

Blacksburg Primary School

Wildcats

We Ignite Learning, Dedication, Caring, Attentive, and Tenacious Students

STUDENT/PARENT HANDBOOK

2019-2020

1010 East Cherokee Street

Blacksburg, SC 29702

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Blacksburg Primary School

“Every Child, Every Day”

Dear BPS Families,

We are excited to welcome you and your family to the 2019-20 school year. With you as our partner, we will continue the **WILDCAT** tradition of:

*“We Ignite **L**earning, **D**edication, **C**aring, **A**ttentiveness, and **T**enacious **S**tudents”*

Please know that we value your involvement and invite you to serve on the School Improvement Council, attend PTO meetings and volunteer through donations of time and talents. Your support at home is critical. Our emphasis will continue to be on developing strong reading and comprehension skills, mastering math skills, and increasing the understanding of thinking skills. We will be paying close attention to students’ emotional learning capacities. Thank you for your support.

Michael Bender, M.Ed.
Principal

Thank you for carefully reviewing this handbook for direction and guidance. Please sign and return the documents that indicate you have received and read the handbook.

Arrival of Students at School

- The building opens and supervision begins at **7:15** a.m. daily. **For the safety of all students, children are not to be dropped off before 7:15 a.m. as an adult may not be present.** Students eat breakfast and/or report to their assigned area. Special assistance is given to 4K and Kindergarten students.
- The tardy bell rings at 7:55. **Students should be in their classrooms before the tardy bell rings. All students arriving at school after the 7:55 am tardy bell must be signed in by an adult family member and will not be permitted to class until a parent signs them in to school.**
- **For morning bus information, please call the CCSD Transportation office at 864-839-5382.**

Departure of Students from School

- Dismissal begins at 2:00.
- Car riders will be called by school personnel. No students will be allowed to wait outside the building. Car rider supervision ends at 2:30. All car students should be picked up by 2:30. Car Rider line opens at 1:45, not before.
- Bus students will be loaded on their assigned buses by the supervising staff members.
- **All students must be registered as a Bus Passenger. If any change must be made, a new registration form must be filled out prior to a change taking affect (located in the office). Changes in transportation will require a waiting period. No daily changes will be permitted.**
- All bus changes must be approved through the office of Safety and Transportation.
- Early dismissals after 1:30 pm will only be allowed in the case of an emergency. Students **must be signed out from the office by an adult family member.** Students are to bring a note from home to the homeroom teacher giving the dismissal time and reason for leaving school.

- More than three early dismissals will be considered excessive and will require recovery time. (Medical/dental appointments with a doctor's excuse, legal appointments with a court/lawyer's document, and students becoming sick at school are not considered excessive; however, families are encouraged to make all appointments after school whenever possible.)
- **In the case of separated or divorced parents, the law stipulates that the school cannot determine which parents may pick up the child. We must release children to either parent, regardless of which parent has registered the child, unless the custodial, enrolling parent has a court order concerning visitations or pick up. In that case, we must be provided with a copy of the court order for our files.**

Arrival/Departure Safety Rules

- The school speed limit is 5 miles per hour. Cars should NOT pass as students are being loaded and unloaded unless directed. **Help your children be prepared to unload by having bags packed and materials gathered prior to pulling into the unloading area. Please refrain from cellphone use in the pick up/drop off area. Students should release out of the passenger side of the vehicle.**

Attendance/Excuses

- Students who have excessive tardies and /or excessive early dismissals will be required to make-up the time missed following guidelines established by South Carolina. Please refer to the CCSD Policy Manual for further details concerning LAWFUL and UNLAWFUL absences or see the state statute below:

43-274. Student Attendance.I. Lawful and Unlawful AbsencesSchool districts must adopt policies to define and list lawful and unlawful absences.

(A) Lawful absences include but are not limited to(1) absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others,(2) absences due to an illness or death in the student's immediate family,(3) absences due to a recognized religious holiday of the student's faith, and (4) absences due to activities that are approved in advance by the principal.

