

Crosswell Drive Elementary School
Parent-Student Handbook
2022-2023



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Crosswell Drive Elementary

Welcome Back

Dear Parents, Guardians, and Grandparents,

We would like to welcome you and your child, or children, back to Crosswell Drive Elementary (CDE) as well as a warm welcome to those new to CDE. We are excited to start another outstanding and EPIC school year! Please read this handbook with your child or children. We have put together this information in order for you to understand and reference our procedures.

Please pay close attention to the last few pages as they require your signature as well as your child's signature for evidence of review.

Vision

Crosswell Drive Elementary will provide a positive learning environment that strives to develop critical thinkers, lifelong learners, and productive citizens.

Mission

Crosswell Drive Elementary will meet the needs of the whole child by preparing innovative, diverse, and successful learning opportunities in an educational, arts, and technology matrix that is a joint effort by staff, community, and parental support.

School Office Hours: 6:50 a.m. - 3:30 p.m.

Instructional School Day

The instructional school day at Crosswell Drive Elementary is from 7:30 a.m. to 1:50 p.m. **Students should not arrive at school prior to 6:50 a.m. as this is a safety and supervision issue.** Breakfast is promptly served from 6:50 a.m. until 7:20 a.m. Students will be dismissed at 2:00 p.m.

Pre-Kindergarten (PreK)/Kindergarten students and their siblings arriving by car should use the Kindergarten Drop-Off/Pick-Up area located near the Kindergarten wing. Staff members will be at the door to greet these students beginning 6:50 a.m. until 7:25

a.m. **Students** are to report to the cafeteria for breakfast. Any student arriving after 7:30 a.m. is considered tardy and **must** use the Main Entrance. **Under no circumstances should students be dropped off at the Main Entrance (unless tardy).** A parent or guardian **must** accompany any late student to the front office to receive a tardy slip.

All other students arriving by car should use the front Drop-Off/Pick-Up area located near the Multi-Purpose building parking lot. Students are to report to the cafeteria. Staff members will be at the drop-off area from 6:50 a.m. until 7:30 a.m. Any student arriving after 7:30 a.m. is considered tardy and **must** use the Main Entrance. Under no circumstances should students be dropped off at the Main Entrance (unless tardy). A parent or guardian **must** accompany any late student to the front office to receive a tardy slip.

The Lafayette area walkers are to enter the building using the Lafayette Walkway entrance. Pre-Kindergarten (PreK) students are to report to their classroom. All other students are to report to the cafeteria. Staff members will be at the drop-off area from 6:50 a.m. until 7:30 a.m. Any student arriving after 7:30 a.m. is considered tardy and **must** use the Main Entrance. If walking with child, a parent or guardian must accompany any late student to the front office to receive a tardy slip. If tardy and walking alone a parent or guardian will be contacted by the front office.

The Bowman area walkers are to enter the building using the Bowman Walkway entrance. Pre-Kindergarten (PreK) students are to report to the classroom. All other students are to report to the cafeteria. Staff members will be at the drop-off area from 6:50 a.m. until 7:30 a.m. Any student arriving after 7:30 a.m. is considered tardy and **must** use the Main Entrance. If walking with child, a parent or guardian must accompany any late student to the attendance office to receive a tardy slip. If tardy and walking alone a parent or guardian will be contacted by the front office.

The Poinsett area walkers (dismissal only) will be escorted by a staff member and exit out of the Science Lab exit doorway. Students will gather in front of the Science Lab when called for dismissal. A staff member will escort the Poinsett walkers to Poinsett Drive.

Bus riders will arrive at the bus port.

Crosswell Drive Elementary School's Behavior Expectations:

Crosswell Drive will be implementing a school-wide positive behavioral program.

Communication Folders

Teachers will send home student communication folders to keep each parent/guardian informed on a regular basis. These are to be used as two-way communication between the teacher(s) and home or home and the teacher(s). Parents must look over your child's communication folder/agenda daily.

Dress Code

Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school. Student attire should not be immodest or revealing and should comply with requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn. We will contact if administration deems a dress code violation. Please be accommodating when we contact as we will do everything we can here prior to contacting.

The following are **NOT to be worn by students**;

- hats, bandannas, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, or any other unauthorized head covering, hoodies
- sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
- cut-off clothing unless it is cuffed or hemmed
- gang-related colors, jewelry or insignia
- gym shorts, fishnet shirts or blouses, tank tops, halters, cut or torn clothing, tube tops, t-strap tops, tops which show the abdomen, midriff or inner arm pit areas; see-through garments or underwear worn as outer clothing (proper under garments will be worn at all times)
- 'pedicure-style' ***flip-flops***, flip-flops that can easily be torn apart, ***slides***, footies, pajamas, house shoes or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health reasons; no person should be barefoot at school; shoes, sneakers, boots, etc., must be laced up and tied)
- lycra or spandex clothing or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length standards)
- any clothing or accessories with profanity or distasteful depictions; advertising for drugs, alcohol, or tobacco companies; or "political statements" advocating violation of law
- hats and gloves may be worn to school, but not inside the school building.
- shorts, short skirts, skorts, etc., must be no shorter than three inches above the knee.
- boxer shorts may not be worn as outside clothing. Biker shorts, spandex shorts and umbro shorts may not be worn.
- jeans or pants with holes may be worn only when the holes are not deemed indecent.
- no sagging pants, shorts, skirts, etc. are allowed. These items should be worn above the hip
- belts must be kept buckled. Suspenders or overall straps must be hooked and kept on shoulders

