DRAYTONVILLE ELEMENTARY SCHOOL
PARENT/STUDENT
HANDBOOK
2026 - 2027



WE ARE…
DEDICATED…DETERMINED…DRIVEN TO SUCCEED

Draytonville Elementary School

2373 Wilkinsville Highway
Gaffney, SC 29340
864-206-6783 (phone) 864-487-1218 (fax)

Principal - Amie Sullivan
Assistant Principal – Larry Jones

CCSD Superintendent, Dr. Raashad Fitzpatrick

Mission Statement

The mission of Draytonville Elementary School in partnership with the community, is to empower all students with foundational skills and knowledge to be successful lifelong learners through a loving, safe and equitable environment.

School Day Schedule

7:00 AM	***ALL bus riders*** will report to cafeteria upon arrival.
7:00 AM - 7:35 AM	***ALL car riders*** will be let off at the double doors near the gym.
7:00 AM – 7:35 AM	Breakfast will be served in the cafeteria
7:35 AM	Teachers will pick up students from holding areas
7:45 AM	Tardy bell rings and class begins **Students that arrive after 7:45 AM must be signed into the office by an adult.**
2:15 PM	Afternoon Announcements
2:20 PM	Bus riders dismiss & Kids Club will report to their holding area
2:25 PM	Car riders dismiss ***ANY CHANGES IN DISMISSAL TRANSPORTATION (car to bus, bus to car, etc.) SHOULD BE REPORTED TO THE OFFICE NO LATER THAN 2:00 PM TO ENSURE THE CHILD IS DIRECTED TO THE PROPER DISMISSAL LOCATION.**

Attendance

Cherokee County Public School students, as well as students statewide, are expected to attend school each day of the 180 day school year. ***As part of new requirements, South Carolina elementary students will now be considered "absent" if they miss 50% of their instructional day for ANY reason, regardless of whether the absence is excused or unexcused.***

1. When your child is absent, the office will call home to check on them.
2. When a student has accumulated 3 consecutive unlawful absences, or a total of 5 unlawful absences, the parent or guardian will be contacted by the school to determine the reason for your child's continued absences.
3. When a student has accumulated 4 consecutive unlawful absences or a total of 6 unlawful absences, the parent or guardian will be contacted by the District Attendance Supervisor.
4. When a student has accumulated 6 consecutive unlawful absences or a total of 10 unlawful absences, the Attendance Supervisor will file to the Department of Social Services for possible legal action.
5. After a student has accumulated 10 absences, lawful or unlawful, future absences due to illness must be verified by a doctor's statement.
6. Students will be given the opportunity to make up work missed during all absences.

It is the responsibility of the parent or guardian to see that children attend school regularly. Lawful absences are limited to doctor and dental appointments, sickness, death in the family, and religious holidays when arranged in advance. ***We can accept five written parent excuses for the school year.***
Any additional absences require a medical excuse. If a child is absent, he/she must bring a written excuse with the date and reason for the absence, within 3 days of the absence. When a student accumulates excessive unexcused absences, his/her name will be referred to the attendance supervisor and will be considered truant.

Address or Phone Number Changes

It is important that we have parents' current ***address and phone numbers*** at all times. This information is especially important in cases of emergency. Please notify the school secretary immediately upon change of address or phone number.

Assignments for Absent Students

When your child is absent, we will be happy to gather the assignments for that day. However, please notify us by 10:00 AM if you wish to pick up the assignments at the end of the day. If you contact us after 10:00 AM, the teacher may not be able to have the assignments on the day you call.

Bus Rules

1. Book bags and other items must be held in your lap.
2. No eating or drinking on the bus.
3. Keep all body parts inside the bus at all times.
4. No profanity!
5. Do not distract the driver at any time while riding the bus!
6. Remain seated, unless you are loading or unloading the bus.
7. Each rider must have a bus pass or note signed by the school staff to ride a different bus or to a different stop.
8. The driver or monitor may assign seats.
9. Do not spray anything while on the bus.
10. Vandalism (cut seats, graffiti, etc.) will not be tolerated and consequences will include restitution of the damages assessed.

If you have questions concerning bus transportation, please contact the Transportation Office at (864) 206-6425.

