

Allendale-Fairfax Elementary School

Student/Parent Handbook 2026-27



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Allendale-Fairfax Elementary School

Student/Parent Handbook Purpose

The purpose of this handbook is to explain the school policies, procedures and expectations.

Mission Statement

Allendale-Fairfax Elementary School mission is to create a high-quality educational experience that ensures academic success for all students and cultivates global citizens through engagement, relationship building and a passionate climate and culture.

Vision Statement

Allendale-Fairfax Elementary School vision is to create a safe environment where everyone works harmoniously to maximize the potential of every student.

Beliefs

- Children are our first priority.
- All students can excel with high expectations to their maximum potential.
- Effective communication is essential to building trust.
- A nurturing and diverse environment that promotes engagement and growth.
- Learning environments must promote positive character and productive citizenship.
- The community, home, and school must collaborate towards common goals and academic excellence.

Message from the Principal

Dear Parents and Students,

Welcome to Allendale-Fairfax Elementary School, the home of the mighty TIGERS. This school year promises to be a transformational one, as we face the challenges of a new school year. As principal, it is my goal to provide a safe and orderly environment where quality instruction and learning takes place in every classroom daily. Our ultimate goal is to do what is in the best interests of students. The children are always our first PRIORITY! This year as principal, my main focus is to continue to grow our staff, increase student engagement as well as continue concentrating on increasing our academic achievement.

Our school theme this year is “One Team, One Dream: Going for the Goal”. This is year two as principal and I am truly excited. Parents, we need your help! It takes a team to make what seems impossible to some possible.

Your principal,

Audrey Patterson

School Hours of Operation

Bus Arrival	7:00 am
Breakfast (Grades PreK-5)	7:00 am – 7:45 am
Student Drop-Off	7:15 am – 7:45 am
Tardy Bell (All Grades)	7:45 am
Class Starts	7:45 am
Student Dismissal (Grades PreK-5)	2:30 pm

Please Note: To protect valuable instructional time and minimize classroom interruptions during the last period of the school day, early check out of students must occur prior to 1:45 pm. Except in the event of an unanticipated emergency, students are expected to remain until normal dismissal time. This time is protected therefore after school care will not be available.

Early Dismissal days have been scheduled by the district. These are days that our faculty and staff will participate in professional development sessions. Their attendance is mandatory therefore they will not be available for after-hour care for students. We count on your prompt arrival for pickup. Early dismissal for elementary is 12:30 pm.

Early Release Days:

December 18, 2026

May 27, 2027

May 28, 2027

All Because of Children

Agenda Books

Grades 3 through 5 will be provided with a school approved agenda. The agenda book will be used by teachers for communication to parents. Please check with your child's teacher on their agenda policy. It is our expectation that students write in their agendas and that parents check their student's agenda for communication from the teachers daily. Information regarding the agenda will be available Meet the Teacher Night as well as in the front office.

Announcements

When announcements are being made, students are expected to listen respectfully to the important information being provided by the speaker.

Assemblies

School and grade level assemblies are a part of our instructional programs. They are held periodically to provide students with an opportunity to share what they have learned or to provide students an opportunity to learn from others (i.e. guest speakers, performers, etc.). When an assembly is held, students are expected to:

1. Follow hallway procedures to the assembly area.
2. Enter quietly in a single file line and sit in your assigned area with your class and teacher.
3. Pay attention to the speaker or presenter.
4. Keep your hands, feet, and objects to yourself.
5. Remain seated until directed to leave.
6. Exit quietly in a single file line and follow hallway procedures as you return to your destination.

Arrival/Dismissal

It is our goal for students to learn the importance of regular and prompt school attendance. All students should be dropped off in the car rider line, following the school's drop-off procedures between 7:15 a.m. and 7:45 a.m. Students should not be dropped off outside prior to 7:15 a.m.