(B) Unlawful absences include but are not limited to(1) absences of a student without the knowledge of his or her parents, or(2) absences of a student without acceptable cause with the knowledge of his or her parents.(C) Suspension is not to be counted as an unlawful absence for truancy purposes.II. TruancyThe State Board of Education recognizes that truancy is primarily an educational issue and that allreasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.(A) TruantA child ages 6 to 17 years meets the definition of a truant when the child has three consecutiveunlawful absences or a total of five unlawful absences.(B) Habitual TruantA "habitual" truant is a child age 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.(C) Chronic TruantA "chronic" truant is a child ages 12 to 17 years who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

- **Attendance is important every day, including early dismissal days.**
- Every absence from school requires a **written note** from a parent, guardian, or licensed/certified medical practitioner. All absences are considered unlawful until a written note is received at school and evaluated by the school attendance officer. The note must be dated and must include the date(s) of the absence(s), the reason(s) for the absence(s), and the signature of a parent, guardian, or licensed/certified medical practitioner. The reason given in the note will determine whether the absence is recorded as LAWFUL or UNLAWFUL.
- Written excuses are due in the office within two days of the child's return to school or the absence will be considered UNLAWFUL.

Make-Up Work/Recovery Plan

- Students who are absent from class or absent from school are expected to make up any missed work. **When a student is absent from school for more than 10 days total, there is a requirement for work and time to be made-up outside of regular instructional hours.** Both lawful and unlawful absences and tardies are counted in determining the requirement for a student to participate in Recovery. Parents may be required to attend a conference after the 10th absence to discuss recovery. The recovery time will take place during recess, activity periods, or after school to be determined and documented by the teacher.

Perfect Attendance

- Those recognized for perfect attendance must be present at school each day for 180 days without excessive tardies and/or early dismissals.

Illness at School

- Any student becoming ill at school will be referred to the school nurse. The nurse will assess the condition and make parent contacts as necessary. Please encourage hand-washing during cold and flu season. **It is important that the school has accurate contact information for families.**

Emergency Closing of Schools

- **IF THERE IS NO SPECIFIC ANNOUNCEMENT, SCHOOL WILL OPERATE AS USUAL.**
- The superintendent will authorize all temporary closings or delayed opening of schools and will make a district-wide phone call and put it on the District Webpage. The announcements will be made prior to 6:00 am on the school day involved, and when possible, by the night before. **It is important that the school has accurate contact information for families.** Also, listen for these announcements on local radio and television stations
- When the decision is made to close school during school hours a SwiftReach call will be made, and local stations will be notified. Attempts to contact all parents/guardians about the early dismissal will be made for transportation and safety reasons. The buses will run regular routes. Children will be supervised until their transportation has arrived.

Medications

1. Only medication prescribed by the student's health care provider as being necessary to be taken by the student in the manner listed on this form may be brought to school.

2. Medications brought to school will be given to the student in accordance with the provisions listed on this form; ALL medications to be given at school MUST be in their original packaging/container and clearly labeled by the pharmacist and include:

- name of student
- name of prescribing provider
- name of pharmacy who dispensed medication
- dose of medication and amount to be taken
- method of administration
- time/frequency medication is to be given
- Date medication filled
- Medications will not be given if they are not in their original-pharmacy labeled container/packaging..

3. All medications to be given at school must be brought in by responsible adult, preferably the parent and/or guardian. No more than a 30 day supply of the medication will be brought to school at one time.

4. The parent/guardian and the health care provider prescribing the medication must sign the Authorization for Medication Administration by School Personnel form prior to administering medications at school. The school district retains the discretion to deny requests for assisting students with medications.

5. If a student is on more than one medication during school hours, a separate authorization form must be completed for each medication.

6. All medication brought to school will be counted with the person who brought the medication to school; this count will be documented and signed by both individuals and will include at a minimum:

- Date medication brought to school
- Name/Dosage of Medication
- Actual quantity of the initial medication brought to school