Bus Transportation

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE AND A SERVICE THAT MUST NOT BE TAKEN FOR GRANTED. Students must accept responsibility for their actions when on the school bus. ***All bus riders must cooperate fully with the bus driver and observe bus rules.*** The driver may stop the bus at any time that misbehavior or threats offer a hazard to safe driving and may return the offending student to the school. Offenses, such as paper throwing, failure to be seated, not following driver's instruction, and horseplay may result in days off the bus. Parents are responsible for student behavior at the bus stop.

No child may ride a bus, other than the regularly designated bus, without written permission of administration. No child will be allowed to enter or leave a school bus at any place other than at the home stop unless they have a note signed by the parent and administration.

If changes need to be made regarding dismissal, the office must be notified by phone no later than 2:00 PM.

Bus Discipline

All students are expected to:

- Remain seated until the bus comes to a complete stop.
- Talk quietly; yelling is not permitted.
- Sit with arms, feet, and personal belongings in the appropriate place (avoiding the aisle, as this could cause a trip/fall hazard).
- Refrain from eating and drinking on the bus.

To ensure the safety of your student as well as others, if it is deemed necessary for the bus driver to write a disciplinary referral for bus infractions, the following consequences will occur for Level 1 Offenses:

1st Offense: Warning.
2nd Offense: Parent contact with up to (3) days of bus suspension & Bus Intervention Plan.
3rd Offense: Parent contact/conference with up to (5) days of bus suspension.
4th Offense: Parent contact/conference with up to (10) days of bus suspension.
4th Offense: Bus suspension for the remainder of the semester

Bus Violation Level 2 & Level 3 Offenses will result in at a minimum of (5) days of bus suspension and a maximum of bus suspension for the remainder of the school year.

Car Loading and Unloading

Before School:

All car riders are to be dropped off at the front entrance in the morning. The school will open at 7:00 AM for car riders. Students should not be dropped off and left unattended before 7:00 AM. Students should enter the double doors closest to the main entrance. Cars should not enter the bus circle at any time. For the safety of the children, please unload on the passenger side directly onto the sidewalk.

Never double-park or allow children to walk between parked cars.

Parents (including kindergarten parents) should not walk students in after the first day of class.

After School:

4K and 5K students and others in their carpool are picked up after school at the front entrance. All other car riders should be picked up in the keyhole at the rear of the building. All car riders dismiss at 2:15 PM**.**

Please display the child's name on a sign when picking up students.

Please do not leave your car unattended in the drop-off or pick-up lanes.

Cell Phones Policy

The Cherokee County School District implements a policy that prohibits access to personal electronic communication devices during the regular school day, which includes arrival, during class, lunch and recess. Students must turn off and store their devices and accessories in backpacks. Any telecommunications device or accessory, including, but not limited to, smart watches, cell phones, tablets and any present and future technologies. Failure to obey this rule may result in a warning, ISS and/or OSS.

Closing of School

In the event of bad weather, please do not call the school. These lines must be kept open for emergencies. For special instructions concerning school closings, listen to any of the following stations: WSPA-TV, WYFF-TV, WLOS-TV, or check the CCSD website at www.cherokee1.org for information concerning school closings and delays. Parents will also receive an automated call and/or message regarding a school closing, delay or early dismissal.

We will be using our Automated Calling/Messaging System; therefore, it is extremely important to notify the school of any phone contact changes you may have during the course of the school year.

Please be sure there is someone at school before dropping students at school on mornings when the weather is "questionable".

Communication

We believe open communication between parents and school personnel is vital to your child's school success; therefore, we have outlined the following plan to keep the lines of communication open. Parents may at any time: schedule a conference with teacher and/or administration or ask for a phone call from a teacher and/or administration.

Written communications may include class newsletters, parent communication folders from classroom teachers – "Blue Folder" (behavior and academics), Parent & Student handbook (outlining school policies and procedures), Draytonville Elementary School web site- Enter the web address: http://www.cherokee1.org click on elementary schools and the Draytonville Elementary link, the school's Facebook page: Draytonville Elementary, school marque/sign updated with upcoming events, Draytonville Soundwaves school newsletter sent home monthly and published to the school website.

Telephone communication will be through the Automated Calling System.