All cars are to proceed in the entrance next to the football stadium for morning drop-off. Once you have pulled as far forward as possible, please place your vehicle in park before students exit the vehicle. Students should remain in their vehicle until a member of the arrival team opens their door. The safety of your children is our priority. Please follow drop-off procedures very carefully to keep all our students safe. Students are not permitted to walk through the parking lot. Please do not leave your car unattended in

the car line during drop-off and refrain from conferences with the arrival team members during drop-off. If you need to speak with a member of our team, please park in the visitors' section of the parking lot. For pick-up, we are asking parents to remain in their cars until their child is sent out to them. No student will be picked up from the bus loop. All car riders must be picked up by 2:30 pm daily.

School Hours of Operation

Bus Arrival	7:00 am
Breakfast (Grades PreK-5)	7:00 am – 7:45 am
Student Drop-Off	7:15 am – 7:45 am
Tardy Bell (All Grades)	7:45 am
Class Starts	7:45 am
Student Dismissal (Grades PreK-5)	2:30 pm

Student Drop Off 7:15 am – 7:45 am

Student Pick-up – 2:30 pm

Attendance Policy/Absences

1. Your children should be in school every day as mandated by state law.
2. When you keep your child at home due to illness, please email our attendance clerk, Penni Preacher-Johnson at johnsonpp@acs.k12.sc.us to report the absence. If you do not report the absence, it will be counted as unexcused.
3. Per S.C. Regulation 43-274, after 3 unexcused absences the parent will be notified. After 5 unexcused absences parents will be warned that they may be in violation of the state compulsory attendance law and be required to collaborate with the school on an Attendance Plan.
4. After 10 unexcused absences additional legal steps will be followed. The school and the staff will work with parents throughout this process to find ways to facilitate better attendance.
5. Students with excused absences will have 10 days to complete make-up work.
6. If a student is picked up early, they will be marked absent for any classes they miss.

If a student has accrued ten (10) days of unexcused absences, his or her absences will be reviewed by the principal, or his or her designee, to develop an attendance plan with the family. Anytime a student returns to school after an absence, a note must be brought from home.

Excused Absences

An absence is excused when a parent or guardian sends a note offering a valid explanation of the absence. Per the South Carolina Regulation Number R 43-274 (School Attendance), 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.

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.

Suspension is not to be counted as an unlawful absence for truancy purposes.

***Please note that vacations are considered unexcused absences. Absences not classified above will be considered unexcused, even with a note from a parent.*

Planned Extended Absences

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged and is considered to be an unexcused absence. However, if an extended student absence is unavoidable, the school should be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

Students who have 10 or more absences exhibit a pattern of absences and risk the possibility of retention.

Tardy Policy

A child is tardy when he/she is not in the classroom at 7:45 a.m. A student that enters a classroom after the start of class is considered tardy. All tardy students must be signed in at the front desk by a parent or guardian. **Please do not just drop your child off at the front door; you must sign your child in.**

Excused Tardies: A student will be considered excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. The reasons for excused tardies are as follows: 1. doctor's appointments with notes from the doctor or 2. extreme emergencies approved by administration

Excused tardies will not count toward the student's tardy record.

Unexcused Tardies: A tardy will be considered unexcused due to alarm clock failures, “parent’s fault,” car trouble, and inclement weather conditions, etc.

Birthdays

We recognize a child’s birthday is important; however, due to many food allergies of our students, birthday parties **will not** be observed during the school day. Your child’s birthday will be acknowledged during the morning announcements and often times the classroom teacher recognizes the student as well throughout the school day.

Bus Expectations

All students are expected to demonstrate respect and good behavior while using school transportation. Discipline and respectful conduct are essential for the safety and well-being of all passengers. Failure to adhere to these expectations may result in consequences, including the possibility of permanent removal from the bus. Students are expected to sit on their assigned seat, to use their inside voices, follow the directions of the bus driver and stay in their seat while the bus is in motion.