- all clothing must be sized appropriately. Clothing must be decent, clean and properly worn at all times.
- shirts (male or female) must be tucked in (This includes t-shirts and garments worn as undershirts or over shirts)
- mid-length blouses that are made to be worn out and do not otherwise violate the dress code are appropriate
- administrators reserve the right to have students tuck in shirts upon request and wear belts at the waist if clothing appears to be inappropriately sized
- staff members have the authority to confiscate inappropriate items such as hats or sunglasses worn in the building. These items will be held by the school and the school is not responsible if the items are damaged, stolen or lost.
- any student found to be in violation of the dress code will be required to report to the office to call someone to bring an appropriate change of clothes and/or to receive disciplinary action
- any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school

Admission Requirements

For a student to be enrolled in school, the following criteria must be met:

The student must be a resident of Sumter School District, living in the Crosswell Drive School zone or have a letter on file from the Superintendent granting official permission to attend Crosswell Drive Elementary.

The student must be:

- Four on or before September 1st for Preschool.
- Five on or before September 1st for Kindergarten.
- Six on or before September 1st to enroll in 1st grade.

A completed and signed application must be on file. Upon registration, parents should provide school personnel with the child's official birth certificate, proof of residence, and immunization records. Parents of children transferring from another school district are encouraged to bring the child's latest report card and any other relevant documentation.

Legal guardianship papers are required if the student does not live with a natural parent.

According to state law, if your child is transferring from an out-of-state school, his/her health certificate information must be on a South Carolina form. Out-of-state certificates may be taken to a doctor or clinic in South Carolina to inquire what previous information can be transferred to the South Carolina form.

All children are required to be immunized against diphtheria, tetanus, whooping cough, polio, mumps, chicken pox, red and German measles, and Hepatitis B. One dose of the Tdap vaccine is required for all seventh grade students. Tdap is routinely administered at 11-12 years of age; however, if Tdap is needed at an earlier age, a dose administered on or after the seventh birthday will meet this requirement.

Attendance

It is **imperative that students arrive on time and attend school regularly**. While some absences for illness are unavoidable, nothing can replace the educational, cultural, and social contacts students experience through regular participation in class. Students with good attendance achieve more than students who are often absent. Attendance is also a major criterion in promoting a student.

According to state law, students must attend a minimum of 180 days of school a year. If a school closes due to inclement weather, the school year may be extended to allow students to make up the missed days. Of these 180 days, students cannot miss more than ten days per year, including excused and unexcused absences. The parent or guardian must contact the school when it is necessary for their children to be absent and send a note explaining the absence when the child returns to school. Reasons for excused absences are illness, death in the immediate family, emergencies, and recognized religious holidays. Any written excuse from the attending physician must be submitted within five days after returning to school or it will be considered an unlawful absence. No parent or doctor's excuses will be accepted beyond the legal limit; a medical note for absences past the accepted ten days may be excused on a case by case basis after a conference with medical personnel.

Bus Riders

All school bus passengers will abide by transportation laws, rules, and regulations at all times. Misconduct on the bus can distract the driver's attention from his/her primary responsibility, which is to transport all students to and from school in a safe and orderly manner. Failure to do so may result in a suspension or long-term removal from the school bus.

Be polite to the driver at all times.

Enter and leave the bus without pushing or crowding.

Remain seated and facing forward at all times.

Talk using a quiet "inside" voice.

Keep arms, elbows, legs, and head inside the bus at all times.

Keep the bus clean—no food or beverages are allowed on the bus.

Remember to stand at the bus stop away from the street;

Never run along the side of the bus when it is moving; never walk behind the bus; check traffic before crossing the street.

Car Riders

Parents, please remain in the car line until your child exits/enters your vehicle.

Students should exit/enter from the passenger side of your car.

Please be patient and wait your turn. Do not park and walk to pick up your child. Do not block the flow of traffic in any way.

Do not drop off or pick up your child anywhere other than the designated car lane

Conferences

Parents are encouraged to contact the teacher or school administration any time there are questions or concerns. Regular communication between the home and school is critical. Crosswell Drive Elementary values the instructional time for all students. Please contact your child's teacher to arrange a conference time preferably before school, during planning, or after school.

If you (parent/guardian) arrive unannounced and are requesting an immediate meeting approval will be determined by administration based on the necessity of the meeting or concern. All parent/guardians will be escorted by staff to an approved destination. All teacher meetings will occur in the front office in the vacant room besides the principal's office.

Adult Disruptions

Any and all parent disruptions and threats toward ANY staff member will be taken to the full extent of the law. Police will be contacted if the disruption continues and does not deescalate. This includes profanity in the front office as well as yelling in the front office or towards ANY staff member. This behavior is not tolerated nor warranted in any school environment where children are present.

Discipline

Crosswell Drive Elementary provides Code of Conduct training sessions for all students and a copy of the Code of Conduct is provided to each student.

Dismissal

The instructional school day at Crosswell Drive Elementary is from 7:30 a.m. to 1:50 p.m. Student dismissal will begin promptly at 2:00 p.m.

Upon dismissal:

- Bus riders will report to the Bus Port and board their assigned bus
- Lafayette area walkers will report to the Media Center to exit the building
- Bowman area walkers will report to Room 408 to exit the building
- Poinsett area walkers will report to the Art/PE hallway
- Car riders will report to the designated car rider areas for pick-up
 - Pre-kindergarten/Kindergarten students and their siblings will use the Kindergarten pick-up area located near the Kindergarten wing
 - All other car riders will report to Drop-Off/Pick-Up area located near the Multi-Purpose building parking lot.

