



2026-2027 Student-Parent Handbook

Mission

Kinard Elementary School will prepare each child for a successful and productive future.

Vision

Kinard Elementary will foster innovative leadership, relevant, engaging instruction, and positive collaborative partnerships to achieve the highest levels of student achievement.

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Greetings and Welcome to Kinard Elementary School for the 2026–2027 School Year!

We are excited to welcome you to another wonderful year at Kinard Elementary! Our dedicated faculty and staff are committed to ensuring that every student thrives academically, socially, and emotionally. At Kinard, we proudly live by our motto: “Learning Today, Leading Tomorrow.” This mission guides everything we do, from delivering high-quality instruction grounded in the College and Career Readiness Standards to cultivating a nurturing and inclusive learning environment.

As a proud Leader in Me school, we emphasize the importance of building positive relationships, fostering leadership, and promoting collaboration among students, families, and staff. We encourage you and your family to take an active role in our school community by participating in activities such as our Parent Teacher Organization (PTO), School Improvement Council (SIC), classroom volunteer opportunities, mentoring programs, and other initiatives designed to enhance student success and school improvement.

As partners in this journey, your voice, ideas, and involvement are not just welcome; they are essential. Together, our Many Minds shape One powerful and purposeful Journey.

On behalf of the Kinard Family, we warmly welcome you to the 2026–2027 school year. Thank you for being an integral part of it.

Warm regards,

The Kinard Elementary School Team

#learningtodayleadingtomorrow

We Believe...

- The purpose of school is to design meaningful experiences where students acquire knowledge and skills to navigate the challenges of today and tomorrow successfully.
- The responsibility of leaders is to provide the time, resources, and collaborative environment that promotes continuous improvement.
- The focus of educators is to design engaging, meaningful work for all students and ensure that they learn at high levels.
- The role of the school, parents, and community is to foster a safe and supportive environment for all students to learn and thrive.

Clover School District Core Values

- Meaningful experiences that shape students’ vision for the future.
- Continuous improvement through collaboration.
- Individualized and personally relevant education.
- A safe and nurturing environment

Important Telephone Numbers

Kinard Elementary Office	803-810-8700
Transportation Office	803-810-8190
YMCA	803-295-0481
Clover School District Office	803-810-8000
Stellie J. Jackson Enrichment Center	803-810-6663

ARRIVAL PROCEDURES

Parents of car riders must remain in their cars while unloading students in the mornings. School doors open at 7:00 a.m. Students may go to breakfast or choose a holding room area upon arrival. Students will report to class at 7:25 a.m. Students are marked tardy if not present at the 7:30 a.m. bell.

ATTENDANCE

The Clover School District believes regular and prompt attendance is essential for academic success. We inform parents that attendance and timely arrival at school are the responsibility of the parent/guardian and student.

Additionally, parents need to understand that the Clover School District will address excessive absences and tardiness. The SC Compulsory Attendance Law remains the same and clearly defines truancy and possible consequences for unlawful absences.

Students in Pre-K will be allowed ten tardies and ten absences. Exceeding the allotted unexcused absences in the Pre-K class may result in your child's removal from the Pre-K program. Clover School District Attendance Director, Mr. Courtney Jones, can discuss these laws with you at (803) 810-8000.

We expect students to be in their classrooms by 7:30 a.m. and ready to stay at school all day. Please make a note of student holidays and arrange vacations to coincide.

When a student returns to school from an absence, parents should submit a written or medical excuse from the doctor. The parent note must state the reason and date for the absence, with the parent's/guardian's signature. Attendance excuses not submitted within three days after the student returns to school and doesn't meet the definition of a lawful absence will be recorded as unlawful/unexcused. [SC Attendance Information.](#)

Absences over Ten (10) Days

The Clover School District and the state of South Carolina have adopted strict school attendance regulations. Regulations outline expectations for student absences to be at most ten days for the year. They also define lawful and unlawful absences. Lawful and legitimate absences do not count toward truancy but are considered when deciding on promotion to the next grade, regardless of academic average. Truancy is three consecutive unlawful absences or a total of five unlawful absences.

Attendance Intervention Plans are developed when students are absent for three consecutive days or five unexcused days. Our district attendance director, Mr. Courtney Jones, receives Attendance Intervention Plans when unexcused absences reach ten days.

