful absences
- documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs
- actions to be taken by intervention team members
- actions to be taken in the event unlawful absences continue
- signature of parent/legal guardian or evidence that attempts were made to include them
- documentation of involvement of team members
- guidelines for making revisions to the plan

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.

Approval of Absences in Excess of 10 Days:

After 10 lawful or unlawful absences, or a combination thereof, the principal of the school will approve or disapprove each succeeding absence.

Makeup Work:

- A student will be allowed to make up work missed during the absence as long as the student or his/her parent/legal guardian makes appropriate arrangements with the teacher(s) within five school days of

the student's return to school. The student should complete the make-up work within 10 days after his/her return to school, although the teacher may provide additional time in which to complete the work to the extent additional time is appropriate and reasonable.

- All make-up time and work must be completed within 30 days from the last day of the course. The board or its designee may extend the time for a student's completion of the requirements due to extenuating circumstances that include, but are not limited to, the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond 30 days due to extenuating circumstances must be completed prior to the beginning of the subsequent new school year.
- School principals will exert every realistic effort to provide assurance that this administrative rule is adhered to in a fair and consistent manner. Principals will place special emphasis on coordinating implementation affecting students within the same family.

Tardy

Students arriving after 7:45 a.m. must be accompanied by a parent that signs them into school in the office. Class begins at 7:45 a.m. daily. When students are tardy, instruction time is lost. Please make every effort to arrive at school on time.

Tardiness: Unexcused/Unlawful tardies are considered a violation of the CSAL (Compulsory School Attendance Law) in that instruction time is missed. Unexcused tardies will be addressed in an Attendance Intervention Plan and may result in a referral to the District Attendance Office and/or Family Court.

Lawful Tardies: In order for a tardy to be excused written documentation must be provided.

- Illness on part of the student with a written medical excuse
- Emergency and/or hardships at the discretion of the principal
- Doctor or Dentist appointment
- Late bus arrival
- Teacher, Guidance, or Administrator Conference

Unlawful Tardies: Three written parent excuses for any reason or combination of reasons will be accepted per semester. Any additional excuses must be official written medical excuses etc. or will be considered unlawful.

- Illness on part of the student without a written medical excuse
- Oversleeping, traffic, carpool trouble, or other "personal reasons"
- Missed Bus
- Car trouble

To support the goal of the Compulsory School Attendance Law and decrease a possible referral to the District Attendance Office and/or Family Court, schools may implement the following actions:

Tardies	Actions
1-3	Verbal and/or written warning by school personnel (Level 1)
4-6	Verbal and written offer to connect parents with support services (Level 2)
7-9	Verbal and written letter for an Unlawful Tardy Intervention Plan (School Level) (Level 3)
10-15	Verbal and written letter for an Unlawful Tardy Intervention Plan (School Level) (Level 4)

- **Level 1:** Warning Level
- **Level 2:** Support Services Letter: (i.e. Student Services Worker, School Counselor, Transportation, etc.)
- **Level 3:** Unlawful Tardy Intervention Plan (School Level)

- **Level 4:** Unlawful Tardy Intervention Plan (School Level)

** All referrals to the District Attendance Office will be dependent upon the amount of lost instructional time.

** Students attending a school on hardship/special permission, may have the special permission status revoked if a student has excessive absences or excessive tardies, which violates the agreement for this status.

Selling

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

Water Bottles in Classrooms

Students are permitted to have water bottles during **non-instructional times (lunch, PE, recess)**.

Permissible beverage is water. No other beverages are allowed!

Withdrawals

If you plan to withdraw your child from school, please notify the school so that your child will not accumulate unexcused absences. All textbooks, school fees, library books, and electronic devices belonging to Bamberg County School District will need to be returned upon withdrawal.

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 their person and property. (Act 373 of 1994)

PUPIL DISCIPLINE POLICY

ADMINISTRATIVE DISCIPLINE GUIDE

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 the 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 Richard Carroll 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.

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. When reporting misbehavior, teachers may recommend disciplinary action. 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 of 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 RCES. If confiscated, parents pick up within ten days or the school will dispose of them.