Bookbags/Personal Items

Bookbags, backpacks, folders, or any other personal items should not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed disruptive, inappropriate, offensive, or reflect negatively on our school. Failure to comply will constitute a uniform violation and be subject to in-school suspension and parental notification. No Lighted or wheeled backpacks are permitted.

Cafeteria

Our students need healthy meals to learn. Allendale County School District offers free healthy meals every day for all students to meet the nutritional needs of our growing students.

Cell Phone Policy

No student, unless authorized by the principal or his/her designee, shall use or operate any electronic telecommunication device, including cell phone, any facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, iPod, AirPods or other headphones, or gaming device in the school building, or on the grounds during the instructional day, or during a school-sponsored activity. Any device brought to school should be placed in a Yondr pouch until the end of the school day. If found on the student, the device will be held in the office until the end of the day. Failure to surrender items will result in a disciplinary consequence. Allendale-Fairfax Elementary is not responsible for any lost or stolen personal electronic devices.

Character Education

Developing positive character traits among students is essential. At AFES, we are fully committed to developing global citizens who exhibit positive character daily. Each month we will focus on a different character trait, and students in each class who exhibit these traits will be celebrated.

Here are the monthly character traits:

September	Responsibility	February	Compassion
October	Self-Control	March	Honesty
November	Courage	April	Integrity
December	Hope	May	Wisdom
January	Justice		

Child Abuse

State law requires that any person who has cause to suspect child abuse or neglect has a duty to report to the Allendale County Department of Social Services Offices at 803-584-7048.

Communication Between Home and School

Communication is essential for a successful school year. The administration and staff recognize this and will strive to always facilitate open and frequent communication with parents. Teachers will communicate with parents on behavior and academics daily through the school agenda, email, newsletters, school phone, and classroom/school communication platforms.

However, please make sure that you check your child's backpack daily. Report cards, progress reports, and grades are available in PowerSchool. Conferences will be offered several times throughout the school year and will allow parents an opportunity to review student work and progress.

Parents/guardians are asked to review all student work and communications sent home. Parents are expected to view their child's current academic status through our student information system, PowerSchool. Usernames and passwords for PowerSchool will be given out at AFES Meet the Teacher Night or can be given to the parent or legal guardian through the AFES Registrar.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and students, and every teacher welcomes a conference with any parent.

However, we request that such visits be arranged beforehand with the teacher at a convenient time either before or after-school.

Parents are asked not to meet with a teacher unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door before or after school are not permitted as this may distract the teacher from supervision of students during a crucial time of movement.

Discipline Policy

AFES School Expectations are the 4 B's:

Be Respectful

Be Responsible

Be Cooperative

Be Safe

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential. Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines.

The following list is not all-inclusive:

- Students are expected to respect the authority of school personnel which includes but is not limited to administration, teachers, staff, and substitutes.
- Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
- Students shall always help to keep the school clean. Gum chewing is not allowed in the school building or on the school grounds.
- Items such as water pistols, matches, skateboards, handheld game devices, toys, weapons of any sort, shoes with wheels, etc. are not permitted at school.
- No items will be permitted that display pictures or slogans referring to the drug culture, alcohol, or profanity. Profane, abusive or slang language is prohibited on school grounds.
- There is zero tolerance for aggression, drugs and alcohol at school. Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school, and/or referral to law enforcement.

Every teacher shall strive to hold each student accountable for any disorderly conduct in school, in school sponsored activities, on the playgrounds of the school, and during recess. To assist the teacher, the administrators of Allendale-Fairfax Elementary have established regulations for the use of disciplinary measures within the school that are continually monitored and appraised of their usefulness. The principal and school leaders shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school.