Dismissal Procedures

- Buses and daycare students will be dismissed at the bus port in front of the cafeteria.
- 4K & 5K Car riders (and older students that ride with a Kindergarten student will be dismissed from the double doors near the gym in the front of the school. All other car riders will be picked up in the keyhole at the back of the school. At dismissal time, a teacher on duty will signal for parents/guardians to pull up to the car loading areas. Parents/Guardians must display the students' name in the front right side of the car window. No student will be allowed to go home a different way from his regular travel unless permission is requested in a note by parent/guardian. Students who are transported from school by bus may ride only the bus they are assigned to.

******NOTE****** Students not picked up by 2:45 each day will be brought to the front office, at which time a parent/guardian must come in to pick up their child. After 3 late pick up occurrences, the parent/guardian must have a conference with the administration to discuss the reason for students not being pick up at correct dismissal time.

Dress Code

All students are expected to wear clothing acceptable for school. Shirts, tops, and blouses should not reveal the back, stomach or sides of the child. Undergarments should be covered. Shorts and skirts should be fingertip length or longer. It is recommended that a longer shirt is worn with spandex, leggings and tight fitting shorts/pants. Pajama clothes and shoes are prohibited. Students cannot wear clothing with inappropriate pictures, gestures, or language for the school environment. Hats, headgear and hoods/hoodies should not be worn inside the building.

Students who violate the school dress code will be referred to administration. The CCSD Elementary Code of Conduct will be followed.

Early Dismissal

Early dismissals disrupt the school day for other students. Students are expected to attend school until the end of the day (**2:25 PM**).

****Early dismissals will be granted for emergencies and medical appointments only.*** Early dismissals for child-care and work schedules are not permitted. If a child must be dismissed early, send a note to the teacher and then sign the child out in the office***. Only those persons listed on the health/emergency form will be allowed to sign students out of school. A picture ID will be required.*** This is only for your student's safety and protection. No student will be allowed to

go home a different way from his regular travel unless permission is requested by a parent or guardian by telephone or in writing.

Excessive early leaves for no valid reason will impact your child's learning. ***Parents can sign a student out up to 5 times in one school year.*** A doctor's note will be required for any time a student is checked out early after 5 times. Once the student has left early more than 5 times the student will be referred to our attendance director and an Attendance Intervention Plan may be put in place.

Emergency Drills

The purpose of fire, tornado, earthquake and intruder drills is to teach students the proper procedure for advancing to areas of safety as quickly as possible. Drills are held on a monthly basis. During an emergency drill, students are to line up immediately inside the room in single file and to follow the route described for the evacuation of each room. Students should listen, and not talk, during emergency drills.

FERPA-Annual Notice required by Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to school administration a written request that identifies the record(s) they wish to inspect. Administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected; of the procedures for obtaining copies; and arrange for someone to be present to interpret the records if requested.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Cherokee County School District to amend a record that they believe is inaccurate or misleading. They should write the school administration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. **The district may disclose without your consent information it has designated as "directory information".** Directory information includes name, photograph, home address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received and the most recent previous school attended and other similar information. Directory information may be released by the district in a variety of ways including print media and electronically to the district or school website. If you do not wish the above information to be disclosed as directory information about your child, you must inform administration of your child's school in writing within 15 days of receipt of this notice. **If you do not inform administration that you object to the release of any or all information designated as "directory information", <u>we will be free</u> to release or use directory information on your child as appropriate.** Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll and provides transcripts to schools of higher education.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Gifted & Talented Academics

Students identified as academically gifted/talented in grades 3-5 are served through Project GOAL classes that meet one period a day. Students qualify for Project GOAL based on S. C. State Department of Education guidelines.

Guidance Department

Draytonville Elementary School has a full-time School Counselor. Each class has scheduled guidance programs. These programs cover subjects such as substance abuse, career awareness, decision making, testing skills, character education and self-image development. The School Counselor is also available for counseling individual students and/or small groups.

Harassment / Intimidation / Bullying

This policy is to establish a basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

For the purposes of the policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or written, verbal, or physical act reasonably perceived to have the effect of either of the following:

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

The CCSD board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet of web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Internet Acceptable Use

Students will have access to the Cherokee County School District Internet connection as a part of instructional activities planned and scheduled by the teachers. The school district will implement security measures to limit, to the greatest extent possible, Internet access only to sites which are suitable for educational use. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information. In the schools, student access to, and the use of, the Internet will be available under teacher direction and monitored as any other classroom activity. Parents are given a form to complete at the beginning of each school year which gives their children permission to Internet access throughout the school year.