No students will be allowed to exit the building through the main entrance. There is to be no parent parking in the front of the building near the front entrance or walker dismissal doors for the purpose of picking up students at dismissal. Parents cannot pick children up on Bowman. Bowman must remain clear of all cars. All “walkers” will need to leave the campus on foot. Once students are dismissed they are not allowed to return to campus.

Early Dismissal

Our instructional day ends at 1:50 p.m. and students are engaged in learning activities until the very end of their school day. Please help us protect each child’s valuable instructional time by refraining from checking your child out early. We ask that you do not sign your child out for early dismissal after 1:00 p.m. unless for medical reasons or emergencies.

Classroom Celebrations

Students will participate in celebrations throughout the year to reward positive academics and behavior. Please make arrangements in advance with your child’s teacher if you wish to send snacks to school. Following district guidelines, food items must have high nutritional value. All food items will have to be commercially prepared. Flower arrangements and balloons present a distraction to the classroom environment and therefore will not be delivered to a student’s classroom. They are also not permitted on the bus ride home. Please do not send flowers and balloons to school. Please be aware of other students’ food allergies when making arrangements with your child’s teacher.

School Health Reminders

Medications/Student Health

When students become sick or injured during the school day, parents will be called. **In order to do this, we need accurate contact information at all times.** If your child has a special health problem or a condition that the school needs to be aware of and prepared to handle, it is the parent's responsibility to provide written documentation of this need. The school nurse and the health room staff are prohibited from giving medications to students without the proper medical forms completed. These forms are available in the front office and the health room. The medicine, in its original container, and completed form must be taken to the office by a parent/guardian in order for medication to be administered by the school nurse or health room staff. **Students cannot drop off ANY medication to the front office or nurse.**

Taking Medications at School

- It is highly recommended that all medications be given at home, by a parent or guardian, if possible.
- If a medication must be given at school, a permission form must be completed by the parent and healthcare provider.
- Prescription medication (medication filled by a pharmacy) and over the counter medication (medication that you buy off the shelf at a drug store) **REQUIRE** the signature of the healthcare provider **AND** the parent before it can be given at school.
- The medication must be in a properly labeled container that states the medication name, dosage and time to be given, as ordered on the permission form.
- Please do not send pills or medications that have been removed from the original packaging to school. These medications will be confiscated for proper disposal or parent pick-up. No medications received in envelopes, foil or other make-shift containers will be given to the student by school personnel.
- **Do not send medication to school in the care of the student.** All medication must be brought to the school by an adult.

Student Care in the Health Room

- Student concerns and complaints are evaluated upon arrival to the health room with the goal of returning the student to class as quickly as possible. This is to ensure that the child does not lose valuable instructional time.
- In the circumstance of severe illness or injury, the school will notify the parent, guardian or alternate contact person to pick-up the child. **It is important to ensure that the school has working contact numbers for the parents or guardians and at least one other emergency contact that has agreed to pick your child up from school in the case of an urgent need.**
- The school health room is a short term first-aid center. If your child requires more than this as a result of illness or injury, he/she should be cared for at home and/or receive medical attention; such as, a doctor's office or urgent care center.

- Notify the school if your child has any type of illness, chronic condition or special health care need which will require our assistance.
- Notify the school as soon as possible concerning any changes in your child's health condition during the school year.

Food Allergies

If you have a child who has a **food allergy, needs special meals or a diet modification while at school, there is a form that needs to be completed by your child's doctor in order to accommodate your request.** Please see cafeteria manager or school nurse for the appropriate form. This form needs to be completed by your child's doctor and returned to cafeteria manger each year. This is for your child's safety at school since many food allergies can be life threatening.

Immunizations

All students MUST be caught up on ALL immunizations. Failure to do so may require the student to be out of school until all immunizations are documented by a medical physician.

COVID-19

The CDC and the school district will send out information as it is available regarding anything related to COVID-19 and student safety.

Emergency Procedures Plan

In case of an emergency staff and students will follow the district's Emergency Procedures plan. Depending on the emergency law enforcement may be involved and strict protocol will be implemented. Please report any suspicious activity to the school or directly to law enforcement.

Inclement Weather

During periods of unsafe weather conditions when it may be questionable to hold school, the school district has several options including closing school, opening schools one hour late, or opening schools two hours late.

Decisions for any of these options will be announced to the public no later than 5:00 a.m. on the day in question on the following local radio and television stations: WIBZ 95.5 FM, WKHT 93.7 FM, WICI 94.7 FM, WNOK 104.7 FM, WDXY 1240 AM, WTCB 106.7 FM, WCOS 97.5 FM, WLJI 98.3 FM, WWDM 101.3 FM, WHXT 103.9 FM and WMHK 89.7 FM. The television stations used are WIS TV 10, WOLO TV 25, WBTW 13, WACH 6, and WLTX TV

Grading

The Uniform Grading Scale as follows:

A 90-100 C 70-79 F 59 and below
B 80-89 D 60-69

Make Up Work

Students will be given the opportunity to make up missing assigned work. When students are absent a “0” will be recorded, by the teacher and calculated into the student’s grade until the student completes his/her makeup assignments. The teacher has discretion regarding make-up work past the allotted time. Make-up work is due technically according to the days out. If the student is out one day, they have one day to make up the work, if they are out two days they have two days to make up the work and so on.

***Extenuating circumstances are at the discretion of administration.

Homework

Homework is designed to enrich and extend school experiences through related home activities and to reinforce learning by providing practice and application. **Parents/Guardians should check** their student’s folder/agenda every day for homework and assignments.

Homework is not mandatory but encouraged.