OFFENSES AND DISCIPLINARY PROCEDURES BY LEVEL

Though not specifically mentioned in the list of behaviors, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be disciplined according to the nature and degree of the offense or act at the discretion of the administration.

Level I Infractions (PK - 2nd grade)

WRN	Warning	CP	Contact Parent
CNF	Conference	REST	Restitution
LP	Loss of Privileges	OSS	Out of School Suspension
BC	Behavior Contract	RE	Recommended for Expulsion
ISS	In-School Suspension	LE	Law Enforcement Called

Chronic and severe violations on Level I may move to the next level.
Counselor Support can be used in addition to any consequence.
Any ISS or OSS will initiate parental contact.

Infraction	Consequences	
	1st Offense	2nd Offense
1. Other minor offenses– behavior that disrupts the orderly educational process of school (loud talking, yelling, out of line, etc.)	CP/WRN	ISS
2. Throwing objects – items that disrupt the orderly educational process	CP/WRN	ISS
3. Tardiness – arriving late for an assigned class or related activity	<i>See Tardy Policy</i>	
4. Defiant – failure to comply/attitude of defiance, disrespectful towards students, words and gestures	CP/WRN	ISS
5. Hit/Kick/Push or Horseplay	CP/WRN	ISS
6. Inappropriate Language	CP/WRN	ISS
7. Bite/Pinch/Spit	CP/WRN	ISS
8. Disrupting Class	CP/WRN	ISS
9. Cheating	CP/WRN	ISS

Level I offenses for PK-2nd grade will be dealt with by the teacher until they reach a chronic level (a minimum of three (3) offenses) then violations can be moved to Level II. If moved to Level II, all consequences should be modified so they are age or developmentally appropriate.

Level I Infractions (3rd grade - 6th grade)

Behavioral misconduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on the school bus, and at other school-sponsored activities.

WRN	Warning	CP	Contact Parent
CNF	Conference	REST	Restitution
LP	Loss of Privileges	OSS	Out of School Suspension
BC	Behavior Contract	RE	Recommended for Expulsion
ISS	In-School Suspension	LE	Law Enforcement Called

Chronic and severe violations on Level I may move to the next level.
Counselor Support can be used in addition to any consequence.
Any ISS or OSS will initiate parental contact.

Infraction	Consequences (based on age and severity of the offense)		
	1st Offense	2nd Offense	3rd Offense
1. Other minor offenses– behavior that disrupts the orderly educational process of school (loud talking, yelling, out of line, etc.)	CP/WRN	ISS	ISS (1-2)
2. Throwing objects – items that disrupt the orderly educational process	CP/WRN	ISS	ISS (1-2)
3. Forgery/tampering - changing, signing or altering records or documents of the school by any method	CP/ISS (1-2)	ISS (2-3)	ISS (3-5)
4. Cutting class - an unauthorized absence from an assigned class or related activity	CP/WRN/ ISS (1-2)	ISS (2-3)	ISS (3-5)
5. Gambling - participation in games of chance for money and/or other things of value	CP/WRN/ REST	ISS (1-3)/ OSS (1-3)	ISS (3-5)/ OSS (3-5)
6. Truancy - 3 consecutive unlawful or 5 unlawful absences	<i>See Attendance Policy</i>		
7. Leaving class without permission	CP/WRN/ ISS (1-2)	ISS (1-3)/ OSS (1-2)	OSS (1-5)
8. Dishonesty - the intentional giving of false information, either verbally or in writing to a school employee	CP	ISS (1-3)	OSS (1-3)
9. Cheating	CP/WRN	ISS (1-3)	ISS (1-3)
10. Profanity - directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward adults, school staff, or visitors	ISS (1-3)	OSS (1-3)	OSS (3-5)

