

Calhoun County Public School



Sandy Run K-8 School

Student and Parent Handbook

2021-2022 School Year



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

John C. Mack
Principal

Michelle Bradley
Assistant Principal

Calhoun County Public School



Dear Sandy Run Family,

Welcome to the 2021 -2022 school year! As we transition back to face to face instruction our expectations are high for our academic, social emotional, and school safety. We recognize some students may have experienced a learning dip due to the pandemic. Our district, faculty, and staff are determined to provide personalized teaching and learning empowering each student to compete and succeed.

Since 1994, this learning community has been committed to and has experienced excellence. It is our goal to continue that tradition. This will not be possible without proper communication. This handbook is the beginning of communicating with our parents/guardians. It serves as a short guide about SRK-8 policies and procedures. Please review it, as changes have been made. The district will also continue to monitor COVID-19 and its variants through the CDC and DHEC recommendations to ensure the safety of the Sandy Run K-8 family.

I am looking forward to seeing your child/children in the building. Our teachers are looking forward to providing your child/children with opportunities, successes, and excitement through personalized learning. Thank you in advance for your support. I look forward to meeting all of you.

Please use the following information to receive updated information from the school:

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

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

School Facebook Page: @sandyrunsck8

Educationally yours,

John C. Mack

Principal

Michelle Bradley

Assistant Principal

Calhoun County Public School



Sandy Run K-8 School ~ Dates to Remember

Monday, August 16, 2021First Day of School
Friday, May 31, 2021.....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).....\$25.00

Students in grades K-8 will use their Chromebooks at home each day. Therefore, students in grades K-8 will be required to pay the \$25.00 insurance fee, which will be due at registration or before August 16.

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

We are pleased to announce on June 1, 2020, Calhoun County Public Schools (CCPS) was added to the eLearning Cohort3! 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 are able to continue their lessons at home via eLearning. In addition to avoiding breaks in the learning process, the use of eLearning days is less disruptive for families' schedules since there are no make-up days to be implemented. Virtual eLearning Days allow students to minimize the interruptions caused by bad weather days and continue to make educational progress. Students will have regular assigned classwork on eLearning Days, and their teachers will be available electronically. Students will be required to complete and submit all assignments as well as communicate with their teachers during the virtual eLearning days. Teachers will be expected to make contact with students, track virtual attendance and be available to students during virtual office hours

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1. School Hours

IMPORTANT: 8:00 am – 3:15 pm.

Students arriving after 8:00 am in any of the instructional models are tardy.

When students are physically in the building attending classes, the students arriving 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 as stated in The Calhoun County Code of Conduct and consequences will be administered where necessary.

2. Morning Drop-Off

During the face to face/ eLearning (inclement weather) instructional models, supervision of students at SRK-8 begins each morning at 7:45 am. Students should NOT be dropped off before this time. **Please remember, it is for the safety of our children.**

3. Breakfast and Lunch

Breakfast:

- ❖ Students in Pre-5th Grade will eat breakfast in the classroom.
- ❖ Students in grades 6th - 8th will eat breakfast in the cafeteria.

Lunch:

- ❖ All students will eat lunch in the cafeteria.

4. Dismissal Times

Dismissal Times for Bus Riders

CD, K, and Grade 1	3:15 pm
Grades 2, 3, 4, & 5	3:15 pm
Grades 6, 7, & 8	3:15 pm
Buses Leave	3:15 pm

Dismissal Times for Car Riders

All Car Riders	3:15 pm
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- ❖ Grades CD - 4th are dismissed from the front of the building (cafeteria).
- ❖ Grades 5th - 8th are dismissed at the side of the building (bus ramp).
- ❖ 5th - 8th grade students with younger siblings are dismissed from the front of the building (cafeteria).

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

5. Transportation Changes

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

6. Early Dismissals

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

7. Health and Safety Requirements for Visitors

✓Social Distancing

✓Masks worn by Adults

Per CDC, DHEC, and SDE recommendations, masks and face coverings as well as social distancing are encouraged to the extent possible.

To protect the health and safety of all, the school shall take all reasonable precautions to maintain and enforce *social distancing* and *mask requirements* when meeting with parents/guardians and the public at school. Masks must be worn by all adults on school property. Parents/guardians may walk students to the office, or an assigned point, before allowing the students to continue under the supervision of school staff. Parents and guardians will not be permitted to walk students to and from the classrooms.