Every teacher shall in the beginning of each school year and periodically throughout the school year provide his or her students with the rules of the school and how those apply in their classroom. The teacher should teach the behavioral expectation and provide a system to acknowledge appropriate behavior and remediate behavioral deficits. Some in-school alternatives (re-teaching, remediation, brief time-out in classroom, silent lunch, calls to parents, notes home, behavior plans) versus removal from class is encouraged. In addition, counseling alternatives (school counselors and/or other appropriate mental health professionals or a contracted outside agency) are encouraged as needed.

Minor Infractions

A record of minor infractions for violation of classroom or school rules will be kept by the classroom teacher. Consequences for minor infractions should adhere to the following guidelines:

- First Infraction - Conference with student, documentation of infraction, and parental contact made by teacher
- Second Infraction - Conference with student, documentation of infraction, and contact made by teacher; refer to counselor or behavior specialist if needed
- Third Infraction - Teacher completes major referral form for repeated rule violation.

Major Infractions

A record of major infractions for violation of classroom and school rules will be kept by the Assistant Principal. Consequences for major infractions will be issued based on the district Code of Conduct matrix.

Dress Code

We seek to maintain a safe and orderly environment for learning. To accomplish this, we do ask for your support and cooperation with our school dress code:

TOPS: Shirts, vests, sweaters and sweatshirts. For the purpose of this policy, shirts, vests, sweaters and sweatshirts are referred to as tops. To that end, TOPS must be the approved school's solid colors.

- Students shall wear plain shirts with a collar.
- Shirts may have school-approved/manufactured logos. Logo shall not be larger than 1" inch.
- Shirts may not exceed one size larger than necessary as determined by the school administrator.
- All shirttails, regardless of style, make or design, must be tucked in. Exceptions may be made for preschool and kindergarten students as needed by administration.
- Students may wear vests, sweaters or sweatshirts without hoods that allow the collar to be exposed over school uniforms. The vest, sweater or sweatshirts shall be the school approved colors or coordinate with school colors (i.e. argyle) and may not exceed one size larger or smaller than necessary as determined by the school administrator. Jackets with hoods may be worn but only with a full-length zipper.
- School T-shirts can be worn on designated dress down days, field days and special field trips as determined by the school administrator.
- Tank tops or sleeveless tee shirts are not allowed. All clothing must cover the stomach, back and sides from the shoulder to the waist; no backless dresses or halter tops; necklines must be appropriate. Garments shall assure modesty when the student is seated or engaged in school activities.

BOTTOMS: For the purposes of this document pants, skirts, skorts, jumpers, capri pants and shorts are referred to as bottoms. To that end, BOTTOMS must be the approved school colors. Denim jeans are not permitted. Principals may make exceptions for special field trips.

- Bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words or pictures.
- Shorts, skirts, skorts, dresses and jumpers will be no shorter than 2½" above the knee or knee joint in the back when standing. Mini-skirts or mini-dresses are not allowed.
- Cargo-style pants or shorts are not permitted.
- Clothing shall not exceed one size larger than necessary as determined by the school administrator.

- Baggy or sagging pants or shorts are not permitted.
- Rolled up pants legs are not allowed.
- "Low rise" clothing is not permitted.
- Bottoms (excluding jumpers) shall be worn at the natural waistline and properly fitted to prevent sagging.
- Belts shall be worn in pants, skirts, skorts or shorts that have belt loops. Exceptions may be made for preschool and kindergarten students as needed by administration. Belts must be buckled and tucked in loops. Belt buckles must not be oversized or have any writing that is considered offensive.
- Pants must be worn at the waist. No denim jeans, sweatpants, running shorts, joggers, spandex or cargo pants are permitted.
- Tights, leggings, jeggings or jegging-style pants cannot be worn as bottoms.

Shoes, sneakers and boots (footwear)

- Shoes must be white, black or brown.
- Flip flops, crocs or slippers are not permitted.
- Heelys and Stilettos are not permitted.

NOTE: Head coverings of any kind including, but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses or hoods are not permitted. Head coverings will not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.

Uniform Violations

Level I – Verbal warning.

Level II – School sends home a uniform violation note.