11. Hit/Kick/Push or Horseplay	CP/ISS (1-3)	OSS (1-3)	OSS (1-5)
12. Disrespectful/Inappropriate Language (including profanity) or gestures towards peers	CNF	CNF/ ISS (1-2)	CNF/ ISS (1-3)/ OSS (1-3)
13. Gang Signs/Gang Activity	CP/ISS (1-3)	OSS (1-3)	OSS (3-5)
14. Disrupting Class	CNF	CNF/ ISS (1-3)	ISS (3-5)/ OSS (1-3)
15. Computer or Property Violation (minor)	CP/WRN	CNF/ ISS (1-2)	OSS (1-3)
16. Bite/Pinch/Spit	CP/ISS (1-3)	ISS (1-3)	OSS (1-3)
17. Possession of over the counter medication	CP	CNF	ISS (1-3)
18. Cell Phone Violation	CP/WRN	WRN/ LP (1-3) /ISS (1-3)	WRN/ LP (3-5) /OSS (1-3)

Level II Infractions

Disruptive conduct is defined as those activities engaged in by a student which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. The provisions of this regulation apply not only to in-school activities, but also to student conduct on a school bus and at other school-sponsored activities.

WRN	Warning	CP	Contact Parent
CNF	Conference	REST	Restitution
LP	Loss of Privileges	OSS	Out of School Suspension
BC	Behavior Contract	RE	Recommended for Expulsion
ISS	In-School Suspension	LE	Law Enforcement Called

Counselor Support can be used in addition to any consequence.
Any ISS or OSS will initiate parental contact.

Infraction	Consequences (based on age and severity of the offense)		
	1st Offense	2nd Offense	3rd Offense
1. Threatening, intimidating, taunting, or harassing students -written/verbal/electronic or assault to other students and threatening adults – written/verbal assault to school personnel or visitors	CP/ ISS (1-3)/ OSS (1-5)	OSS (1-10)	OSS (1-10)/ LE/RE
2. Vandalism – cutting, defacing, or in any way damaging property	CP/ ISS (1-3)/ OSS (1-3)/ REST	OSS (1-3)/ REST	OSS (3-5)/ REST
3. Stealing	CP/ OSS(1-3)	OSS (3-5)	OSS (5-10)
4. Inappropriate behavior and/or improper show of affection	CP/ISS (1-3)	OSS (1-5)	OSS (3-5)
5. Possession of stolen goods	CP/ OSS(1-3)/ REST	OSS (3-5)/ REST	OSS (5-10)
6. Possession of or use of fireworks	CP/ ISS (1-3)/ OSS (1-3)	OSS (3-5)	OSS (5-10))
7. Leaving school without permission	CP/ ISS (1-3)	OSS (1-3)	OSS (3-5)
8. Fighting at school, or any school sanctioned event, instigating a fight or physical abuse, videoing a fight	CP/ ISS (1-3)/ OSS (1-3)	OSS (3-5)	OSS (5-10)

9. Unauthorized use of electronic devices/Computer violation (major)	CNF/DET (1-3)	CNF/ISS (1-3)	CNF/OSS(1-3)
10. Sexual harassment (verbal/written/physical/electronic) using sexual comments and suggestive physical contact to torment another person	ISS (1-3)/OSS (1-3)	ISS (3-5)/OSS (3-5)	OSS (5-10)
11. Indecent exposure	CP/ISS (1-3)/OSS (1-3)	ISS (3-5)/OSS (3-5)	OSS (5-10)/RE
12. Possession of contraband	OSS (1-3)/CNF	OSS (2-4)/CNF	OSS (1-3)/RE
13. Defiance/Refusal to Obey	ISS (1-3)/OSS (1-3)	OSS (2-3)	OSS (3-5)
14. Bullying, Harassment, Cyberbullying, and Intimidation	OSS (1-3)	OSS (3-5)	OSS (5-10)/RE
15. Severe disrespect towards adults with gestures or words	OSS (1-3)		OSS (5-10)/RE
16. Smoking/Tobacco - use or possession of tobacco products or paraphernalia (including electronic cigarettes/vapor pens) on school premises and/or school sanctioned events	CP/ISS (1-3)/OSS (1-3)	OSS (3-5)	OSS (5-10)
17. Sexting on school property	OSS (1-3)	OSS (3-5)	OSS (5-10)/RE
18. Possession or distribution of inappropriate or obscene literature, pictures, or devices (including internet searches, but not limited to)	ISS (1-3)/OSS (1-3)	ISS (1-3)/OSS (1-3)	ISS (3-5)/OSS (3-5)
19. Forgery/tampering - changing, signing or altering records or documents of the school by any method	CP/ISS (1-2)	ISS (2-3)	ISS (3-5)
20. Being in an unauthorized and/or unsupervised area	CP/WRN	ISS (1-3)	OSS (1-3)
21. Failure to report to an assigned area	CP/WRN	ISS (1-3)	OSS (1-3)
22. Trespassing by a suspended student	CP/WRN	ISS (1-3)	OSS (1-3)