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8. Parent Conferences

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

9. Guidance Counselors

PreK-5th Grade Mrs. Betsy Tant btant@ccpsonline.net
6th-8th Grade Dr. Peggy Whittenburg pwhittenburg@ccpsonline.net

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

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

10. Attendance Requirements

Student Attendance:

Attendance is the key factor in student achievement. In all instructional models - eLearning or face-to-face, the South Carolina Code of Regulations and the Compulsory School Attendance Law are enforced to ensure that students attend school regularly. Any school absence represents an educational loss to the student. Please help ensure that our "children" are College and Career ready by attending school daily. Students will be expected to attend school through May 31, 2021, the last day for students as outlined on the Calhoun County School District 2021-2022 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 or faxed to (803) 791-8975.
- Students who have **3 consecutive** unlawful absences or an accumulation of **5 unlawful** absences will have an attendance conference and be placed on an attendance intervention plan.

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- If a child has **2 additional** absences after being placed on an intervention plan, the child will be referred to family court.
- Any student who accumulates more than **ten** unlawful absences faces the possibility of being retained.
- Your child must be at school for over 50% of the day to be counted present.
- **A parent note will excuse a maximum of ten days.** *These notes will only be accepted if the absences are considered to be lawful.*
- If notes are not handed in within **5 days** of your child's absence, the absences are considered unlawful.
- There are serious consequences for unlawful absences.

Lawful Absences:

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

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

Unlawful Absences:

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

Consequences:

- A total of **three consecutive** or **five total** unlawful absences and students are considered to be truant. At this point an attendance conference will be held to implement an attendance intervention plan.
- Refusal to attend the attendance conference and accumulating two or more unlawful absences after the scheduled conference date will result in a referral to family court.
- Parents convicted for educational neglect may be placed under court order, fined up to \$50 a day, and/or imprisoned for up to thirty days in jail for each unexcused absence thereafter.
- Students between the ages of twelve and seventeen years of age may be prosecuted for truancy in family court. This could result in the child being placed in a DJJ facility for a period of 30 to 90 days and will result in the child having a criminal record.

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



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11. Medication Procedures:

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

12. Immunization Certificate

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

**** Tdap immunization is required for all seventh grade students****

13. Withdrawals

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

Academics

14. Interim Reports/Report Cards

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

15. Promotion/Retention

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

16. Academic Recognition

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.

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Opportunities

Provides a fair opportunity for South Carolina students to apply for admissions and scholarships. All surrounding states are on a 10 point scale and there is a lack of GPA conversions.

Military

Provides continuity for military families and students.

Transition

Provides a seamless transition from high school to college. This will assist students seeking dual credit.

Rationale for 10-Point Grading Scale

Grading Scale

Grade	2020-2021 10PT
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 - Below

17. Homework

Homework is assigned daily. The reasons are:

- To provide practice on learned skills and the opportunity to learn good study habits.
- To provide opportunity for growth in responsibility.

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- To provide the parent with an opportunity to see what the student is studying and how well the student is doing.

18. Make-Up Work

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

19. Test Papers

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

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

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

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7. **Keep up with all assignments. Set a routine and schedule to review and complete assignments.** Adopt a mindset that each day you will put in a solid day's work on school and learning. Give yourself little breaks and set micro-goals to ensure that you keep up the motivation.

8. **Check your email regularly.** Your teachers will be emailing you assignments, instructions, links to Google meetings clarifying misconceptions, and answering questions

21. Media Center Circulation

Book Checkout Guidelines:

- **Child Development and Kindergarten:** Students who have turned in permission forms may check out one book at a time for one week. The book will be overdue after two weeks.
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- **First Grade:** First grade students may check out one book for one week. At the discretion of their teacher, students may check out two books at a time for one week. The book will be overdue after two weeks.
- **Second through Eighth Grade:** Second through eighth grade students may check out two books at a time. The books will be overdue after two weeks. It is recommended that students check out books in their comfort reading zone according to the STAR reading assessment.