BELL SCHEDULE

- 7:00 - Doors Open/Breakfast: Students report to the holding rooms.
- 7:30 - Tardy Bell: Announcements and instructions begin.
- 2:15 – Dismissal

ATTENDING SIBLING'S SCHOOL FUNCTIONS

Students are not allowed to be dismissed from their class to attend a sibling's school function. If a student is dismissed early from school, they must leave the campus.

CAFETERIA

Applications for free or reduced lunch are available at <https://paypams.com/OnlineApp.aspx>. Breakfast ends at 7:25 a.m. Students must arrive by 7:15 a.m. to eat breakfast. Students receive negative balance notices for

parent information. Students will receive a notice, and parents will receive an automated call when the balance exceeds \$5.00. Please contact our cafeteria manager, Mrs. Wendy Brown, with balance questions at (803) 810-8708. Parents may also add funds to student meal accounts using PayPAMS, which provides a convenient and safe place to submit payments. <https://paypams.com/HomePage.aspx>

- Breakfast Price: \$2.00 Breakfast Reduced Price: \$0.30
- Lunch Price: \$3.00 Lunch Reduced Price: \$0.40

Grade	Lunch Schedule
Pre-K	10:25-10:50
K	10:35: 10:55
2	10:55-11:15
1	11:15-11:35
5	11:25-11:45
4	11:55-12:15
3	12:20-12:40

CHANGE OF ADDRESS

The school office must have up-to-date parent contact information (address and telephone number(s)). Please notify the school immediately when changing an address, telephone number, or place of employment. Parents are responsible for updating email addresses, phone numbers, addresses, etc. using the Final Forms platform used during registration. The school is unable to add updates into the system.

CODE OF CONDUCT

BULLYING, HARASSMENT, OR INTIMIDATION

Bullying is defined as unwanted, repeated, intentional, hurtful behavior that usually involves an imbalance of power. Bullying will not be tolerated. Students who feel they are being bullied at school should notify an adult at Larne immediately. Our school counselor interviews students who feel bullied to distinguish between isolated insensitive misbehavior and repeated bullying. Harassment, intimidation, or bullying can be a gesture, electronic communication, or a written, verbal, physical, or sexual act that harms a student physically or emotionally, or insults or demeans a student or group of students causing disruption to the operation of the school. Bullying occurs when one or more students single out another student and deliberately engage in behaviors intended to cause harm. Bullies target victims repeatedly over a period of time. Physical harm, emotional distress, social embarrassment, fear and/or humiliation are results of harassment, intimidation, or bullying behavior. Bullying or harassment that occurs online is called Cyberbullying. This can take place in an email, a text message, Instant Messaging, online game, or on social networking sites.

The Clover School District does not allow acts of harassment, intimidation, or bullying of a student by students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, or at a school-sponsored event or activity whether or not it is held on school premises or at another program or function where the school is responsible for the student, such as a field trip.

Kinard Elementary School is committed to developing as a Leader in Me school. Our staff is united in the belief that all students should feel safe at school. As a Leader in Me school, our focus will be on developing

student agency with competencies such as teamwork, responsibility, collaboration, goal setting, and leadership. These skills will be integrated into the academic curriculum and the culture of the school giving the students a great foundation for future relationships.

BEHAVIOR EXPECTATIONS

THE LEADER IN ME (LIM)

Kinard Elementary is a leadership model school. Our staff effectively incorporates Dr. Stephen Covey's 7 Habits of Highly Effective People into our daily instructional program to develop future leaders! The Leader in Me leadership process helps develop the essential life skills and characteristics students need to thrive in the 21st century.

The Leader in Me is integrated into a school's core curriculum and everyday language so that it isn't "one more thing" teachers and administrators must do. It becomes part of the culture, gaining momentum and producing improved results year after year, benefiting schools and students in the following ways:

- Develops student skills and self-confidence to succeed as leaders in the 21st century.
- Decreases discipline referrals.
- Students develop character and leadership through the existing general curriculum.
- Improves academic achievement.
- Raises levels of accountability and engagement among both parents and staff.

The Leader in Me process also helps to create a common language within a school, built on proven principle-based leadership skills found in Dr. Stephen R. Covey's best-selling book, The 7 Habits of Highly Effective People:

Habit 1: Be Proactive • You're in Charge

Habit 2: Begin with the End in Mind • Have a Plan

Habit 3: Put First Things First • Work First, Then Play

Habit 4: Think Win-Win • Everyone Can Win

Habit 5: Seek First to Understand, Then to Be Understood • Listen Before You Talk

Habit 6: Synergize • Together Is Better

Habit 7: Sharpen the Saw • Balance Feels Best

Habit 8: Find Your Voice • Discover Your Talents

We believe students should always conduct themselves properly and be responsible for their actions. Rules/agreements are necessary to encourage good behavior and maintain an environment conducive to learning. Behavior should not prevent teachers from teaching or students from learning. Anytime a student is referred to the office, parents will be notified by phone, in person, or using a discipline note.