Level III Infractions

Offenses that involve threats or acts against a person or property of another which seriously endanger the health and safety of others. Level III offenses shall be dealt with by the administration.

WRN	Warning	CP	Contact Parent
CNF	Conference	REST	Restitution
LP	Loss of Privileges	OSS	Out of School Suspension
BC	Behavior Contract	RE	Recommended for Expulsion
ISS	In-School Suspension	LE	Law Enforcement Called

Counselor Support can be used in addition to any consequence.
Any ISS or OSS will initiate parental contact.

Infraction	Consequences	
	1st Offense	2nd Offense
1. Extortion/Coercion/Blackmail - obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	OSS (1-10)/ LE/RE	RE/LE
2. Bomb Threat/Intentional false fire alarm	OSS (1-10)/ LE/RE	RE/LE
3. Possessing firearms/weapon to include possessing BB or Pellet guns or any look-alike weapon/using or threatening to use by showing any instrument such as knife, box cutter, stun guns, mace, etc.	OSS (1-10)/ LE/RE	RE/LE
4. Major vandalism exceeding \$100.00 in damage	OSS (1-10)/ LE/RE	RE/LE
5. Assault – an intentional, unlawful act to do violence to another person	OSS (1-10)/ LE/RE	RE/LE
6. Arson	OSS (1-10)/ LE/RE	RE/LE
7. Use of/Possession/Possession with intent to distribute/Selling illegal drugs, prescription drugs, or alcoholic beverages, including paraphernalia/ facsimile (materials passed as illegal drugs) and CBD oils and materials	OSS (1-10)/ LE/RE	RE/LE
8. Use, transfer, or possession of dangerous weapons or other items able to cause bodily harm	OSS (1-10)/ LE/RE	RE/LE
9. Gang attack (2 or more students attack, threaten, or intimidate another student)	OSS (1-10)/ LE/RE	RE/LE

Recommended Disciplinary Options

- Parent contact (mandatory)
- Student and parent conference
- Referral to police agency for appropriate legal action
- Seek restitution or restoration
- Referral to Hearing Officer for a recommendation of expulsion/or removal to an alternative placement
- Confiscation

Consequences for Level III Offenses will be assigned at the discretion of school administration.

IN-SCHOOL SUSPENSION

1. Housed in an RCES classroom
2. 8:00 AM to 2:45 PM
3. Monday-Friday
4. Students assigned to ISS are separated from the regular student population and have a different lunch.
5. Students are required to complete assigned work.
6. Refusal to do work will result in additional time assigned to ISS.
7. 10 days are the maximum number of days allowed in ISS for the school year after which OSS will be assigned.

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.

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.
3. Parent conference required before the student may re-enter school.

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

If a parent conference is required for re-entry, students cannot return prior to a conference being held. A behavior contract may be required. Students who come back without a parent will have to be picked up or will remain in In-School Suspension until a parent comes. Students are subject to additional days of suspension.

School administrators will follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act.

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.