Promotion/Retention

Retention can be a very difficult reality. We all want for our children and promotion is the natural progression of academics. Unfortunately, some students are not ready for the next grade for whatever reason related to academics or social emotional reasons. Students will be on a “Watch List” if they pose significant weaknesses in behavior and/or academics (ELA and Math). It is the parent/guardian’s responsibility to read and respond to all teacher communication. We do not take retention cases lightly and if

determined your child is recommended for retention, we have combed over all of the data and information to make that determination. Teachers will make the effort to reach out if a child is not doing well in any area. Parents you have interims and report cards that will indicate they are failing and should warrant a parent conference to understand the reason behind the failing grade. It is requested that parents/guardians do not place the blame on the school for retention when communication and grades have been sent home since day one.

Library Media Center

Students will visit the library at least once per week and will be given the opportunity to check out library books. When a student checks out a library book, he or she is responsible for the book as well as the fee if the student loses or destroys the book. Students must pay all fees in order to participate in specific school events such as dances and other school-based events.

Cafeteria

The food service program offers nutritious and delicious breakfast and lunch. All students at Crosswell Drive will receive breakfast and lunch each day with no charge. Parents are welcome to join their child/children for lunch on any school day provided it is approved by administration. All visitors are required to sign-in at the main office and will be escorted by a staff member to the cafeteria. We ask that parents either purchase a lunch from school, or bring a bag lunch from home.

Parent-Teacher Organization (PTO)

The purpose of the PTO is to support and assist in the development of academic and social programs for the students of Crosswell Drive Elementary School. PTO membership is just \$5.00. Students will not be able to attend PTO sponsored events unless a member.

Parent Portal

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. **Parents must register with the school in the front office to receive your username and password.**

Technology/Acceptable Use

All students will participate in educational sessions regarding Internet Safety and Cyberbullying. In addition, all students must have a signed Student Acceptable Use and Internet Safety Agreement form on file at the school in order to access school technology resources and the internet.

Transfers

During the school year, some of you may move and transfer to another school. All textbooks and library books belonging to Crosswell Drive Elementary must be returned and all fees/fines paid, if applicable.

Transportation Changes

Any changes in transportation (such as the student will be a car rider today instead of a bus rider) will require a signed note by the parent. If a student does not have a note, he/she will be sent home his/her regular way. Please note that students are not allowed to ride a bus other than the one to which they are assigned. If you call the school to report a transportation change, we ask you do so before 1:00 p.m.

Visitors

We welcome and encourage parents to visit Crosswell Drive. We rely on your active support for success. Keep in mind that our students' safety is our highest priority. Please remember that all visitors:

- must enter through the main entrance and report immediately to the front office.
- will present proper identification upon request.
- will be required to sign-in using a computerized identification system.
- will be required to wear a visitor's pass at all times while in the building.
- will understand that instructional time will not be interrupted.
- will understand that impromptu meetings will not be allowed unless approved by administration.
- will be escorted to their destination by a staff member (if approved).
- will be required to sign-out and exit the building through the main entrance.
- will meet (if approved) in the front office area only with designated individual (teacher, paraprofessional, or student)

Volunteers

Parent volunteers are a very special resource. We value the many ways parents contribute to our learning community. Please contact the school office or the Volunteer Coordinator if you would like to donate of your time and talents. Sumter School District Policy requires that all volunteers fill out a volunteer application and complete a SLED background check (at a cost of \$25). Once you are approved as a volunteer, you will be required to attend a volunteer orientation held at the school.

Teacher Meetings and Contact

Teacher appointments must be scheduled. Please email or call the school in order to leave a good contact number and message for the teacher. Phone calls during the school day may not be transferred due to the interruption of instruction. Please do not expect to meet with a teacher through a walk in. Typically, 2:30 to 3:30 p.m. is the best time to meet. Each teacher has a "planning period" during

the day. Please make certain you know the planning period(s) of your child's teacher or teachers. The planning period is a good time to schedule a meeting as well.

Cell Phone Recording

Please note, it is PROHIBITED to record classroom activities on electronic communication devices (Cell Phones). Due to student privacy and confidentiality you may become liable by other parties for a breach in student privacy and confidentiality. Under no circumstances should recording of other students occur unless it follows the Family and Educational Rights Privacy Act (FERPA) which is federal law. Please visit the district's website for more information on FERPA violations.

Website and Social Media

Please visit us at <http://cde.sumterschools.net> where you will find announcements, school news, class pages, and other important information. **Please like our Facebook page. Up to date information is on our Facebook page along with pictures of students and upcoming events.** Please visit the district's home page as well for changes/updates in Board Policy.

Title I

Statement of Purpose

Crosswell Drive Elementary School teachers and staff are committed to providing a quality educational program that will challenge all children to reach their potential. We believe when school and parents work together, children succeed in school and throughout life. Parents play an extremely important role as their children's first, and most influential, teacher. Their support for their children and for the school is critical to their children's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold educators accountable for effective teaching, students accountable for their behavior and learning, and encourage parental involvement in their children's education. Through progress monitoring, we will continually assess student growth in order to provide timely and appropriate interventions and to evaluate our instruction. Additionally, Crosswell Drive teachers and staff will work collaboratively with parents and our community in the development, refinement, and evaluation of our Title I program.

Meetings for Title I Parents

- a) Crosswell Drive Elementary School's Title I Staff will conduct meetings throughout the school year. We will discuss Title I information and any suggestions for improvement. Parents will be offered opportunities to volunteer as well as the chance to offer suggestions and discuss needs specific to our school.