What does Kinard hope to achieve using The Leader in Me and the 7 Habits?

- To create a school environment that stimulates responsible behavior and high levels of academic performance.
- To prevent misbehavior and increase instructional time.
- To teach character and responsibility through logical consequences instead of punishment.
- To develop positive, cooperative relationships with our students, adults, and their families.
- To preserve the learning environment when one or more students become disruptive and unresponsive to preventative discipline.

Kinard Elementary

“Leads the Way to Greatness”

What it looks like in the...	Hallways	Cafeteria	Playgrounds	Restrooms	Assemblies	Classrooms	Buses
<p>L LISTEN</p> <p>Be Proactive Put First Things First</p>	<ul style="list-style-type: none"> -Remain in line -Walk on the right side of the hallway 	<ul style="list-style-type: none"> -Wait patiently in line for your turn - Use manners and have respectful conversations 	<ul style="list-style-type: none"> -Use equipment properly -Play nicely 	<ul style="list-style-type: none"> -Flush, wash, and dry hands -Practice good hygiene -Use properly 	<ul style="list-style-type: none"> - Watch and participate to learn 	<ul style="list-style-type: none"> -Eyes-on, minds-on learning -Actively participate 	<ul style="list-style-type: none"> -Watch for your bus stop -Stay in your seat and use quiet voices
<p>E ENGAGE</p> <p>Synergize Find Your Voice</p>	<ul style="list-style-type: none"> - Listen to and follow any instructions - Be courteous 	<ul style="list-style-type: none"> -Clean up your area -Raise your hand to be recognized 	<ul style="list-style-type: none"> -Share -Include others -Exercise good sportsmanship 	<ul style="list-style-type: none"> -Keep the area neat and clean -Wait outside until space is available 	<ul style="list-style-type: none"> -Sit on your bottom -Look and listen 	<ul style="list-style-type: none"> -Celebrate learning and each other -Work together 	<ul style="list-style-type: none"> - Sit on your bottom with your back to the seat
<p>A ALWAYS SHOW RESPECT</p> <p>Begin with the End in Mind</p>	<ul style="list-style-type: none"> -Travel directly to where you need to go -Allow adults/ younger children to go first 	<ul style="list-style-type: none"> -Use your time wisely - Follow directions -Speak politely to cafeteria staff 	<ul style="list-style-type: none"> -Solve problems with words -Seek adult help when needed -Follow directions 	<ul style="list-style-type: none"> -Use the nearest restroom -Report needs or concerns to an adult 	<ul style="list-style-type: none"> -Enter and exit quickly and quietly -Follow directions 	<ul style="list-style-type: none"> -Always keep trying -Use a growth mindset -Be prepared 	<ul style="list-style-type: none"> -Enter and exit quickly and quietly -Follow the bus driver's directions
<p>D DO YOUR BEST</p> <p>Think Win-Win Seek First to Understand</p>	<ul style="list-style-type: none"> -Use quiet voices and kind words - Keep your hands and feet to yourself 	<ul style="list-style-type: none"> -Use quiet voices - Respect the cafeteria and others 	<ul style="list-style-type: none"> -Line up on time - Use kind words - Keep your hands and feet to yourself 	<ul style="list-style-type: none"> -Use quiet voices -Respect the restroom and others' rights to privacy 	<ul style="list-style-type: none"> -Use appropriate applause and voice -Respect the space of others -Keep hands & feet to yourself 	<ul style="list-style-type: none"> - Keep your hands and feet to yourself -Respect others; use kind words -Think about the consequences 	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Speak politely -Respect the bus and others

CONSEQUENCES

All Kinard Elementary School students are expected to comply with the district's policies and procedures regarding student discipline. We believe students should conduct themselves properly at all times and should be responsible for their actions. All students are expected to follow the procedures set forth in the classroom. Any time a student is referred to the office, parents will be notified by phone or in person. **Please note: Student consequences will only be discussed with the student's parent or guardian. The school is not at liberty to discuss disciplinary actions involving other students.**

Clover School District has a zero tolerance policy for violence. Threats against others will result in serious consequences. Remarks such as "I'm going to get you; I'll kill you; I'll beat you up;" are all threats and will be taken seriously. Please discuss other ways to handle anger and/or frustration with your child. If threatening remarks result in either a real or perceived danger by the victim(s), the perpetrator could be suspended from school and required to attend an evidentiary hearing. ALL threats will be fully investigated, regardless of the grade level. Please be advised that both perceived and actual threats will result in disciplinary actions.