BUS TRANSPORTATION DISCIPLINE CODE

LEVEL I –BEHAVIORAL MISCONDUCT

Behavioral misconduct is defined as those activities which tend to impede the orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of behavioral misconduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following violations – **depending upon severity. All final disciplinary actions are left to the discretion of the administration.**

Level I - Behavioral Misconduct

- Behavioral misconduct on the bus
 - Getting on or off the bus at other than the designated stop
 - Eating and/or drinking on the bus
 - Littering on the bus
 - Minor violation of any safety procedures (standing, sitting improperly, etc.)
 - Making loud noises (yelling, etc.)
 - Pushing, tripping, or general horseplay
 - Encouraging misbehavior
 - Use of electronic devices (example: listening to electronic devices without earbuds/headphones, etc.).
- Improper use of cell phones. Example: videoing other students. Phone will be confiscated and a charge of \$25 will be required before it will be returned.**

Consequences

1st referral – warning and contact parents

2nd referral – suspended from the bus up to three days and contact parents

3rd referral – suspended from the bus up to five days and contact parents

4th referral – suspended from the bus up to ten days and contact parents

5th referral or more – suspended from the bus for ten or more days

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following violations. All final disciplinary actions are left to the discretion of the administration.

Violations

- Possession and/or using any tobacco products (electronic cigarettes, vapors, etc.) on the bus
- Throwing objects on or out of the bus
- Refusing to sit in an assigned seat
- Using profanity, abusive language or obscene gestures
- Severe violation of safety procedures (having head, arms, hands, extended from the bus etc.)
- Defacing property (writing or marking on seats, etc.)
- Disrespect/refusal to obey the bus driver (depending on severity)
- Harassing, threatening, intimidating, or physically abusing another person on the bus
- Pushing, tripping, or general horseplay (depending on severity)
- Spraying/use of scented products

Consequences

1st referral – suspended from the bus up to three days and contact parents

2nd referral – suspended from the bus for up to five days and contact parents

3rd referral – suspended from the bus for up to ten days and contact parents

4th referral – suspended from the bus for up to thirty days and parent conference

5th referral – suspended from the bus for the remainder of the school year and parent conference

- * Transportation Supervisor must be involved in conference for bus suspensions of 30 days or longer
- * Level II violations may also result in out-of-school suspensions and/or restitution of property

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of Trustees. Level III violations may lead to a student's immediate removal from the bus at the school or bus transportation office. Acts of criminal conduct may include, but are not limited to the following violations.

Violations

- Fighting on the bus
- Physically abusing or hitting another passenger
- Possessing, using, or distributing explosives and/or fireworks
- Carrying a weapon or any object that might be used as a weapon
- Persistent uncontrollable conduct
- Possessing, using, or distributing alcohol, drugs, paraphernalia and/or look-alike drugs on the bus
- Pushing or tripping that leads to injury

- **Harassing, threatening, intimidating, physically abusing persons on the bus (depending on severity)**
- **Vandalism – destruction of any part of the bus (seats, interior and/or exterior)**
- **Sexual misconduct**

Consequences

Any Referral that results in a suspension from the bus for the remainder of the school year must include a conference with parents.

***Transportation Supervisor must be involved in the conference for bus suspensions of 30 days or longer.**

***Level III violations may also result in out-of-school suspension, recommendation of expulsion from school for the remainder of the school year, notification of law enforcement authorities, and/or restitution of property.**

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offenses, the student must remain off the bus for at least 45 school days. If parents wish to appeal the removal after 45 school days have been served, the parents should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus supervisor regarding reinstatement and inform the parents of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code. If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off of the bus with no appeal under this code.

**Students in grades kindergarten – second grade must have an adult at the bus stop to receive the student. If no one is present, the child will be returned to school and parents will be responsible for picking the student up. Multiple cases can result in further disciplinary action by the administration. If this behavior occurs three (3) times, the student will be removed from the bus for the remainder of the quarter/semester*

SECTION 21-816

A pupil may be suspended from riding the bus for one week for the first offense, two weeks for the second offense, three weeks for the third offense. If, after a third offense, a pupil persists in uncontrollable conduct while riding a school bus, he/she shall be suspended from riding said bus for the remainder of the school session then in progress.