Types of Parental Involvement

There are many ways in which parents can become involved in their children's education at home or in the classroom. Volunteering at school is a particularly effective method at Crosswell Drive. Teachers welcome volunteers in the classroom.

Parents are also invited to contact our district Title I director, Dr. Perry Mills, to become involved at the district level.

Matching Programs to the Needs of Our Community

Each year, Crosswell Drive Elementary School will assess the needs of parents and children in this community through a variety of measures including surveys sent home to students and parents or on our website. The information gathered through these questionnaires will be summarized and distributed to building administrators and teaching staff. This information, along with parent input gathered during other meetings and parent-teacher conferences will be used to tailor the Title I program to meet individual student needs.

Staff-Parent Communication

Parents will receive timely information on their children's progress through conferences, report cards, mid-term progress reports, and teacher/administrator phone calls. In addition, students who are regularly progress monitored by Title I staff will receive progress monitoring reports. These graphs are also provided upon request at any time.

Parents are encouraged to take the initiative in calling their children's teachers when they are concerned about a problem. They may also contact the school office to arrange for a conference.

CODE OF CONDUCT

(Administrative Actions- Categories I-IV)

Sumter School District will treat all students with fairness during the resolution of disciplinary matters. Disciplinary actions may vary based upon the seriousness of behavior and developmental age of the student. The Hearing Panel directs the administration to adhere to due process requirements when making decisions directly affecting students' protected rights under federal and state law in accordance with Policy JIA (Students Due Process Rights). Actions may range from in-school suspension to permanent expulsion.

Administrator must do the following;

- give rudimentary hearing
- oral notice of infraction to student
- explanation of evidence against student
- student given opportunity to tell his/her version
- require notification to parent/legal guardian
- require payment for damages, if applicable
- make referral to school counselor or counseling program (required for Category I, Category II, and Category III offenses)
- consider a possible referral to outside agency, as required
- consider a possible referral to law enforcement agency, if applicable and warranted
- require the student to make up class work missed while on suspension in accordance with the district's make-up policy
- require conference with parent/legal guardian when student's behavior results in suspension
- inform the parent/legal guardian that the hearing officer will conduct hearings in accordance with state law and in compliance with board policies, as required
- investigate alcohol or drug related offenses; using guidelines for drug/alcohol related offenses as provided by the school intervention program

NOTE: Grades Pre-K through five, parent/legal guardian conference may be used at the discretion of the principal or at schools without an in-school suspension program for Categories I – III.

Code of Conduct

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the board and the administration offer a list of offenses along with the required or recommended dispositions, along with potential interventions for the information of students, parents/legal guardians and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route from the bus stop to and from school and back to the bus stop on a school bus or other school vehicle

It is the opinion of the board that acceptable student behavior, including the following criteria, is to be expected from all students:

- respect to peers, faculty and staff exhibited through actions and speech
- pride in personal and school property exhibited by taking care of the physical building and respecting the property rights of others
- desire and effort toward educational achievement are to be priorities as exhibited by following teacher/staff direction; reporting to class promptly and consistently; and being prepared to work without interfering with instruction
- obedience to all laws, discipline code, rules and community norms

The board believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, this definitive code on student discipline was developed with the assistance of parents/legal guardians, students and administrators from Sumter School District.

This code will be in effect at bus stops, on school buses, at school and at all school-sponsored activities, both on and off campus.

NOTE: To help clarify some problems that might occur with students who are on their way to and from school or involved in school-sponsored activities, the following will be observed. The school's jurisdiction may extend within sight and sound of the school building or beyond if the student's outside conduct reaches into the school and is detrimental to the good order and best interest of the school. Copies of this code, or a summary thereof, will be transmitted at the beginning of the school to the parents/legal guardians of each student attending schools in the district. School staffs, students and bus drivers will be trained in this discipline system each year.

Students in grades three through five will complete a test of understanding and teachers in grades Pre-K through two will document instruction and understanding of the discipline code concepts through a discipline assessment.

Extenuating, Mitigating or Aggravating Circumstances

The board confers upon the superintendent or designee the authority to consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate action.

The board realizes extenuating circumstances occur in which a student may bring an unauthorized item to school such as, but not limited to, drugs or weapons. Upon realizing the item is in his/her possession, he/she must notify immediately a teacher, staff member, administrator, or school resource officer. However, if the student chooses not to submit the unauthorized item to school officials, and he/she is found in possession of the item, the student must follow the disciplinary process outlined in this administrative rule.

Discipline for Students with an Identified Disability

Students identified as disabled pursuant to the Individuals With Disabilities Education Act (“IDEA”) will be disciplined in accordance with federal and state law as set forth in special education policy and procedures.

Electronic Communication Devices (ECD)

The possession of electronic devices by students during the school day may have an adverse effect on classroom instruction. Electronic communications devices are defined as telecommunications devices, to include mobile telephones that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Therefore, any student who is in possession of an electronic communications device as outlined in the district’s policy and the guidelines as noted below is subject to discipline as provided under the district’s code of student conduct.

Guidelines for Electronic Communication Devices Offenses

1st offense – Warning

2nd offense- Parent Conference

3rd offense - School personnel will confiscate the cell phone and immediately turn it in to an administrator to be kept in a locked, secure place. The phone will be returned to the parent/legal guardian (no exception) pending a parent conference. The conference may be held as soon as the next school day.