Level 1 - disorderly conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom/school tardiness
- cheating on examinations or classroom assignments
- acts of dishonesty
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students
- failure to comply with directives from school/district personnel or agents (to include volunteer aids or chaperones)
- use of forged notes or excuses
- cutting class
- truancy (three consecutive unlawful absences from school or a total of five unlawful absences)
- possession and inappropriate use of an electronic communications device in conflict with district policy
- disorderly conduct on a school bus
- an accumulation of the above
- other disorderly acts as determined by the administration

The staff will follow these enforcement procedures in instances of disorderly conduct and will maintain a complete record of the procedures. The administration/staff may apply sanctions in cases of disorderly conduct, which may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention during lunch or after school
- in school suspension and/or out of school suspension
- other sanctions as approved by the board
- for acts of disorderly conduct on a school bus refer to policy JCDAD

Level II - disruptive conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in

the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- violation of a Level 1 intervention plan and/or behavioral contract
- use of an intoxicant
- fighting
- harassment, intimidation or bullying
- vandalism (minor)
- stealing
- threats against others
- trespassing
- abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- hazing
- any other acts as determined by the board
- inappropriate use of electronic devices (e.g., bullying harassing, or intimidating other students or district employees; plagiarizing copyrighted materials; and accessing inappropriate websites)
- Other acts as determined and communicated by the administration

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- temporary removal from class
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- for use of intoxicants and possession or use of unauthorized substances, refer to policy JICH
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the board
- Other consequences as communicated by the administration

Level III - criminal conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- threat of the use of a destructive device (bomb, grenade, pipe bomb, or similar device)
- possession, use or transfer of dangerous weapons
- sexual offenses
- vandalism (major)
- theft, possession or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling or possession of controlled substances (drugs, narcotics or poisons)
- distribution, sale, purchase, manufacture of unlawful possession of a controlled substance while in or within a radius of ½ mile of the school grounds.
- Illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with activities; maliciously transmitting sexual images of minors, other than images of the student or images transmitted with the uncoerced consent of the individual in the images)
- threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their immediate family

When an administrator observes or is notified of and has verified a criminal offense, the administrator must contact the school resource officer or local law enforcement authorities immediately. An administrator will notify the student's parent/legal guardian as soon as possible. An administrator will impose the appropriate disciplinary action. If warranted, the administrator should immediately remove the student from the school environment.

- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- If appropriate, school officials should contact law enforcement authorities.
- Staff will follow established due process procedures when applicable.

The administration may apply sanctions in cases of criminal conduct, which may include, but are not limited to, the following:

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the board

Extenuating, mitigating or aggravating circumstances

The board may give the appropriate administrator the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct, excluding criminal conduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Discipline of disabled students

Disciplinary process

Disabled students are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of disabled children to the extent possible.

Program prescriptions

A disabled student's staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individual Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a disabled student's individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion, which are conducted in accordance with regulation.

Suspensions

The administration may suspend a disabled student unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend a student for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement under the law). Prior to a single suspension for over 10 consecutive days, or a cumulative suspension for more than 10 days that constitutes a pattern of removal, a multi-disciplinary team will meet to determine whether there is a direct or causal relationship between the misconduct and the student's disability. If no relationship is determined to exist, the administration may proceed with standard procedures for handling the misconduct. If it is determined that the misconduct is a manifestation of the student's disability, the student's IEP will be reviewed and revised to address the student's difficulties. However, students who bring weapons to school or a school function or knowingly possess or use illegal drugs or solicit the sale of controlled substances or have inflicted serious bodily injury upon another person while at school or a school function may be removed for up to 45 days at a time. If school officials believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, they may ask an impartial hearing officer to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

Expulsions

Expulsion of a disabled student is equivalent to a change in educational placement and therefore requires special procedures. Before a disabled student may be expelled, a multi-disciplinary team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of educational services for the student would be unallowable.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

Immediate removal

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a disabled student from school immediately under emergency conditions.