The South Carolina Department of Education (SCDE) maintains the following position regarding transporting band instruments and other carry-on items on school buses: The primary purpose of the school bus is to provide safe transportation for students to and from school and school-related activities. The safety of students and other passengers is paramount when transporting band instruments and other large items. Any item carried on a school bus must be of such size that it can be transported in the student's lap. Any home project, musical instrument, or other items which would create a hazard or block the aisle or vision of the driver is prohibited. This is necessary to ensure that all items are kept under the control of the student at all times in case of an accident or an emergency and that those items do not prevent or hinder the evacuation of the bus in the event of an emergency.

The United States Department of Transportation, National Highway Traffic Safety Administration, Standard 17, Pupil Transportation Safety, reads in part:

...baggage and other items transported in the passenger compartment should be stored so that the aisles are kept clear and the doors and emergency exits of school vehicles remain unobstructed at all times.

Compliance with this standard is mandatory. Carry-on items cannot be placed at any door or emergency exit, and these items must be properly secured to prevent them from becoming flying objects in the event of an accident. Loose items on the seats or floor, or anything which obstructs the aisle, endanger all passengers on the bus.

School district transportation personnel should use prudent judgment when deciding which band instruments will be allowed on buses. The size of the instrument as well as the physical characteristics of the student may factor into determining if the instrument can be safely transported on a school bus.

Allowed Instruments: Flute, Clarinet, Oboe, Bassoon, Saxophone, Trumpet, Violin, Viola.

Instruments Not Allowed: Bass Clarinet, Tenor Sax, Bari Sax, French Horn, Trombone, Euphonium, Tuba, Cello, Double Bass, Drums, Drum Kit, Guitars

Internet Use Guidelines

Bamberg County School District 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 County School District 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 and e-mail accounts 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.

Bamberg County School District Nondiscrimination Statement

Bamberg County School District affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. Respect for each individual will be a consideration in the establishment of all policies by the board and in the administration of those policies by district staff.

Bamberg County School District is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law. The district also provides equal access to the Boy Scouts and other designated youth groups as required by law.

Resolution of Discrimination Complaints

The district will use the grievance procedures set forth in policy to process complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; the Boy Scouts of America Equal Access Act; and Titles I and II of the Americans with Disabilities Act of 1990.

The district designates these people to handle inquiries or complaints:

Federal Programs Director, Rhonda Ray, handles inquiries/complaints regarding the:

- Age Discrimination Act of 1975;
- Age Discrimination in Employment Act of 1967;
- Equal Pay Act of 1963;
- Genetic Information Nondiscrimination Act of 2008;
- Title I of the Americans with Disabilities Act of 1990 with respect to employment;
- Title II of the Americans with Disabilities Act of 1990 with respect to public access to buildings and grounds; and
- Title VII of the Civil Rights Act of 1964

Federal Programs Director, Rhonda Ray, also handles inquiries/complaints regarding Title IX of the Education Amendments of 1972. Information specific to the district Title IX process can be found here: <https://www.bambergschools.org> and search for Title IX under Departments. You can reach Dr. Ray by mail at 62 South Holly Avenue, Denmark SC 29042; by telephone at 803-672-0280; or by email at r-ray@bambergschools.org.

Federal Programs Director Rhonda Ray handles inquiries/complaints regarding Title VI of the Civil Rights Act of 1964 and those pertaining to ESSA Title II implementation. Mrs. Shaw by mail at 62 Holly Ave, Denmark SC, 29042-3830; by telephone at 803-672-0280; or by email at r-ray@bambergschools.org.

Director of Student Services, Dottie Brown, handles inquiries/complaints regarding IDEA for students K–12 and inquiries/complaints for students K–12 regarding Section 504 of the Rehabilitation Act of 1973. You can reach

Dr. Brown by mail at 62 Holly Ave, Denmark SC 29042-3830; by telephone at 803-793-3346; or by email at dbrown@bambergschools.org.

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 County School District 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 County School District
Dr. Dottie Brown, District Superintendent
62 S. Holly Avenue
Demark, South Carolina 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.

Richard Carroll 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 County School District 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 for educational purposes.

Date

Student Signature

Parent Signature

**This Form Must Be Returned to Your Student's Homeroom Teacher
Within the First Week of School.**