Lost and Found

Student items such as coats, jackets, gloves, hats, book bags and lunch containers should be ***CLEARLY MARKED/LABELED*** with your child's name. Articles that are found are put on the Lost and Found rack. Please check the rack periodically if any item belonging to your child is lost. Items not claimed or marked clearly will be donated to charity during the year.

Lunch Program

The school cafeteria is operated under the School Lunch Act and serves a balanced lunch and breakfast daily. All students will receive free lunch. The cafeteria is operated primarily for students, and no one is permitted to leave the campus for lunch. Students are encouraged to participate in the school lunch program; but if lunches are brought to

school, milk may be purchased in the cafeteria and that student may also get a lunch tray. Sodas/soft drinks are not allowed in the cafeteria. Students are not allowed to bring glass bottles. Students are expected to help keep the cafeteria neat and clean. Students are not allowed to take any food or drink from the cafeteria to eat on the school grounds or in the hallways. Students are not allowed to use the microwave to heat their lunch. ADULT Lunch Prices – Breakfast $3.25 / Lunch $5.50

Media Center

Books may be checked out for a period of two weeks and may be renewed for an additional week if a student so desires. Students are requested, however, to properly care for books in their possession and return books when they are due. Parents can help their children develop a genuine love for books and reading by encouraging them to read and by reading to them at home. Losses from the library are usually few. As in any library, parents are responsible for any charges due to lost or damaged books.

Media/Internet Photo Release Statement

Occasionally students and staff members may be identified or photographed for publication, broadcast, or electronic display by the news media or school and district public relations officials, in accordance with district policy and privacy laws. A form will be given at the beginning of each school year for completion to allow the release of your child's pictures. If you select "NO", on the form, this will exclude your child's photo from being used in the newspaper or on the internet by way of CCSD websites or Facebook***. Choosing NO does not affect photos in the school yearbook or photos displayed at school.*** If you have any questions or concerns, please contact school administration.

National Beta Club

The National Beta Club recognizes students in grades 4-9 that demonstrate leadership abilities in academic achievement, character, and service. At the beginning of fourth grade, these students will receive official invitations to join and participate in a recognition service.

Notice to Parents of:

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 administration of your child's school.

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 administration of your child's school 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 the administration of your child's school.

Parent's Right to Know

According to the No Child Left behind Act of 2001, any parent can request information about their child's teacher. Under federal law, parents have the right to know:

- whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

If you would like information on your child's teacher's qualifications, please make the request in writing.

Personal Belongings

Children should not bring money to school except for specific purposes. **Any money brought to school should be placed in an envelope, labeled with the student's name and purpose for which the money was sent**. Students are cautioned never to leave money or other possessions in the classroom unprotected.

Students should not bring toys, games, trading cards, jewelry, or electronics, etc. to school. This policy eliminates theft, damaged items, classroom distractions, and arguments. Items brought to school will be held by the teacher until the parent picks them up. Students may not use cell phones at any time during school hours. If brought to school, they must remain in book bags and ***turned off*** at all times. Please refer to the school district's cell phone policy for more details.

Personal Checks

The Cherokee County School District is now requiring additional information on each check made out to a school, PTO, or district organization. All checks must have the following information: Driver's License Number or State ID Number and the State it was issued in, the Check Writer's Date of Birth, and a Contact Number. We will no longer be able to accept a check without this information.

Playground Safety

Although we make every effort to prevent injuries at school, unexpected accidents unfortunately can occur. Even with close supervision, injuries may occur on playground equipment. For this reason, we ask that you stress the importance of safe play with your child. There should be no wrestling or rough play, even for fun. There should be no tackle-type football. Children may not throw rocks or any other objects which might injure other students. Students may not pick up items they may find on the playground. If something is found, they should notify an adult immediately.

Promotion/Retention

Parents will be notified of unsatisfactory progress and the possibility of retention throughout the school year by the classroom teacher. The decision to retain is made by the teacher with the approval of administration.

School Health Services

Health Services/Immunizations/Screenings/Medications/Food Allergies

A child's readiness to learn depends upon many factors, with overall health and well-being a major factor in the success of academic achievement. Understanding both the importance and responsibility to ensure each child's health, the State of South Carolina has laws and the CCSD Board of Education has policies, which mandate certain responsibilities upon both the parents and the schools.