Level III – Students will call parents from the office to obtain the correct uniform. Students will wait in the office for parents to bring the correct uniform.

Furthermore, reasonable accommodations will be provided based on a student's religion, disability, or medical condition. Although we tried to be specific to all dress code issues, there may be issues not included in this policy that are left to the discretion of the faculty and administration of the school.

Emergency School Closing

Emergency school closings are unexpected. Parents, therefore, it is suggested and strongly encouraged that you talk with your child(ren) at the beginning of the school year and from time to time throughout the school year concerning procedures that they should follow should an emergency occur. In emergencies, radio and television stations as well as social media will keep the public informed.

Field Trips

Field trips are planned for instructional purposes and with instructional objectives in mind. As a result, field trips may be scheduled throughout the year. All students will have an opportunity to participate in field trips unless their parents have signed waivers for them, or inappropriate behavior prohibits him or her from attending.

Grading System

It is the teacher's responsibility to determine the students' grades for grades first through fifth. Test results, daily work, special assignments, etc. will be used to determine students' grades. These grades will be recorded in PowerSchool. Preschool and Kindergarten students will receive progress reports. The first through fifth grade grading scale used is listed below:

Grades PreK & Kindergarten	Grades 1 – 5	Letter Grade
E – Excellent	90 – 100%	A – Outstanding Performance
S – Satisfactory	80 – 89%	B – Above Average Progress
N – Needs Improvement	70 – 79%	C – Average Progress
U - Unsatisfactory	60 – 69%	D – Unsatisfactory Progress
	0 – 59%	F – Failure

*E, S, N, and U are used on the Preschool and Kindergarten progress reports for Reading and Math. S and N are used for all other subject areas.

Guidance Services

Our guidance program is an important part of our instructional program which promotes successful achievement by emphasizing to all students to make good choices, establish self-understanding, exploration of various careers and improvement of study skills.

The following services are provided and available:

- Individual and group counseling
- Counseling through teacher in-service, teacher conferences, parent study groups and parent conferences
- Coordination of registration and orientation of new students

Health & Immunization

Before a student shall be fully admitted to any public school, grades Kindergarten through twelve (K-12), or any child development program (pre-kindergarten), a valid South Carolina Certificate of Immunization must be presented. A South Carolina certificate of special exemption may be issued to transfer students while awaiting arrival of medical records from their former area of residence. Exemptions may be issued only once and for 30 days from the date of enrollment.

Home Learning Policy

The purpose of home learning is to develop study habits in students early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a student does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the following time schedule as a guide when assigning home learning:

Home Learning Timeframe per Grade Level:

PreK	10 minutes
Kindergarten	20 minutes
1 st and 2 nd grade	30 minutes
3 rd grade	30 – 40 minutes
4 th grade	35 – 45 minutes
5 th grade	45 – 55 minutes

(All grades are encouraged to read or be read to for 15-30 minutes daily).

These times are a guide and are based on the average student's ability and on concentrated, undistracted time for doing home learning. Some days' home learning assignments may take less time or may take slightly more time on any given day. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. If a child consistently fails to complete home learning, there may be consequences in the classroom. It is important to note that home learning is the student's responsibility. All students will be required to write their assignments in their school agenda. Parents, please provide a quiet environment for your child to complete his or her home learning assignment.

House System

Our school House System consists of 7 houses: Opal House, Topaz House, Onyx House, Diamond House, Ruby House, Emerald House, and Sapphire House. Each grade level is represented by a jewel.

Opal House: Pre-K3 and Pre-K4

Topaz House: Kindergarten

Onyx House: 1st grade

Diamond House: 2nd grade

Ruby House: 3rd grade

Emerald House: 4th grade

Sapphire House: 5th grade

Students can earn “HOUSE POINTS”. The points are earned for displaying good manners, for showing respect to others, for giving effort during class, for displaying TIGER PRIDE, and adhering to schoolwide rules and expectations. AFES will also tie in attendance and academic achievement within the house system to encourage students to excel in academics and instill in them the importance of being present and on time. The house points will be tracked in PBIS Rewards and ‘posted’ and counted every month. The scores are displayed for all to see with the winning house being announced once a month.