IPAD DISCIPLINE PLAN: [Click the link for more information.](#)

Personal Electronic Devices

For purposes of this policy, a personal electronic device includes, but is not limited to: cell phones, watches that can communicate, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Students may possess a personal electronic device in school; however, it must not be disruptive to the

educational environment between 7:30-2:15. Unauthorized use of a cell phone or other personal electronic device may include but is not limited to, texting, calling parents, taking pictures, or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times or use for unlawful activities.

Parents/legal guardians are advised that the best way to contact their child during the school day is by calling the school office. Elementary students **may not** use cellular phones/Smart Watches during school hours.

Consequences for inappropriate use may include, but are not limited to:

- Warning/confiscate the device and return it to the student at the end of the school day
- Confiscate device/return to parent/legal guardian
- Confiscate the device/return the device to the parent/legal guardian, and the privilege to have the device is revoked.

Possession of a personal electronic device on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide the necessary login information as needed. A student in possession of a cell phone or other personal electronic device in conflict with this policy will be subject to discipline as provided under the District's code of student conduct.

Student Dress Code

Parents/guardians are responsible for ensuring that students are appropriately dressed while students are involved in school activities. Excessively short skirts, dresses, or shorts are prohibited. The "fingertip rule" can be used to help determine appropriate lengths. Hats or other headwear may not be worn unless it is a designated spirit day. Tank tops (if deemed inappropriate by the administration), halter tops, spaghetti-strap tops, midriff-baring tops, or low-cut tops should not be worn. Shirts with inappropriate comments or messages that promote drugs, alcohol, violence, or create distractions in the environment are not permitted. Slogans on shirts should promote good character and citizenship. The administration will determine the appropriateness of student attire. KES may ask parents to visit the school and provide appropriate clothing if a student's attire does not meet the dress code. Reminder: Mark the day your child has PE class on the calendar as a reminder (no flip-flops on PE days). We request that Pre-K and Kindergarten parents send a change of clothes with their children in case of emergencies.

CUSTODY

School administration will adhere to custodial/visitation requirements dictated by the legal documentation on file. Kinard Elementary School will maintain a copy of the court order in the main office. Parents are responsible for submitting up-to-date legal documentation to school officials. Kinard Elementary School retains the right to make verification phone calls.

Directory Information (Notice Of Privacy Rights)

Schools will treat each student's education records as confidential and primarily for school use. The exception to this rule is for directory information. The school or district may disclose directory information without obtaining written parental permission. Directory information includes name, address, telephone number, parents' names, date/place of birth, participation in officially recognized activities and sports, weight/height of members of athletic teams, photographs, dates of attendance, diploma or certificate, awards received, and the most recent previous educational agency for commercial use. The district expects its employees to exercise good judgment when releasing directory information in the best interest of students. This handbook serves as the official notification of privacy rights. Parents may deny permission within 15 days of receipt of this

handbook. The parent/eligible student's refusal must be in writing. This written notification will become part of the student's education record.

DISMISSAL PROCEDURES

- If there is a change in transportation, parents must notify the school in writing, by email, or by using the link provided on Kinard's website **by 12:00 p.m.** on the day of the request. KES does not accept telephone calls for transportation changes without additional information verification. Students will be released only to those parents/guardians, relatives, and friends identified on the emergency card, and will provide a picture ID when picking up a student. Changes in transportation should not be made except in the event of an emergency. Early dismissal ends at 1:45 p.m.
- Car Riders/Vehicle Cards: Parents/Guardians will receive a vehicle dash placard with their child's name. The vehicle card must be visible while driving through the pickup area. To ensure student safety, staff will direct unidentified adults to the office if the vehicle card is not displayed and the individuals are not recognized. Should it become necessary for a different person to pick up your child, please follow the proper procedures and notify the school in writing or by email. We ask parents to remain in their vehicles for afternoon dismissal.
- Buses: Kinard bus numbers are 4, 6, 24, and 53. Parents should confirm bus information at registration. Administration must approve any changes in bus transportation. Example: "My child needs to get off the bus at a different address," or "My child will ride a different bus with a relative or friend." Requests such as these must be permanent for consideration by the school and the transportation department.
 - Students may not bring the following items on the bus: crutches, toy animals, glass containers, balloons, skateboards, and oversized items that obstruct the driver's view, block the aisle or exits, or displace a student from a seat; and any other item or object which will interfere with the safe operation of a school bus. If a student has crutches, parents/guardians may request a "special-circumstance accommodation" from the transportation department.
 - Students in grades PK-2 must be released from the school bus to an adult or sibling in grades 3-5. KES will release students in grades PK-2 from the school bus with an approved chaperone. Students in grades PK-2 who are not released to an authorized adult or sibling will return to school with parents contacted for pickup. If you have any questions/concerns about bus transportation, please call the Clover Transportation Office at (803) 810-8190.
 - Consequences for bus infractions
 - First Offense: Conference with student, parent contact
 - Second Offense: Parent contact (phone, letter, email), assigned seat
 - Third/Subsequent Offense(s): Bus suspension for a designated period
 - Kinard supports the CSD Transportation Department and its procedures for the safety of all students.
 - Changes in Bus Transportation
 - All students who ride the bus transportation are approved for one morning and one afternoon route. If a change is requested to bus transportation, the modification will serve as the new permanent morning and afternoon routes. The school should receive transportation change requests by 12:00 p.m. on the day of the change. Approved forms of communication for transportation request changes are in writing or by email. This request should include:
 - Date
 - Student's name and grade level
 - Name of the student's teacher(s)
 - The date the change is to occur:
 - *a.m. only, p.m. only, both a.m. and p.m.*
 - Contact person and telephone number.