4th offense - School personnel will confiscate the cell phone and immediately turn it in to an administrator to be kept in a locked, secure place. The student will receive a discipline referral with a written explanation on the referral and a verbal explanation to the parent/legal guardian reminding him/her that because it is the third offense, the phone will be returned one year from the date of confiscation. The phone will be kept at the school in a secure location by the principal or assistant principal with the student's name and 4th offense on a label on the phone. Neither school nor district personnel will be responsible if phone is lost or damaged. The discipline beginning with the third offense will be temporary removal from class and/or in-school suspension. Discipline for the 4th offense will be out of school suspension (OSS).

NOTE: If a student’s behavior and actions result in a “refusal to surrender unauthorized items” to any school administrator or staff person, a Category II consequence will apply and be handled accordingly. The consequence will be an Out-Of-School Suspension. Issued 5/23/11; Revised 5/14/12

Level of Offenses (Pre-K – 5)

Listed below are the four discipline categories for offenses with Category I as the least serious offenses and Category IV as the most serious offenses. Each category also has a listing of corresponding administrative actions.

Discipline - Category I Offenses

- bus violation (refer to the transportation policy)
- detention violation
- excessive noise
- inappropriate affection
- inappropriate language
- inappropriate materials
- littering
- violation of class rule
- other offenses (minor)

Category I Actions

Violations in this category may result in, but not exceed, the following administrative actions:

- 1st - 3rd offense – parent/legal guardian notification/conference
- 4th offense – school counselor referral
- 5th - 10th offense – one to three class days out-of-school suspension

Discipline – Category II Offenses

- | | |
|--|---|
| <ul style="list-style-type: none">• aiding others• cheating• confrontation/altercation• cutting activity• cutting class• cutting school• dishonesty• disrupting class | <ul style="list-style-type: none">• dress code violation• driving violation• failure to comply with disciplinary action• gambling• horseplay• ID violation• inappropriate affection• larceny/theft |
|--|---|

- leaving class
- loitering
- obscene gesture
- off limits (in a restricted area)
- profanity
- refusal to obey/defiant

- running
- tardy
- throwing objects
- tobacco
- unauthorized (use of an electronic) device
- vandalism
- other offenses (minor)

Category II Actions

Violations in this category may result in, but not exceed, the following administrative actions:

- 1st offense – warning conference or administrative detention
- 2nd offense – administrative detention and school counselor referral
- 3rd offense – administrative detention and parent/legal guardian conference
- 4th offense – one to three class days out-of-school suspension
- 5th offense – three to five class days out-of-school suspension
- 6th offense – five to seven class days out-of-school suspension
- 7th offense – recommendation for expulsion

Discipline – Category III Offenses

- | | |
|--|---|
| <ul style="list-style-type: none"> • bite/pinch/spit • bullying* • computer violation • contraband • cyber bullying* • fighting* • fireworks | <ul style="list-style-type: none"> • forgery • gang activity* • harassment* • hit/kick/push • inappropriate physical contact • intimidation* • larceny/theft • leaving school |
|--|---|

- loitering
- major disruption
- obscene gesture
- profanity
- property misuse

- refusal to obey/defiant
- simple assault*
- issue threats
- trespassing
- vandalism
- other minor infraction(s)

Category III Actions

Violations in this category may result in, but not exceed, the following administrative actions:

- 1st offense – one to five class days out-of-school suspension and school counselor referral
- 2nd offense – three to five class days out-of-school suspension and parent/legal guardian conference
- 3rd offense – five to seven class days out-of-school suspension
- 4th offense – recommendation for expulsion

The following aggressive offenses: *bullying, cyber bullying, fighting, gang activity, harassment, intimidation, simple assault and any combination of these seven offenses **may** result in a recommendation for expulsion with the second offenses.

Discipline - Category IV Offenses (most serious offenses)

- | | |
|--------------------------------|---------------------|
| • aggravated assault | • disturbing school |
| • alcohol/liquor law violation | • drug distribution |
| • arson | • drug possession |
| • bomb threat | • |
| • bribery | • drug usage |
| • burglary | • embezzlement |
| • computer violation | • extortion |
| • contraband | • fire alarm |
| • contract violation | • fireworks |

- forced sexual offenses
- fraud
- gang activity
- harassment
- homicide
- indecent exposure
- intimidation
- kidnap/abduction
- non-forcible sexual offense
- pornography
- prostitution
- robbery
- sexual harassment
- sex violation
- simple assault
- issue threats
- vehicle theft
- weapon(s)

Transportation

The preceding student discipline code applies to student behavior en route from the bus stop to and from school and back to the bus stop on a school bus or other school vehicle.

In addition to discipline procedures outlined in this code, principals may add or substitute the following sanctions for transportation infractions;

- three day suspension from buses
- five day suspension from buses
- seven day suspension from buses
- 10 day suspension from buses
- Recommendation for permanent bus suspension*

Parent/Legal guardian notification is required for a bus suspension. Action is based upon severity and may warrant more severe consequences at the discretion of administration.

Actions based on the number of offenses

- 1st offense – warning/ parent conference
- 2nd offense – parent/legal guardian conference
- 3rd offense – bus suspension - one class day
- 4th offense – bus suspension - three class days
- 5th offense – bus suspension - five class days
- 6th offense – bus suspension - 10 class days
- 7th offense – recommendation for permanent bus suspension*



2022-23 Parent/Student Handbook Attestation Form

Student Name: _____

Grade: _____ **Teacher:** _____

Student Handbook

After reading the information contained in the handbook, please complete each section below and return this form to school within two school days.