Health Services Overview:

Our mission as CCSD nurses, is to advocate, lead, promote, and care for the whole child through nursing excellence, integrity, and practice.

The vision of CCSD Health Services is to create and sustain a healthy school environment that promotes the Whole School-Whole Community-Whole Child Model.

The purpose of school health services is to ensure that all our students are healthy, safe and ready to learn. In summary, school health services:

- Contributes to the physical, mental, and social well- being of children
- Help children fully participate in school through prevention, health promotion, early identification and intervention of health problems, and care coordination

The school nurse functions as a vital part of the school team to bridge the gap between health, wellness and learning. Working with parents, health providers and other school staff, the school nurse provides services for students that promote optimal health for academic success.
Some of the functions of health services include, but not limited to:

- Health Screenings
- Screening Referrals
- Community Referrals
- Immunization Compliance
- Community Linkages
- Assessments
- Individual Health Plans
- Student Emergency Action Plans
- Wellness Initiatives
- Care Coordination
- Health Counseling/Education
- Special Medical Procedures
- Emergency Planning
- Student Advocacy
- Collaboration

Health Assessment (Physical)

We encourage pre-school and kindergarten students to have a pre-entry health/physical assessment by their primary care provider. This physical should be documented on Cherokee County School District *Physical Examination-Pre-School/Elementary form*. You can obtain this form from the school nurse or download the form from our web site. It is the responsibility of the parents to provide the school nurse with proof of a pre-entry health assessment/physical exam for entry into 3K, 4K or 5K.

Health Screenings

Each year, the school nurse performs preventive health screenings and assessments on your child, such as vision, hearing, dental, height, weight and body mass index, as mandated by the South Carolina Department of Health and Environmental Control (DHEC). The purpose of the screenings are to identify potential health problems that may hinder optimal learning. Your child may be referred to a physician for any problems identified during the screenings. The school nurse will inform you of the results of the screenings, as well as assist you in making further medical appointments, if needed.

If you elect for your child to opt out of the health screening, then you must notify the nurse to obtain a waiver for the health screening.

Dental Screenings by Dentist:

In addition to the dental screenings performed by the nurse, some schools offer dental screenings, on site, by a local dentist once per year. Typically, this screening is offered in either February or March. If you elect for your child to opt out of this dental screening, then you must indicate this on the *Parental Dental Permission form.*

Vision/Glasses Resources

Sight for Students is a VSP charity that provides free vision exams and glasses to low-income, uninsured children. The program operates nationally through a network of community partners who identify children in need and VSP network doctors who provide the eye-care services. Please contact your child's school nurse to learn more about this program and to determine if your child meets the eligibility requirements.

Lions Club are known throughout the world for their work to improve the lives of the visually impaired and prevent avoidable blindness. Our local Lions Clubs serves our community by assisting and offering assistance with obtaining glasses for children who do not have the ability to pay for services.

If you need assistance in locating an eye professional, need financial assistance with an eye exam and/or prescriptive glasses, please contact your school nurse.

Illness & Injuries

Sick and injured students are sent to the Health Clinic for assessment and evaluation by the Registered Nurse. If your child has a medical condition or illness that requires special treatments and/or nursing procedures, these will be managed in the health clinic. If your child is too ill or uncomfortable to remain in school, or if his/her fever is 100 degrees or more, the nurse will notify you by telephone to pick your child up from school.

In addition, other medical conditions/illnesses will require you to keep your child at home. The nurse will send a letter to all parents at the beginning of the school term informing you of when you need to keep your child at home due to certain medical/acute conditions.

Detailed information about when to keep your child at home due to an illness, as well as reportable health conditions are updated annually by the SC DHEC. These updates are communicated to you in the *SC DHEC School Exclusion List*, which is sent home at the beginning of each school year.

Immunizations

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared the following required vaccinations-

> Each child will be immunized against poliomyelitis, measles, mumps and rubella, diphtheria, tetanus, pertussis (whooping cough), varicella, hepatitis B and hemophilic influenza, pneumococcal, as age appropriate, before being permitted to attend school.