The winning house will be able to spin the “House Wheel” and choose between rewards such as but not limited to a pizza party, a grade level dance, movie and popcorn, or a “JEAN DAY” on a designated Friday. The winning house will also have their flag displayed in front of the school to inform the community of which house is in the lead.

The student who earns the most points for the month in each house will serve as the House Captain. The House Captain will be allowed to wear the House Captain Badge all month and have their picture displayed on the “House Wall of Fame”.

Golden Tiger Honor Roll

Distinguished Principal’s Honor Roll All A’s

A/B Honor Roll A’s and B’s

All students who made the honor roll will be recognized at the end of each nine-week period.

Interim Progress Reports

Interim progress reports will be issued midway through each nine-week grading period on the following dates:

September 10, 2026

November 12, 2026

February 4, 2027

April 29, 2027

Library Media Center

We are excited to announce that our Media Center will be back up and running this year. Each class will have a designated time to visit the library to check out books. Please encourage your child to take care of the books they check out by keeping them dry and away from younger siblings to avoid getting damaged. If library books are lost, the full purchase price will be charged.

Lost and Found

Please label all clothing as it makes it easier to return lost items to their owner. Anytime a student loses an item, he/she may go to the "Lost and Found" in the cafeteria to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions.

Mainstreaming

Special needs students may be mainstreamed into regular classes for academic and non-academic subjects when it is considered to be in the best interest of the students. Mainstreaming occurs when it enhances the learning of the special needs students.

Physical Education/Health

Every student must participate in physical and health education. Students must dress appropriately on the day they have P.E. If for any reason your child has a medical condition that will prevent him/her from participating, the school must be notified in writing stating the reason. In most cases, a doctor's excuse will be necessary.

Playground Expectations

For the safety of our children, please go over the following with your child.

Contact sports, wrestling, flipping, and karate-type activities are not permitted. Students should not attempt to climb trees. Shoelaces should be tied, and shoes should be worn at all times. Children may not re-enter the building after exiting for recess unless it is an emergency. Getting water does not constitute an emergency. The teacher will give the student permission to re-enter the building.

Playground Safety Rules

1. Follow sidewalk or hall procedures to and from the playground area.
2. Always stay where you can see a teacher, and a teacher can see you.
3. Use the equipment appropriately.
 - Slide with feet first only down the slide.
 - Walk far from moving swings.
 - Stop the swing to get off. No jumping.
 - Swing on your bottom.
 - Form a line to get on the equipment if it is crowded (take turns).
 - Leave wood chips on the ground.
 - Watch out for others at all times.
 - Treat others the way you want to be treated on the playground.
4. Line up immediately when called.
5. Gather belongings and equipment before lining up.

PTO/SIC

Our Parent-Teacher Association and School Improvement Council are an active part of our school. You, as a parent, are encouraged to belong and to be active. This is your school as well as your student's school. We need and hope for your participation.

Report Cards

Report cards will be issued at the end of each nine-week period on the following dates:

October 14	January 7
March 25	May 28

If students are not at school on the last day, reports cards will be mailed if students do not owe any fees. Once fees are paid report cards will be relinquished.

Resource Class

The resource class provides intense instruction to students who have been formally identified as having learning problems. The resource teacher usually has no more than 8 students in class. The teacher is trained to help the students overcome their learning problems, teach them through their strongest mode of learning, and work very closely with the regular classroom teacher. The student may have to miss other classes to attend the resource class. Parents must agree to let their children attend resource class.