- Signature(s) of school personnel and person who brought the medication in
7. It is the responsibility of the parents/guardian to notify the school of any changes to the original prescription and provide to the school a new authorization form, reflecting changes in the original order. Nurses cannot accept from a parent without written physician confirmation, a request for change in the dosage, timing, or route of administration of a prescribed drug. Parents should also notify the school if and when the medication has been stopped or terminated by the physician.
 8. Parents/guardian must pick up any unused medications within one week of termination of medication and by the last day of school. Unused medications will not be sent home with the student; any unused medications will be destroyed if not picked up by the specified time.
 9. Medications will be stored according to state and federal regulations; the school will also comply with special instructions for storage, as recommended by the manufacturer and/or health care provider.
 10. All information regarding medication and health status is confidential.
 11. Self-administration of medications in schools refers to situations in which students carry their own medication, on their person and administer that medication to themselves during the school day, as ordered by their physician and authorized by parent and school district. This authorization must be documented on the reverse side of this form. Not all medications are approved and appropriate for self-administration; the school district will determine which medications are appropriate for self-administration, but generally refer to such medications to treat chronic illnesses and may include such medications as asthma inhalers, epi-pens for severe & life threatening allergies, and insulin. Certain conditions must be met before students may self-administer; this may include but not limited to: A) student is physically, mentally and behaviorally capable of assuming responsibility for self-administration and demonstrates a medical condition requiring the medication to be taken during the school day; 2) student can and has demonstrated competency in performing self-administration of medication and 3) safety factors are considered when determining approval for self-administration. All self-administered medications must be in their original-pharmacy labeled containers and packaging.
 12. Direct any questions that you may have regarding medication administration at school to the school nurse.

Head Lice

- Head lice is most common among pre-school and elementary school-age children and their household members. Head lice are not known to transmit disease but they can produce a secondary bacterial infection of the skin due to excessive scratching.
- Getting head lice is NOT related to cleanliness of the person or the home. Head lice are spread by direct contact with the hair of an infested person. The most common way to get head lice is by head to head contact with a person who already has head lice.
 - For more information regarding head lice, please visit: <http://www.cdc.gov/parasites/lice/>
School District's Guidelines on Head Lice:
 - If your child has been identified as having lice or nits, then we expect you to treat your child with an appropriate lice shampoo (pediculicide) immediately in order to prevent further spread in school. After appropriate treatment, we will recheck your child's head to make sure there are no nits or lice present. If nits or lice are present, we will contact you to inform of findings and provide further recommendations for eliminating the lice/nits.
 - Readmission to school may be at the nurse's discretion and will be based on effective treatment compliance and on an individual case-by-case basis.
 - If a child is found to have nits (lice eggs) or lice, we DO NOT perform entire classroom and/or school wide screening for head lice. However, we will screen individual students if they show symptoms of head lice which may include head scratching, visible lice/nits, red bite marks. Individual lice screening may also be at the school nurse's discretion based on a case-by-case basis.
 - If your child has more than 2 recurrences of head lice, the school nurse will schedule a conference and/or make a home visit to make recommendations for remediation of the problem.

Smoke-free environment

- All schools and property are smoke, chewing tobacco, and dip-free (including e-cigarettes and vapes). This includes chaperones on field trips, school events, etc.

Student Gifts

- The school will not accept delivery of gifts such as flowers, balloons, stuffed animals, candy, etc., for students. Please wait until your child comes home to give gifts. We have one secretary who cannot be a delivery service on days such as Valentine's etc.

School Cafeteria

- Breakfast is served from 7:00 – 7:45 daily. Car riders who eat breakfast should arrive by 7:30.
- **No carbonated drinks (soft drinks) are allowed in the cafeteria. This policy applies to all students whether eating a school meal or bringing a meal from home.**
- The following rules will encourage good manners and maintain a cafeteria in which all can take pride: All food must be eaten in the cafeteria. Students are to leave the area around their seats clean. Students are expected to speak softly while in the cafeteria. Students are expected to remain seated until given permission to begin dismissal procedures.

Birthday Celebrations

- **Students' birthdays are recognized by classroom teachers and the office.** To comply with health and nutrition guidelines, **cupcakes, cakes, etc. for birthdays are not allowed.** Healthy snacks (pretzels, fruits, etc.) and/or small treats like pencils, stickers, etc. may be provided. Treat bags will be sent home with students. **Please check with your child's teacher prior to sending treats.**

Textbooks/Library Books

- Textbooks and library books issued to the students are the property of Blacksburg Primary School. Students are responsible for books which are lost, stolen, or damaged. Fees charged will be based on the cost of a replacement book.

Monies Owed

- **All monies for meals, snack fees, textbooks, library books, school pictures are to be kept current. Outstanding balances may affect student eligibility for participation in school activities such as field trips, field day, etc. and/or result in the holding of report cards.** Parents should contact the school if there are questions or concerns as early as possible in the school year.