Upon entry into any Cherokee County School, you must provide proof of immunizations for your child. All students are required to have a SC Certificate of Immunization Record on file-this record may be obtained from your child's doctor or the local health department. For more information regarding immunization information, contact your child's school nurse or **www.scdhec.gov/Health/Vaccinations/**

Students who do not comply with SC state requirements for immunizations may be excluded from school until they have met the SC state mandated requirements, unless a medical exemption or religious exemption is documented and on school file.

At the beginning of each new school year, the nurse will send out notification to each parent, any changes and/or required immunizations for that specific school year, as mandated by the SC Department of Health and Environmental Control. The SC Department of Health and Environmental Control publishes and directs yearly school immunization

requirements. These immunization requirements are communicated to the parent at the beginning of the school year and during spring pre-school registration.

Please contact the school nurse for any questions regarding school immunizations.

Student Health & Information Form:

It is very important that you complete and sign the *Health/Emergency Information form* on your child. All questions on the form are to be answered so that your child's health care needs can be met adequately during school hours. In addition, the school requires completion of other health related forms, especially if your child has a chronic health condition. If your child has a chronic health condition or a health condition that will require special nursing or medical procedures, the registered nurse will contact you to set up an appointment for the purposes of developing an Individualized Health Care Plan (IHP) and/or an Emergency Action Plan (EAP)

Individualized Health Care Plan (IHP)

An IHP may be developed by the Registered Nurse in order to provide for the needs or services of students with health problems. Normally, IHP's are for students who are medically fragile, who have chronic health conditions and/or who require complex health services on a daily basis, and for those students who have illnesses that could result in health crisis or emergency. The RN will use professional judgment to determine which students require an IHP. The IHP is planned and developed with input from the parent, student, and primary care provider. The IHP provides for a means for the school nurse to identify health needs and to document care given at school, as well as evaluate progress in achieving optimal student learning. Overall, the IHP assists in the management of your child's health needs during the school day.

If you, the parent, decides that you do not want an Individualized Health Care plan completed for your child, then you need to contact the nurse and complete an *IHP Declination Form.*

Emergency Action Plan (EAP)

Some chronic conditions have the potential to develop into a medical emergency or health crisis, which requires an emergency action plan (EAP). The EAP stems directly from the IHP and provides all school staff, which has a need to know how to recognize and respond to a certain health crisis or emergency.

Medication Administration during the School Day

The following summarizes Cherokee County School District's policy on administration of medications during the school day. If you have any questions about medications, please direct these to the school nurse.

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 physician provisions listed on the medication 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 can ONLY be given if they are not in their original-pharmacy labeled container/packaging.

3. A responsible adult must bring in all medications to be given at school, preferably the parent and/or guardian. No more than a 30-day supply of the medication will be brought to and/or stored at 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, both prescriptive and over-the-counter medications at school. The school district retains the discretion to deny requests for administering medications at school.

5. If a student is on more than one medication during school hours, a separate *Authorization for Medication Administration by School Personnel form* must be completed for <u>each</u> medication. Additionally, anytime a medication dose changes, a new *Authorization for Medication Administration by School Personnel form* must be completed by the physician to indicate the new dose of medication.

6. All medication brought to school will be counted with the person who brought the medication to school and the nurse; 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 medication brought to school
    - Signature(s) of school personnel and person who brought the medication in

7. It is the responsibility of the parents/guardians 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 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, 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 medication 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 should be met before students may self-administer a medication. These 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.

<u>Severe Food Allergies</u>

Severe food allergies is a growing concern in the United States and creates a significant challenge for children in school. Increasing numbers of children are diagnosed with life-threatening food allergies every year; approximately 1 in 13 children have some type of food allergy. That's about 2 students in every classroom. Children with food allergies can have life threatening reactions when exposed to even a very small amount of the food allergen, which can be fatal. To decrease the risk of life threatening allergies and to ensure that are students are safe, we ask that you please review the following guidelines for managing food allergies during the school day.