Restroom Expectations

1. Respect others' privacy.
2. Flush the toilet.
3. Be quick, be quiet, and be clean.
4. Leave pencils in the classroom.
5. Respond to adults' requests or directions.
6. Wash hands.
7. Bathroom graffiti will be reported to the administration and appropriate action will be administered.

School Arrival and Departure

Buses will unload beginning at 7:00 a.m. For safety reasons, please do not drop your child off at school before 7:15 a.m. Our faculty and staff do not report for duty until then. Car riders wishing to eat breakfast should report to school by 7:30 a.m. Instruction will start each morning at 7:45 a.m.

Students arriving after 7:45 a.m. will be marked tardy and must report to the office to get an excuse before they will be admitted to class. We are encouraging all students to be at school before 7:45 a.m. Tardies will be reported to the attendance supervisor.

Car riders will be escorted to the front of the school for dismissal at 2:30 p.m.

All students riding the bus will exit the building in an orderly manner and board the bus immediately following bus rules. Disorderly conduct on school buses will result in disciplinary action. If a student needs to be picked up from school or ride another bus, the student must bring a signed note from his or her parent or guardian. Without a note, the student must ride the bus as usual.

If there is a problem with the bus, please call Mr. Marcus Fields, the Transportation Supervisor, at 803-584-2311.

For the safety of your child, do not call the office to change the status of your child's transportation. If an emergency occurs, make arrangements according to our early dismissal procedures.

School Health Services

Injury and Illness -Any student who is not feeling well or that is injured during school hours will be sent to the school health nurse by his/her teacher. The school health nurse, or his/her designee, will make the appropriate assessment and render minor first-aid as necessary, depending upon the complaint or injury. If the student is too ill or uncomfortable to remain at school, the nurse or his/her designee will notify the parent/guardian to pick up the student. In an emergency situation, 9-1-1 will be notified. The nurse will accompany the student to the emergency room if indicated.

The nurse or his/her designee will attempt to notify a parent/guardian in the following instances:

- An emergency situation in which 9-1-1 has been notified
- Temperature ≥ 100 degrees
- Head, eye, back or neck injury
- Vomiting
- Persistent diarrhea
- Deep puncture wound
- Suspected fracture
- Any situation in which the nurse deems necessary

All students must have a pass signed by the teacher to be seen by the nurse.

Prescription Medication(s) Administration

All prescription medications must be administered at home when possible. If a student must take the medication during school hours, the parent and physician must complete the necessary forms. Please contact the school nurse to obtain these forms. All medications will be kept in the nursing office and dispensed by the school nurse or his/her designee (who may or may not be licensed personnel). It is the responsibility of the parent/guardian to notify the school nurse and provide written authorization when a change in the dosage or direction has been made.

Children with a previous history of severe allergic reactions to food or insect stings/bites should have written protocols and authorization from a physician to administer Benadryl or to use an Epi Pen (which is available only by prescription). Any student that has been diagnosed with asthma and uses an inhaler may keep the inhaler on their person at all times but only with written authorization from the physician and approval from the parent/guardian and the school health nurse.

Health Screenings

The school health nurse(s) will perform state recommended health screenings at the beginning of the school year. Health screenings may also be performed at the request of Allendale County School personnel or parents/guardians. The appropriate referrals will be made for students with abnormal results.

School Insurance

Parents have the opportunity to purchase school accident insurance for their children. If you are interested in school insurance please see Dana Elmore in the front office for an application. All accidents/injuries must be reported to the nurse IMMEDIATELY.

School Volunteers

Our school volunteers are an important part of our total program. We are very proud of our school volunteers and encourage your participation and support. If you love to share your time with children in a special or useful way, you are NEEDED as a volunteer at our school.

Here are some ways you can help:

- Tutor a child or small group of students.
- Mentor a student.
- Read to students.
- Assist the teacher with special events for the students.
- Put up bulletin boards, cut out materials, gather materials, etc.
- Assist in the library.
- Help with fundraisers, PTO, School Improvement Council events, etc.
- Or, maybe you can think of other ways.