- Address of the new pickup or drop-off point
- Parent/guardian's signature
- Walkers: By considering the safety of our families and with additional input from law enforcement and neighboring homes, we are implementing new guidelines for our "walking" students. Students who live within one (1) mile of the school without bus service (based on the CSD transportation policy) are the only individuals permitted to be considered walkers. The only exception to this rule will be for students cared for after school by a designee who resides in the zone mentioned above. Parents of student walkers may not park a car and walk to the dismissal door.

EARLY DISMISSAL

Parents should minimize the number of times students leave school before the dismissal bell rings. Students who leave school early miss instruction. Early dismissals also disrupt the classroom instructional environment. At pickup, parents will complete the checkout process and present identification. The student will be called from class upon the parents' arrival. The school will not accept requests for early dismissals after 1:45 p.m.

FIELD TRIPS

Field trips align with SC Instructional Standards and are scheduled throughout the school year. These experiences serve as instructional enhancements to the general curriculum. Per the CSD Board Policy, all students will ride school-provided transportation to and from the destination. All students will participate in field trips unless parents sign waivers or if student behavior presents safety concerns. Fees (admissions, lunch, etc.) associated with field trips will not be refunded to parents of students who are not allowed to participate in field trips due to behavior. Chaperones may or may not be necessary for field trips. Chaperones will follow the buses in their vehicles. Administration or a designee will attend field trips outside the school district.

Procedures for administering medicine on field trips: KES is authorized by the Clover School District Board of Trustees to establish rules and regulations for administering medication by the classroom teacher to students on field trips. From time to time, it may be necessary for a child to receive certain medications while on a field trip. No medicine will be administered without written permission from the parent or legal guardian. Written permission must contain the following:

- Student's full name
- Date of request
- Complete name of the medication
- Dosage instructions
- Parent/guardian's signature

***Kinard Elementary may refuse to administer medication if any of the above information is missing.

GIFTED AND TALENTED PROGRAMS (GT)

The Clover School District strives to meet the educational needs of all students. CSD established gifted programs that respond to these students' unique characteristics. The guidelines and screening procedures for these programs are consistent with the regulations provided by the State Department of Education. The academic program Gifted and Talented (GT) includes students in grades 3-10. Brochures, including detailed information regarding gifted and talented programs, are provided to all students and parents in grades 2-8 at the beginning of each school year. For additional information, contact the Clover School District GT coordinator, Mr. Nick LaFave (803-810-8000).

GRADING

Grades K-2 Grading System

Grades 3-5 Grading System

E	Extends Grade Level Standards	A	90-100
M	Meets Expectations	B	80-89
P	Approaches Expectations	C	70-79
N	Not Met Yet	D	60-69
		F	59 and Below

Activity and Special Areas Grading System

N	Not Met Yet
P	Approaches Expectations
M	Meets Expectations
E	Extends Grade Level Standards

Due to new state law, grades entered into PowerSchool must reflect the student’s actual grade. Teachers may enter an “1” for incomplete or 1 as a placeholder until work is submitted. Grades will reflect the learning mastery that occurred during that time. Grades will not factor in behaviors such as participation, behavior, submitting signed papers, attending an event, etc.