My child and I have read and reviewed the Crosswell Drive Elementary student/parent handbook and the Sumter School District Student Code of Conduct and Discipline Procedures. We understand the contents of both documents and agree to abide by them.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

School-Wide Dress Code Expectations

My child and I have read and reviewed the Crosswell Drive Elementary student/parent handbook and the Sumter School District Student Code of Conduct and Discipline Procedures. We understand the contents of both documents and agree to abide by them.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

School-Wide Electronic Communications Device Expectations

My child and I have read and reviewed the Crosswell Drive Elementary student/parent handbook and the Sumter School District Student Code of Conduct and Discipline Procedures. We understand the contents of both documents and agree to abide by them.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

***Please detach from the handbook and
return to your child's teacher within three school days***

2022-2023 Student Bus Contract

Student Name: _____

Grade: _____ **HR Teacher:** _____

Before the Bus Arrives

1. Arrive at your bus stop at least five minutes before target pick up time.
2. Remain at bus stop until picked up.
3. Stay off other's private property.
4. ABSOLUTELY no fighting while waiting for the bus!!

Boarding the Bus

1. Wait for the bus to come to a complete stop.
2. Be polite and take your turn getting on the bus and use the handrail.

Conduct on the Bus

1. Follow all directions given by the bus driver.
2. Walk to assigned seat and remain there.
3. Do not stand while the bus is moving.
4. If and when talking is permitted, do so quietly so that the driver can hear traffic sounds.
5. Do not talk when the bus arrives at a railroad crossing.
6. Keep hands, head, and feet inside the bus at all times. Do not stick anything out of the windows.
7. ABSOLUTELY no fighting on the bus!!

Leaving the Bus

1. Do not leave your seat until the bus comes to a full stop.
2. Take your time; don't crowd in front of others and use the handrail.
3. Do not run behind the bus.

Please note, no adult other than the bus driver and/or any other district employee assigned to the bus can board the bus at any time.

1st Offense: Warning/Parent Conference

2nd-6th Offense: Parent Conference/Staggered Bus Suspension per District Code of Conduct

My child and I have read and reviewed the bus expectations/discipline procedures. We understand the contents of the document and agree to abide by them, as either a regular bus rider or when on a field trip.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

***Please detach from the handbook and return to the school within three school days. ***

	Guidance	Collier	Allen	Conyers				
	LUNCH	11:45-12:10	11:25-11:50	11:10-11:35	10:50-11:20	10:30-10:55	10:00-10:25	

2022-2023 SY

Grade Level	Lunch Time	Unstructured/Structured Play	Related Arts
PreK/DDK	10:00-10:25	(Back Playground)	9:10-9:55
Kindergarten	10:00-10:25	(Back Playground)	12:05-12:50
1st Grade	10:30-10:55	(Back Playground)	11:15-12:00
2nd Grade	10:50-11:20	(Back Playground)	10:05-10:50
3rd Grade	11:10-11:35	(Back Playground)	9:10-9:55
4th Grade	11:25-11:50	(Front Playground)	8:20-9:05
5 th Grade	11:45-12:10	(Front Playground)	7:30-8:15

Please be mindful of times for related arts, lunch, and recess.

Please make sure all students have their lunch numbers on their person in the lunch line.

Please take a grade level walkie outside DAILY.



**Permission for Administration
of Medication
School/Field Trip
Sumter School District**

For school use only:
 Routine
 PRN (As needed)
 Start Date: _____

Medications should be administered by a parent or guardian before or after school hours, when possible. Initial doses of a medication that a child has never taken before should not be given at school. Medication to be given at school must be accompanied by this form, complete with the prescribing physician's signature, and provided to the school in the original labeled container provided by the pharmacist who filled the prescription.

Student's Name: _____ Grade/Teacher: _____
 School Name: _____

Known allergies to food/medications/other : _____

Medication: _____ Dosage: _____
 Route: _____ Time of administration: _____ Frequency: _____
 Purpose of medication: _____
 Side effects/activity restrictions: _____

Number of days to be given: until end of school year _____ weeks _____ days
 Is this medication a controlled substance? yes no
 Special storage requirements? _____

Health Care Provider:

Please indicate if the student is able to self-carry the medication at school by verifying the following conditions:

This student is both capable and responsible for self-administering this medication.	_____ yes _____ no
This student has demonstrated competency with the involved procedure.	_____ yes _____ no
This student may carry this medication.	_____ yes _____ no

Prescribing Healthcare Provider's Signature _____ Date _____

Office Name/address _____ Office phone # _____ Office fax # _____

Section below to be read and completed by parent or guardian

I give permission for my child, _____, to be given the above medication as prescribed. I give permission for the school nurse or school administrator to contact the health care provider named above or the pharmacist who filled the prescription to discuss this medication and my child's health. I give permission for the health care provider named above, the pharmacist, and/or their designated employees to provide information about this medication and my child's health to the school nurse or school administrator. I also give permission for this "Permission for Prescription Medication" to apply if I transfer my child to another school in this same school district during the current school year. I understand that the school may require that I agree to the school district's rules about medications before this medicine will be given at school. I understand that I am responsible for notifying the school if my child's medications change in any way.

I understand that Sumter County School District and its employees and agents are not liable for an injury arising from a student's self-monitoring and/or self-administering medications. I take full responsibility for my child's use (appropriate or inappropriate) of the medication / monitoring device while carrying the aforesaid throughout the school day, or at after school activities.

I understand that it is my responsibility to furnish the medication in a container appropriately labeled by the pharmacy or physician. I acknowledge that all medication must be brought to school by a responsible adult and never sent to school with the child.