- We know that many parents like to celebrate birthdays and other special events with special treats. We encourage parents, whenever possible, to celebrate with non-food items such as pencils, themed erasers, or other trinkets, rather than food. If non-food items are not an option, then we ask that you please bring ***packaged*** food items that contain a food ingredient label, rather than home prepared items.
- Please do not send any peanuts or tree nuts, peanut butter or foods containing peanut/tree nuts or peanut butter to be eaten as snacks **or** for lunch in the classroom. Additionally, please check all food labels for the listing of peanuts or various tree nuts, especially on crackers, cookies, and dessert treats.
- If you are bringing in food for a party or special event that might not be allergen-free, please let your child's teacher or administration know in advance so that a safe alternative option can be provided for the classmate with food allergies.
- Please discuss food allergies with your child, specifically ask them *not* to share or trade food with any of their classmates during meal time.
- Avoid ordering food from restaurants to celebrate special events, because food allergies may be present, but unrecognized and some restaurants prepare their food with peanut oil.
- If your child has a food allergy, please ask for school menus for advanced meal planning, if necessary.

If your child has a food allergy, please contact your child's school nurse to discuss his/her plan of care during the school day.

Parent Forms

Most school health related forms can be downloaded from our website at:
https://www.cherokee1.org/departments/school_health_services

School Improvement Council

Our School Improvement Council (SIC) consists of elected and appointed parents, teachers and community members who provide valuable assistance in planning school activities for the children, addressing current issues, and preparing our Annual School Report. SIC members meet a minimum of 3 times during the school year. Please contact the school office, if you are interested in serving in this capacity.

School Office Hours

Office staff will be available to assist parents and/or children from 7:00 AM – 3:30 PM. If you have questions or concerns please call (864) 206-6783 during these hours.

School Picture Dates

Individual school pictures will be made in the Fall and Spring. Picture dates will be announced. We also offer a Holiday Picture Session and Classroom Group pictures.

School Safety

To provide a safe school environment, doors remain locked during school hours. Please ring the buzzer to the left of the main entrance to enter the building. This allows office personnel to monitor who is entering and leaving the building. All that enter the main entrance to the building are required to pass through the weapons detection system. Upon entering the school, all persons should report directly to the office to log in on the computer.

As required by the School Crime Report Act, schools must report certain violent acts that take place at school or at school sponsored activities to the State Board of Education. The Safe Schools Act of 1990 makes it unlawful for any person to threaten a teacher, administration, other public officials or members of their families. Upon conviction any person violating this provision must be punished by a term of imprisonment of not more than five years.

School Supplies

It is the parents' responsibility to see that their child has pencils, paper, notebooks, and other supplies needed for school.

***Note-Rolling book bags are not permitted inside the school building**.* If a student has a medical condition that requires a rolling book bag, a note from the doctor should verify the need. This request must be updated yearly.

Sexual Harassment of Student

The district prohibits sexual harassment of students by district employees, other students or third parties associated with the schools. All students, employees, or third parties associated with the schools must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the following occurs:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile or offensive school environment.

The Board directs district and school employees to take prompt, appropriate, and responsive action to end sexual harassment and to prevent its reoccurrence. Teachers and school administrators are expected to use judgment and common sense, which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature. Any student or the parent of a student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JCACR. All allegations will be investigated promptly, thoroughly, impartially and confidentially. In the interim and at the conclusion of the investigation, appropriate steps will be taken to address the situation. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment. Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take other appropriate steps to correct or rectify the situation.

The entire Board policy JCAC is available on the CCSD website for review.

Special Services

Special services are available for children with special needs. Itinerant teachers provide help in the areas of Speech Therapy, Visually Impaired, and Hearing Impaired.

Special Education teachers provide services for students who are emotionally handicapped, learning disabled, educable mentally handicapped, trainable mentally handicapped and/or orthopedically handicapped.

Statement of Discrimination

The Cherokee County School District No. 1 does not discriminate on the basis of race, color, national origin, sex or disability in admission to, access to, treatment in or employment in its programs or activities. Inquiries regarding nondiscrimination policies should be directed to:

Dr. David Smith
Cherokee County School District No. 1
P.O. Box 460 Gaffney, SC 29342

Student Birthdays

We know that many parents like to celebrate birthdays and other special events with special treats. We encourage parents, whenever possible, to celebrate with non-food items such as pencils, themed erasers, or other trinkets, rather than food. If non-food items are not an option, then we ask that you please bring ***packaged*** food items that contain a food ingredient label, rather than home prepared items. Please make arrangements in advance with your child's teacher about bringing birthday items.