Renewals

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

Overdue Policy

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

Lost Book Policy

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

Damaged Book Policy

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

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

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



Lost/Damaged Textbook Policy:

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

22. Cell Phone

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

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

23. Flowers

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

24. Birthday Celebrations

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

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25. Food/Treats

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

26. Field Trip Procedures

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

27. SRK-8 Dress Code

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

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

1. All clothing, including shorts and skirts/dresses must be appropriate for school. No short shorts or mini skirts/dresses are acceptable. An accepted guideline is not more than five inches above the knee when standing.
2. All pants must be worn at the appropriate waist level. Pants must be worn so that undergarments or skin is not visible.
3. Tops and bottoms must touch when the student is standing (no crop tops).
4. Clothing that is skin-tight or revealing may not be worn.
5. Backless or strapless dresses/ tops, halter-tops, tops that expose cleavage, muscle shirts, sleeveless undershirts that expose the torso may be worn.
6. Clothing must not have **excessive rips or tears**. Appropriate clothing (leggings/stockings) should be worn under clothing with rips.
7. Hats, caps, other headwear, and sunglasses are not to be worn in the building.
8. Shoes shall be worn at all times. Flip flops interfere with safe play and are not allowed for the safety of our children.
9. Sleepwear or slippers may not be worn.

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10. At the elementary and middle level school, a student's hair color must be within the spectrum of colors that hair grows naturally.
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. Clothing, accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate, racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts are prohibited.
14. Any clothing or accessories that inhibit the safety of the student or others is prohibited. Items of clothing or accessories with spikes, safety pins, or chains, including wallet chains, are prohibited. Any attachments to clothing that could be considered weapons are not allowed.

28. Sandy Run K-8 School Locker Policy

All lockers made available for student use on the school premises, including, but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education and home economics classrooms and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is property of the school corporation is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintained sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

LOCKER RULES

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. LOCKS

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The school corporation will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.



2. USE OF LOCKERS

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substances, bombs or explosive device, any pungent acid or nauseous chemicals, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.

3. AUTHORITY TO INSPECT

The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, his/her designee, or a member of the administrative staff designated in writing by the principal.

4. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS

The inspection of a particular student's locker will not be conducted unless the principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers.

- A. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his/her designee shall notify the student of such inspection as soon as practicable thereafter.
- B. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

5. INSPECTION OF ALL LOCKERS

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, assistant superintendent, or police officer reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

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- (1) an interference with school purposes or an educational function,
- (2) a physical injury or illness to any person,
- (3) damage to personal or school property, or
- (4) a violation of state law or school rules.



Examples of circumstances justifying a general inspection of a number of lockers are:

1. When the school corporation receives a bomb threat;
2. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
3. At mid-term, end of grading period, before school holidays to check for missing library books, of lab chemicals, or school equipment;
4. When there is a reasonable belief that weapons are stored in the lockers.

6. STUDENT MATERIAL

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such materials are contraband or are being used to conceal contraband.

7. DISPOSAL OF CONFISCATED CONTRABAND

All contraband confiscated from lockers may be disposed of by the principal or his/her designee as he or she deems appropriate, including: return to the proper owner or place, unless it poses a threat to health or safety;

1. use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under the Public Schools of Calhoun County.
2. delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or destruction.

8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

A. The principal, superintendent or assistant superintendent, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers; or
- (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

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9. LOCKER CLEANING

Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:

- A. lockers from time to time in accordance with a general housekeeping schedule
- B. the locker of a student no longer enrolled in the school.

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

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

30. Problem Resolution

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

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

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

Calhoun County Public School



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

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

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

Prevention

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

Preparation

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

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:

Calhoun County Public School



5. Safety is the priority for staff at the school when an emergency is unfolding. Staff members and first responders will be focused on managing the emergency and taking care of the students.
 - As soon as accurate information is available, it will be shared with Emergency Contact Persons (ECP)

6. As soon as accurate information is available, it will be shared with parents as follows:
 - Parents of individual students directly involved in the event
 - Parents of students indirectly involved in the event
 - School Board and staff
 - Local media as appropriate

7. Information will be shared using one or more of the following methods:
 - Individual contact with parents of students directly involved in an emergency
 - Letter from principal – Notification All Call System to Parents
 - The district website www.ccpsonline.net
 - Local media

8. 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

9. 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.

10. Following the emergency, school leaders, teachers, students, parent representatives and other community partners will review and evaluate the lessons learned.

11. Adjustments to school security measures and emergency response plans will be recommended as appropriate and will become part of the prevention efforts of the school district



THANK YOU
FOR
YOUR SUPPORT!

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

Thank you.

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

Date

Student Signature

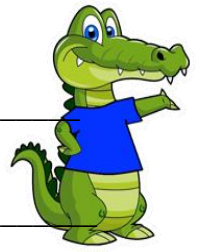
Parent Signature



Student Name : _____

Parent Name: _____

Calhoun County Public School



Parent's Email: _____

Grade: _____

Homeroom Teacher's Name: _____

~Working together for the advancement of our students. ~