If the physician has verified that the student is able and responsible to self-carry the medication at school, I agree that this is appropriate for my child. yes no

Signature of Parent/Guardian _____ Date _____ Daytime phone # _____

Sumter School District
School Health Program

Health Information for the School Nurse
Please complete a separate form for each child

Student Name: _____ Grade/teacher: _____
Birthdate: _____ Male: _____ Female: _____

Parent/guardian Name: _____ Relationship to student: _____
Work phone: _____ Cell phone: _____
Parent/guardian Name: _____ Relationship to student: _____
Work phone: _____ Cell phone: _____

Health Care Provider/ phone # _____
Dental Care Provider/ phone # _____

LIFE THREATENING HEALTH CONDITIONS: If you check any of these boxes you must contact the School Nurse.

- Asthma**- If this box is checked, please answer the following questions:
Yes No Does child use rescue inhaler routinely for asthma symptoms?
Yes No Has your child been hospitalized for asthma in the past year?
Yes No Has your child used steroids (Prednisone) for asthma in the past year?
— **Allergy: Severe, with an epinephrine (Epipen) prescription**
Allergen(s): _____
Describe previous reaction(s): _____
— **Diabetes**
Date of diagnosis & type: _____ — Uses a pump
— **Seizure Disorder**
— Has orders for emergency medication during school day
— My child has **none** of the potentially life threatening health conditions listed above.

- **Allergy, not life threatening**
Allergen: _____ Reaction: _____
Allergen: _____ Reaction: _____
— **Sickle Cell Anemia** — **Other Blood Disorders** _____
— **Hearing concerns?** Does your child wear hearing aids? Any known hearing loss?
— **Vision concerns?** — **Glasses** — **Contacts**
— **ADD** — **ADHD** — **Other Behavioral Problem:** _____
List all **daily medications** your child takes: _____

Do you have any other significant health issues/concerns: Please explain:

Signature: _____ **Date:** _____ (see back)



5K–12 IMMUNIZATION INFO FOR PARENTS

South Carolina School Immunization Requirements 2021–2022

Students enrolled in grades 5K to 12 in both public and private schools must be up-to-date on the following shots based on their grade level:

- Hepatitis A (5K)
- Hepatitis B
- DTaP (tetanus, whooping cough)
- Polio
- MMR (measles, mumps, rubella)
- Varicella (chickenpox)
- Tdap (whooping cough booster required before seventh grade)

Vaccines are important to protect students from diseases such as measles, chicken pox, and whooping cough, which can spread easily in schools.

Follow these steps to make sure your child is ready for school.

1. **Schedule** your child's well visit/physical early before school starts. Spring or summer break is a great time to get this done so you won't run into any delays once school begins.
2. **Ask** your child's healthcare provider what vaccines your child needs. Some vaccines are not required for school attendance but are highly recommended by physicians for all students.
When every student receives an annual flu vaccine it protects schools from flu outbreaks. Adolescents also need the HPV vaccine to protect against cancers. Vaccines are also needed to protect against meningitis.
3. **Obtain** a new South Carolina Certificate of Immunization every time your child has a shot.
4. **Give** a copy of the new South Carolina Certificate of Immunization to your child's school.

All children starting 5K in 2021 will need two hepatitis A shots. Hepatitis A vaccine is given as early as age 12 months, followed by a second shot six months later. Talk to your child's healthcare provider at your child's next visit.

You can also get your child's vaccines at South Carolina Department of Health and Environmental Control health departments. For an appointment, call 855-472-3432.

ML-025710 4/21





VACUNACIÓN DE 5K A 12.º GRADO INFORMACIÓN PARA PADRES

Requisitos para la vacunación en las escuelas de
Carolina del Sur para el periodo 2021 – 2022

Los estudiantes inscritos de 5K a 12.º grado, tanto en las escuelas públicas como en las privadas, deben estar al día con las siguientes vacunas según su nivel de grado:

- Hepatitis A (5K)
- Hepatitis B
- Vacuna DTaP (tétanos, tos ferina)
- Polio
- MMR (sarampión, paperas y rubéola)
- Varicela
- Vacuna Tdap (refuerzo contra la tos ferina requerido antes del séptimo grado)

Las vacunas son importantes para proteger a los estudiantes de enfermedades como el sarampión, la varicela y la tos ferina, que pueden propagarse fácilmente en las escuelas.

Siga estos pasos para asegurarse de que su hijo está preparado para la escuela.

1. **Programa** la visita de control o el examen físico de su hijo con tiempo antes de que comience la escuela. Las vacaciones de primavera o verano son un buen momento para hacer esto, así no se producen retrasos una vez que comience la escuela.
2. **Pregunte** al profesional médico de su hijo qué vacunas que necesita. Algunas vacunas no son obligatorias para asistir a la escuela, pero son muy recomendadas por los médicos para todos los estudiantes.

Cuando todos los estudiantes reciben la vacuna anual contra la gripe, se protege a la escuela de los brotes de gripe. Los adolescentes también necesitan la vacuna contra el VPH para protegerse contra el cáncer. Las vacunas también son necesarias para proteger contra la meningitis.

3. **Obtenga** un nuevo certificado de vacunación de Carolina del Sur cada vez que su hijo recibe una vacuna.
4. **Entregue** una copia del nuevo certificado de vacunación de Carolina del Sur a la escuela de su hijo.

Todos los niños que comiencen 5K en 2021 necesitarán dos vacunas contra la hepatitis A. La vacuna contra la hepatitis A se administra a partir de los 12 meses de edad, seguida de una segunda dosis seis meses después. Hable con el profesional médico de su hijo en la próxima consulta.

Además, puede obtener las vacunas de su hijo en las áreas correspondientes del Departamento de Salud y Control Ambiental de Carolina del Sur. Para programar una cita, llame al 855-472-3432.

ML-025713 5/21