HOMework GUIDELINES

- If homework is assigned, students will receive feedback.
- Homework will not be graded.
- Homework will be assigned after a skill has been introduced and taught.
- Homework should be reviewed at home before being submitted to the teacher.
- Teachers will establish homework expectations and routines.
- The following guidelines are time allotments for daily assignments.
 - Kindergarten: 10 minutes
 - 1st Grade: 20 minutes
 - 2nd Grade: 30 minutes
 - 3rd Grade: 40 minutes
 - 4th Grade: 50 minutes
 - 5th Grade: 60 minutes

GUIDANCE COUNSELOR

Elementary guidance is an integral part of the total educational experience. Our school counselor, Ms. Ykwanda Coakley, can be reached at (803) 810-8704. Ms. Coakley provides classroom guidance lessons along with short-term, small-group, and individual counseling based on documented needs. Additional counseling is available through Thrive Family Services (803-675-8227). Family issues may be referred to our KES Social Worker, Ms. Brooke Courtwright (803-810-8752).

LOST AND FOUND

Each year, there are large quantities of clothing and other items left unclaimed at school and on buses. We suggest that you label your child’s clothing, notebooks, shoes, and other personal belongings. Unclaimed clothing will be given to the Clover Area Assistance Center (CAAC) at the end of every nine weeks.

Many watches and jewelry items are misplaced each year. Parents should encourage children not to wear valuable items to school, especially on PE days, when removed. The school is not responsible for lost items.

NURSE

South Carolina laws require school nurses to have a medical order from a healthcare provider for all medications administered to students. Therefore, the nurses and designees will no longer be able to dispense

medications, both non-prescription (any over-the-counter medications such as Tylenol, cough medicine, Caladryl, Orajel, Tums, etc.) and prescription medications, without a healthcare provider's written order.

KES attempts to provide a safe environment for all students. If an accident occurs, staff will render first aid and notify parents. Student emergency contact information must be completed, updated, and signed by a parent or guardian. Our school nurse, Mrs. Reanna Hinkle, can be reached at (803) 810-8707.

FIRST AID AND MEDICATION: Prescription Drugs: School personnel may assist students with medication with a parent/legal guardian's written request. Parents or legal guardians are responsible for ensuring the appropriate medication arrives at school. All medication must be in the original/prescribed container. The written permission must contain the following:

- Student's full name
- Health care provider's name
- Written authorization from a health care provider (letter from the health care provider or the health care provider's signature on a school-provided form)
- Date of the request/termination date for assisting the student with medication
- Name and purpose of the medication
- Dosage and time to be administered

PARENT-TEACHER ORGANIZATION (PTO)

As a KES parent, you are a Kinard Parent-Teacher Organization (PTO) member. Schools succeed when parents join and get involved with students and teachers. Our PTO leadership provides numerous opportunities for you to become involved in and around Kinard Elementary. Please volunteer regularly! When volunteering, younger children/siblings, friends, or students from other schools may not attend. You may contact the PTO board members at kinardptboard@gmail.com and be sure to follow them on Facebook! We hope to see you often!

PARTIES

Individual classrooms will have two (2) holiday parties during the school year. Parties will be held during the week before the winter break and Valentine's Day. Birthday parties are not celebrated in classrooms, as they can take away from instructional time. Parents may bring store-bought items to share during student lunchtimes or join their child for lunch at the guest table.

RESIDENCY REQUIREMENTS FOR SCHOOL ATTENDANCE

Residency Requirements: The Clover School District will admit any student who lives in the district.

- With his/her parent or legal guardian (requires a court order of guardianship signed by a judge), or
- with an officially recognized foster parent (requires documentation from Social Services), or
- following the state affidavit regarding homeless students completed at the school district office.

Proof of residency and legal guardianship is required. Acceptable proof of guardianship includes a court order signed by a judge transferring custody to the individual applying to enroll a child or evidence that custody proceedings have been initiated. Notarized letters or other statements from parents assigning custody to relatives or family friends aren't acceptable. Two (2) items of documentation for proof of residency in the Clover School District are required annually. One item must be from the Primary list below.