Student Behavior/Conduct

Students are expected to demonstrate respectful, responsible, and safe behavior at all times. This includes treating peers, staff, and school property with care and courtesy, following school rules, and contributing to a positive learning environment. Disruptive, dishonest, or harmful actions—such as bullying, cheating, or vandalism—will not be tolerated and may result in disciplinary action. Students should strive to make choices that reflect integrity and support the well-

being of the entire school community. For leveled offences and consequences related to negative behavior, the Cherokee County School District Code of Conduct will be utilized. To access the document, click: **Cherokee County Code of Conduct**

All Cherokee County School District Board of Education policies, student expectations, and the Code of Conduct are fully in effect during any school-sponsored or school-related activity. This includes, but is not limited to, field trips, extracurricular activities, athletic events, competitions, performances, end of year activities, and any event held on or off school grounds that is organized, supervised, or sanctioned by the school district.
Students are expected to conduct themselves in a manner consistent with district standards at all times during these activities. Any behavior that violates school policies or the Code of Conduct may result in disciplinary action, regardless of the location of the event.
Participation in school-sponsored activities is a privilege, and students are expected to demonstrate responsibility, respect, and appropriate behavior while representing the school district.

Student Progress / Grading Scale
Student Progress is evaluated and reported on report cards, which are issued each quarter. Report cards must be signed by a parent or guardian and returned to school. Students also receive progress reports during the middle of each quarter grading period. These reports must also be signed and returned to school. Teachers should send papers home once a week to ensure parents are informed as to the progress of their children during the school year. The CCSD will have scheduled parent conference dates during the school year.
Parents are also encouraged to schedule conferences at any time by writing a note to the teacher for an appointment. Teachers may also request that parents attend special conferences on an as needed basis.
Parents are required to create a PowerSchool Parent Portal account for each student. This enables parents to access grades and other academic information. PowerSchool information is available in the school office.
The CCSD Uniform Grading Scale is as follows:
A = 100 – 90
B = 89 – 80
C = 79 - 70
D = 69 - 60
U = Below 60

Student Searches
The District and school provide property for students to use during the academic year (laptops, iPads, desks, etc.). Because the District retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Notification will be given at the beginning of each school year that such property may be searched at any time.

Tardiness
Being tardy disrupts the learning for the child and for other students as well. Students are tardy if they arrive at school after 7:45 AM.
***Excessive tardiness in elementary grades may lead to loss of Perfect Attendance for the year and may result in the family being referred to the Cherokee County Department of Social Services.**

Textbooks/Consumable Workbooks
Textbooks and Consumable Workbooks are provided free of charge. Parents are strongly urged to remind students to take care of these items. The condition of the textbook/workbook is documented when it is issued to a student. Parents must pay for lost or damaged textbooks.

Title I Parent Involvement Policy

We believe parent involvement is a vital part of the educational arena. Parents are welcomed to attend school activities to support their child. Parents are encouraged to participate in the planning and review of the Title I Plan. A copy of this plan is available in administration's office for review upon request.

Parents will be informed about scheduled parent meetings and activities through school fliers, classroom newsletters, school newsletters, the marque sign, the Alert calling system and the Draytonville Elementary School website and the Draytonville Elementary Facebook page.

All information shall be given to parents in a language the parents can understand.

At our fall parent-teacher conference, we shall provide assistance for parents to have a better understanding of the child's academic achievement standards, state and local academic assessments, and how to monitor the child's progress in order to improve the achievement of their child.

Draytonville Elementary shall provide materials and training to help parents work with their child to improve their academic achievement. This will include literacy training and using technology as appropriate to foster parental involvement.

Tobacco Free Policy

Cherokee County Schools do not permit smoking or any tobacco use on school property, indoors or outdoors. Smoking/tobacco/e-cig/vape use is prohibited anywhere on campus, including sidewalks, parking lots, driveways, playgrounds, restrooms, etc. Your cooperation is appreciated.

Visitors

All visitors to the school must sign in at the office and wear a visitor's badge at all times while in the building and/or on the school campus.

Opportunities to visit school may include Open House, Field days, Student Recognition Programs, Grandparent's Day Breakfast, Veteran's Day Program, Fall Festival, Book Fairs, Parent Conference Days, School Improvement Council Meetings, 4K Program and Title I Parent Information Sessions.

Volunteers

Numerous opportunities are available for you to serve as a volunteer in our school. If you are interested in volunteering, please contact school administration or our guidance counselor. You will be required to complete a Cherokee County School District Background Authorization Form.