Field Trips

- **Field trips are important extended learning activities that are designed to enhance students' understanding of grade-level standards. For the safety of our students please adhere to the following family participation guidelines.**
- All chaperones must be approved through the district's volunteer application process; volunteer applications should be completed at the beginning of the school year.
- Parents take part in field trips only if asked to chaperone.
- For safety, it is not appropriate for parents and/or family members to meet the group along the route, follow the bus or meet at the field trip location. We ask that all chaperones meet at the school first, check-in as a chaperone, and then drive behind the busses. We want to ensure that all chaperones have proper clearances and that your children are safe from harm.
- Non-BPS students, expelled/suspended students, and siblings (younger or older) cannot participate or attend field trips.
- We ask that all parents pay for field trips by the deadline given; you are welcome to apply for a field trip scholarship if needed, come to or call the office to request a form.
- Questions should be directed to the administration.

Dress Code

- **All clothing should be clean, in good repair, fit appropriately and not cause distractions. Improper clothing and accessories that cause classroom distractions, depict controversial images, or inappropriate language such as obscenities, illegal acts, gang activity, alcohol, drugs, tobacco, or racial slurs are not permitted.**
- All pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag or drag. Leggings and/or tight fitting pants must be worn with a long top to provide full coverage.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. All shorts, pants and skirts must be worn at an appropriate length and fit. Girls' shorts/skirts should be longer than their fingertips when arms are naturally extended at the side of the body. Shirts must cover the upper body, including undergarments, midriff and shoulders. Tank, racer back, one-shoulder, halter tops, and see through/fishnet shirts are not appropriate. We are a primary school, but we have seen some of these items.
- For health and safety reasons **flat** shoes must be worn and tied at all times.
- Athletic shoes or a closed shoe appropriate for safe physical activity are required for P.E.
- Any items such as studded belts or chains that could be considered weapons are prohibited.
- Head coverings such as hats, hoods, bandannas and sunglasses are not to be worn in the building.

The above guidelines are not all inclusive and administrative discretion will be used on issues not addressed above. Consequences may include a call to parent for different attire and/or the use of temporary clothing.

Lost and Found

- The school has a designated area for clothing and personal items found throughout the building. Please assist us by labeling all of your child's belongings before sending them to school. You are encouraged to check lost and found for any missing items. Unclaimed items will be periodically donated to charity. Notes will be sent home ahead of any donation of the remaining unclaimed lost and found items.

Photographs

- **During the year, students may be photographed for newspaper articles, class newsletters, school publications, etc. If you do not wish for your child to be included in these photographs, please send a written statement to school.**

Solicitations/Fundraising/Toys

- School board regulations prohibit students or staff members from selling candy, greeting cards, or any other fundraising items on the grounds unless the project is sponsored by the school/PTO. Students are not allowed to buy, sell, or trade anything to other students anywhere on the school grounds. Toys and other non-school items are not to be brought to school unless specific permission has been given by the teacher (ex. favorite item for a class writing assignment).

Visitors

- **Instructional time is protected.** All visitors are required to report directly to the office to sign in and obtain a visitor's badge. To ensure everyone's safety, visitor badges must be worn at all times. Please call the school or send a note to request a conference time. Due to supervision duties, teachers are not available at the beginning of the day and during dismissal times. Visits during instructional times must be approved by an administrator and should be scheduled in advance. For safety, visitors are not allowed on the playground. To promote a child-friendly environment, visitors are asked to adhere to general public dress guidelines – shoes required, no hats, modest clothing, no vulgar pictures or profanity, etc. All visitors eating lunch with their children must check into the front office and only stay for the duration of the lunch period (30 minutes). This will better allow us to know who is in the building and keep our students safe.

Student Progress

- **Parents are encouraged to access students' grades through PowerSchool, which is available by internet 24 hours a day.** Grades are typically posted within one week of an assignment or test.

- Final report cards are issued to all students at school on the last day. Report cards are held for students owing money to the school for any reason.

Home/School Communications

- **Families are important to the success of our students. We are committed to frequent two-way communications.**
- Grade-wide newsletters are sent each week and loaded to our website.
- Calendar information is posted and updated on our school website regularly.
- Calls are made regularly to keep families informed about school and district events.
- It is crucial that families provide **accurate contact information**. Please contact the school office if there are any changes in phone numbers or addresses.
- All staff have email access and check it daily. Please put **regarding my student** in the subject line so that the district filter will allow delivery. Please call the school office to leave a message if you have not received a reply within two school days.
- **Please remember that instructional time is protected. Conferences and visits should be scheduled in advance.**

School-wide Behavior Expectations

“Treat others the way you want to be treated.” The *Golden Rule* provides the foundation for behavior expectations. Blacksburg Primary will follow our district Discipline Policy.