Primary acceptable proofs of residency include the following:

- Homeowners must prove primary residence using the tax assessor's Residential Improved Occupied designation. Link to access records: <https://tinyurl.com/27x7sa8d>
- Certificate of Occupancy with the address and name of the parent/guardian or property deed
- Copy of the closing statement on a home purchase with the address and name of the parent/guardian

- Copy of signed, dated lease agreement from the rental company, mobile home park, or similar agent showing the parent/guardian's name and address. Renting from a private landlord: The lease agreement must have the renter's and rentee's name, address, and contact information. The homeowner's Residential Improved Occupied tax information should also be submitted. Link to access homeowner's tax information: <https://tinyurl.com/27x7sa8d>

Secondary supporting documents may include a South Carolina state-issued ID with name and address or a utility bill with name and address dated within 30 days.

Suppose a child and his/her parent live in a residence where utilities are in someone else's name (a relative or friend's name). In that case, an official Verification of Residency form must be completed and notarized. The homeowner must provide two proofs that they are residents of the Clover School District. Once a student has been admitted with the verification of a residency statement, the parent/guardian will have 30 days to present proof of residency. This may include bills, bank statements, or other governmental documents bearing the name of the parent/guardian and the address. Failure to do so may result in the dismissal of the student from school. The school district reserves the right to request additional information to verify residency. This may include requesting documentation if there are questions about the residency of an enrolled student. Students whose parents do not live in the district will not be admitted unless the district resident with whom the child resides is the child's legal guardian, and the child in his/her own right owns land in the district assessed at \$300 or more, and the parents are willing to pay tuition in an amount equal to the prior year's revenue (including debt service and school operations) fewer property taxes paid on the land owned by the child. Students who are found in violation of these requirements may be withdrawn from the Clover School District. The Clover School District will not accept any student who is under expulsion from another school/district.

SAFETY

Every precaution is taken to ensure student safety during regular school hours. We conduct monthly safety drills to ensure students learn proper safety procedures and adhere to all safety guidelines. Additionally, KES will have a School Resource Officer (SRO) on campus daily.

SCHOOL CLOSINGS

Weather conditions may require us to dismiss or close the school. If this occurs, announcements will be made on local radio, district alerts, social media, and television stations. The Clover School District website, www.clover.k12.sc.us, will keep current information about early dismissals and school closings.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council includes parents, teachers, school administration, and other representatives from the community and meets four times per year, typically once per quarter. Members are elected for two-year terms at the beginning of the school year.

The major purposes of the SIC are:

- To gain knowledge concerning the mission and goals of the school.
- To disseminate information and school programs to parents and community members.
- To offer suggestions concerning program improvements concerning student needs and programs operating within the individual school, area, or district.
- To assist in the preparation of the School Renewal Report.

SCHOOL PICTURES

Individual school pictures will be taken in the fall and spring. Class pictures are taken during the spring and will include all students unless on the 'do not photograph' list. All students will take photos on this day for

record-keeping purposes. Detailed information regarding prices and picture packages will be sent to parents. Profits from the sale of pictures are used to purchase teaching materials and equipment to improve the instructional program for all students.

TEXTBOOKS

Students will receive one workbook for each consumable title for the year. A \$15.00 fee will apply for replacement workbooks issued.

TITLE I PROJECT

Kinard Elementary School qualifies as a Title I school and therefore is eligible for federal funding for school-wide programs that serve all children in the school. With this funding, KES will implement the following instructional programs, services, and procedures to meet the goals of this school-wide project:

1. Personnel and programming for literacy and mathematics for students
2. Parent Involvement Events - Offer instructional and social-emotional support and training
3. Field trips for grades K-5
4. Staff development for teachers
5. Instructional materials

VISITORS

Safety and security are a top priority at Kinard Elementary. All adults are to enter the building through the front main entrance (Pressley Street). All visitors must report to the office before being permitted to any area within the building, including for breakfast/lunch. All visitors must schedule appointments with teachers and other school personnel for conferences or volunteer purposes. Please schedule conferences/appointments by calling the front desk at (803) 810-8700 or with the applicable school personnel. Visitors coming to have lunch with a student will be allowed to sit in a designated area with their student only. Visitors will not be able to join the class if eating lunch in the classroom. Visitors must sign in with photo identification using our School Check-In System to be issued a visitor's pass.

We understand and support that some of our Pre-K/K students will need parent support during the first few days of school to walk them to their classroom. However, during this time, we will require parents to report to the main office before passing the security doors. If you are a parent who walks a Pre-K/K student to class, please do not linger in the classroom, as we are trying to establish morning routines. Supervisory staff are on duty each morning and available to assist all students.

WEBSITES

The purpose of school websites is to provide stakeholders with a user-friendly outlet for school information. Kinard Elementary School homepage: <https://www.clover.k12.sc.us/o/kes>.