All volunteers need to sign in and wear an assigned identification badge while in the school and must have a SLED background check prior to volunteering. Volunteers must attend the District Volunteer Workshop.

Special Education Program

Allendale-Fairfax Elementary School serves children who are Developmentally delayed, Learning Disabled, and Speech Impaired. The educational plans for students are personalized to meet the identified needs of the students. The special education teachers are specifically trained to meet the needs of students in their classes.

Students are placed in these classes only with prior written consent of the parent(s) and the school IEP Team. Parents who feel that their child may have difficulty in learning may request that their child be tested by the school psychologist.

Speech

Speech and language therapy are branches of Special Education. The therapist addresses the needs of students who may need to speak more clearly, more fluently, and with a greater vocabulary.

Schoolwide Incentives

Incentives will be used to recognize students who follow the rules. Each teacher will decide on incentives that are age appropriate. Some examples might include PBIS Rewards Points to be used to buy prizes, individual praise in a conference between the student and teacher, a good news phone call or note home, certificates, positive postcards in the mail, or an announcement on our intercom system, treats, etc.

Tardy for Class

If a student is tardy three times, this may result in a referral to the attendance supervisor, Vanessa Badger-Johnson at 584-4603. Students will be considered tardy if they arrive after 7:45 a.m.

Technology Advisory

Our school has embraced the advancement in technology. Students will be video recorded in class, on school grounds, cafeteria, assemblies, etc. The footage will be used for academic purposes (plays, skits, speeches), promotional videos for the district or school demonstration videos of instructional strategies, and student behavior management.

Telephone Policy

Students are permitted to use the school phone when necessary. A student using the phone Wi-Fi must have written permission from the classroom teacher as well as oral permission from the office staff. Students may not call home to ask if he or she can go home with another student, stay after school, or ride another bus.

Please do not call the school stating that your child is to ride another bus home. These arrangements should be made at home before coming to school.

A note should be written prior to the child coming to school.

Personal Telephone Messages

Telephone messages will be delivered to students in cases of emergency or student welfare only. The school has the right to deny any student access to the phone.

Textbooks

All non-consumable textbooks are provided, rent free, by the state. Each student is responsible for the care of his/ her books and will be held accountable for loss, damage or destruction of a book. You will be notified of lost or damaged books. In the event of non-payment of lost or damaged textbook fee, OR damaged equipment fee, a student will not be issued a report card and will not be allowed to take textbooks home until the fees are paid.

Universal Signs

- 1 - Gather your materials.
- 2 - Stand up and push in your chairs.
- 3 - Move to your area.

Visits and Parent-Teacher Conferences

Parents, you are welcome to visit the school and your child's classroom. If you desire a conference with your child's teacher or the principal, we ask that you schedule an appointment a day or two in advance if at all possible. However, should you find it necessary to observe your child during the day; we ask that you stop by the office first. When visiting classrooms, we ask that you walk in quietly, watch, and listen. Save questions or comments for a later time. Parent visits to the classroom are limited to 20 minutes. If the appropriate procedures are not adhered to, this privilege may be denied.

Parent-Teacher Conferences will be scheduled throughout the school year. You will be contacted as to the time of the conference. Every effort will be made to accommodate any particular problems that you might have. These conferences will be for the benefit of your child(ren) and we encourage your attendance, support, and cooperation.

Keep in mind that we are charged with the safety of our students and staff. We ask that you report to the office to receive a visitor's badge before going to the classrooms or conducting any business on our campus.

Withdrawal from School

We ask that you notify us at least a week in advance before withdrawing your child from school. All textbooks, library books and debts must be cleared before the students' records will be released to another school. Student records will only be released to the student's parent/legal guardian, or as authorized, to another school.

Weather Make-Up Days

Districts are required to make-up the first three weather days. Days were chosen during each semester in order to make up lost days during the same semester as the loss.

February 15-17, 2027