- Soft skills are increasingly important in today’s society. Having the ability to firmly shake hands, look someone in the eye, and introduce one’s self are skills that we cannot overlook. We expect our students to practice these soft skills at school and at home.
- Blacksburg Primary School students are to demonstrate responsible behavior in all areas of the building, including the buses. In many instances, the community has no other means of judging Blacksburg Primary School than by the behavior of its students; therefore, students are expected to exhibit mannerly behavior at all times. Respect for parents, teachers, substitutes, volunteers, visitors and fellow students is expected.
- A primary goal of education is to prepare students for a healthy, functional life in society. In doing so, we strive to promote a positive school environment for the safety and well being of all students. A copy of your child’s classroom rules, procedures, and consequences for inappropriate behavior will be sent home for you to discuss with your child and support. Please refer to the Cherokee County School District *Board Policies Online Manual (Policy JK – Student Discipline)* for information concerning the district discipline policy. Bus discipline is also included. Please be aware that all common areas in our building as well as our exterior school grounds are monitored by video cameras.

Hallway Procedures and Expectations

- WALK facing forward on the right side of the hallway
- Respect classroom learning... quiet mouths and feet
- Always stay safe - keep body to yourself
- Greet everyone with a SMILE

Classroom Procedures and Expectations

- Be responsible
- Be respectful
- Be safe
- Be kind

Playground Safety and Expectations

- Line up quickly and walk quietly
- Use equipment correctly
- Stay inside the fence
- Be kind, gentle, and respectful

Threats to Self or Others

- In accordance with Cherokee County School District Policy, students who threaten others or themselves may be required to be evaluated by a licensed medical doctor. A letter from the doctor stating that the student is not a threat to themselves or others may be needed to re-enter school. A school resource or police officer will be informed of the threat as well. Students may be subject to further discipline actions based on the severity of the threat and number of violations.

Consequences of Inappropriate Behavior

- In accordance with Cherokee County School District Policy, consequences of inappropriate behavior include, but are not limited to: conference with student; parent contact by phone, note or conference; after-school detention; and, in or out of school suspension. Referrals for school counseling, the Student Intervention Team and/or outside agencies will be made as warranted. Consequences will be determined by the severity of the inappropriate behavior, age of the student, and the previous disciplinary record of the student.

Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse.

Section 504 of the Rehabilitation Act of 1973 (Section 504) Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact Student Services Director Bessie Westmoreland, 864-206-2255

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Student Services Director Kathy Durbin, 803-285-8439, 302 West Dunlap Street, Lancaster SC 29720 to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical

homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact Student Services Director Bessie Westmoreland.

19-20 School Calendar (dates subject to change and new events will be added through the year)

August 19	First Day for Students
September 2	Labor Day – School Closed
September 17	1st Reporting Period Ends
September 18	Early Release Day for students
October 21	Professional Development Day – No Students
October 22	End of 1st Nine Weeks
October 24	Parent/Teacher Conferences
November 13	Early Release Day for students
November 27-29	Thanksgiving Holiday – School Closed
December 21	1st Sem. ends/3rd Reporting Per. Ends;Early Dismissal
December 23-January 6	Winter Holiday
January 7	School Re-Opens
January 13	End of 2nd Nine Weeks
January 20	MLK Holiday – School Closed
February 12	Early Release Day for students
February 19	Progress Reports
March 18	End of 3rd Nine Weeks
April 2/3	Parent/Teacher Conferences
April 6-10	Spring Break
April 28	Progress Reports
May 28	Graduation
May 29	Last Student School Day, End of 4th Nine Weeks
June 1	Make-Up Day

**Please check your child's bookbag and the school website
for events and activities.**

**Also, please remember to keep contact information current
to receive school-wide phone calls.**

BPS - Parent and Student Signature Page

Please read, sign, and send back to school no later than August 23rd:

Parent: I have read the Parent/Student Handbook too my child and understand its contents.

Parent Signature: _____

Date: _____

Child: My parent has gone over the Parent/Student Handbook with me.

Student Signature/Name: _____

Date: _____

Current contact information:

Cell phone number: _____

Home phone number: _____

Email: _____