

Parent and Student Handbook 2016-2017



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District Office 803-286-6972
Bus Office 803-285-1000

This handbook belongs to:

First Name _____ Last Name _____

Teacher's Name _____ Grade _____

Clinton Elementary... We're teamed up for a great year!



Clinton Elementary is committed to excellence by preparing children to become responsible, lifelong learners in order to be successful in a challenging world.

It's great to have you as a member of the Clinton Cub family. It is our hope of the staff at Clinton that you will share our goals for a school of lifelong learners, and responsible citizens. Many of our school rules and philosophies are contained in this student handbook. Please read it and feel free to call us if you have questions. We look forward to working with you during the 2016-2017 school year to help your child achieve his or her goals, as we team up for a great year.

School Hours

6:50 a.m.School Doors Open

6:50-7:20 a.m.Breakfast

7:30 a.m.Classes begin

(Students must be in their seats. If students are not in their seats at 7:30, they are tardy.)

Students must be signed in by an adult.)

1:30 p.m.....No students will be dismissed after this time.

(All transportation changes must be in writing. Changes will not be accepted over the phone.)

2:00 p.m.Bus Riders dismissed

2:05 p.m.....Car Riders Dismissed

(Parents must pick up students by 2:30 p.m.) If students aren't picked up by 2:30 p.m., an after-school child care fee will be charged.

Dismissal Policy

Parents are asked to schedule doctor and dental appointments after school hours. Students leaving school early must be signed out in the office by the parent, legal guardian, or an adult previously indicated by the parent.

Students will not be dismissed from school between 1:30 and 2:00 p.m. Classes cannot be disturbed at this time. For your child's safety, teachers will not release students from the classroom without notification from the office.

For the safety of your child, **transportation changes CANNOT** be made via phone. In the event of an emergency you must **send a note with the child and/or request the transportation change in person.** If you fail to do any of the above your child will be sent home by the original method of transportation. Office personnel have no way of knowing who they are talking to when calls are made. For the protection of your child, calls of this kind will not be taken.

In the case of separated or divorced parents, the law stipulates that we cannot determine which parents may pick up the child. We must release children to either parent, regardless of which parent has registered the child, unless the custodial, enrolling parent has a court order concerning visitations or pick-up. In that case, we must retain a copy of the court order in our files.

Car Tags

School issued car tags must be displayed in the front windshield. If you do not have one, you will need to stop by the main office to receive a new tag and return to the car line.

Attendance

The State Board of Education has established regulations defining lawful and unlawful absences. These regulations require: (1) that school officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences, and (2) that the district board of trustees or its designee shall promptly approve or disapprove any absence in excess of ten days. As used in these regulations, "intervene" means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his/her parent or guardian to improve future attendance.

Lawful Absences: illness, serious illness or death in the immediate family, religious holidays, emergency medical or dental attention, and/or absences approved in advance with the principal. Work missed must be made up according to district policy.

Unlawful Absences: truancy, missing the school bus, trip not approved of in advance, shopping, hunting or fishing trips, babysitting duties.



Excuses

Students who have been absent from school must present a written note from the parent within two days of the absence. The note must include the student's name, the date, the reason for the absence and the parent's signature. **After ten unlawful absences the student's parents will be referred to truancy court.**

Tardy Students

Students must be in their seats by 7:30 a.m. Students who arrive after 7:30 a.m. must be accompanied to the school office by a parent. The parent will need to sign a form in the office.

Inclement Weather

If school opening is delayed or if school has to be closed due to bad weather, the decision will be announced over local radio and TV stations. The school district or the school will also use the Connect Ed telephone system to inform parents of any delays or closures.



Transportation

Bus Guidelines

Students who choose to ride the bus to and from school are under the authority of the bus driver, the school principal, and other school personnel. Students who do not follow bus rules will be required to provide their own transportation to and from school. Bus stops have been set and are the same everyday. There are no exceptions for rain or snow. All students riding LCSD school buses must fill out the proper paperwork as required by the district. Please contact the Office of Safety and Transportation at 285-1000 with any questions or concerns related to school bus matters.

Bus Rules

Students Must:

- Remain in the seat at all times.
- Keep hands, feet, and objects to themselves.
- Obey directions given by the driver.
- Use appropriate language.
- Respect other students.
- Keep food and school tools in proper containers.

Traffic

All cars must go through the car rider line on the side of the school building. No cars are allowed in the bus area in the mornings or afternoons due to state safety regulations. For your child's safety, all cars need to stay in the lane closest to the building when dropping students off. Your child will not be allowed to leave the covered area to load into a car without an adult, so please do not motion for your child to load or unload when an adult is not present. Please do not leave your car parked in the front drive at any time of the school day. This creates traffic problems. **All parents must use the car rider line.** Please do not block residence driveways while waiting to pick up or drop off car riders as well as during school events. The homeowners are good neighbors to us and we want to be respectful of their property. For the safety of your child, we do not accept transportation changes over the phone.

SCHOOL VISITORS

VISTIORS AND PARENTS

Parents, relatives, and visitors are welcome at school. Please park in the parking lot when visiting and stop by the office to get a visitors badge. It is particularly important in these difficult times that office personnel and teachers know who is visiting in the school. All visitors including parents must sign in and get a visitor's sticker.

If you need to talk with a teacher, please call and schedule a conference through the school office. This will ensure that the teacher doesn't have a class during the conference time. It is an interruption of valuable instructional time if a teacher has to stop teaching to talk with a parent.

Requirements for School Volunteers

1. Fill out School Volunteer Application (this application can be located on the Lancaster County School District website). <https://appgarden6.app-garden.com/VolTrackSC2901.nsf>
2. Parent/guardian (school volunteer) will need a picture ID to complete the School Volunteer Application.
3. After completing the School Volunteer Application online, please contact call Regina Hagwood in to the main office.
4. If you have any questions about becoming a school volunteer, please contact Regina Hagwood at 285-5395.

All volunteers for Clinton Elementary (classroom, field day, field trips, etc.) **must** be approved by the Lancaster County School District.

Field Trips

Clinton Elementary students will have several opportunities to participate in field trips during the school year. Students that attend overnight field trips must provide all of the proper health and insurance forms.

Parents attending trips as chaperones must adhere to the following:

1. Complete all proper volunteer forms (see above).
2. Ride the school provided transportation (school or charter bus) to and from the trip.
3. Supervise all children assigned to you.
4. Do Not use cell phones during the trip.

EMERGENCY INFORMATION

Every parent is asked to complete an emergency form. Information on this form is used if a child becomes sick at school or is injured. It is very important for the parent to update this form in case of change of address, employment, and phone numbers.

SICK CHILDREN

If your child becomes sick or injured at school, we will contact you. If we cannot reach you, we will use the information provided on the emergency form.

Children who are seriously ill or contagious cannot stay at school. Please do not send your child to school sick. If you do, we will call you to come and pick him/her up. It is simply not responsible to expose other children and teachers to illnesses.

Children with temperatures greater than 99.5° will be sent home as a precautionary measure. (Clinton Elementary and LCSD follow SC DHEC guidelines for excluding students due to illness. Students cannot return to school until he/she has been fever-free for 24 hours without medication.



MEDICATION



The district was informed by a State Department School Nurse Consultant that over the counter medications must be supplied for each individual student by the parent and secured in the nursing office. Schools cannot purchase over the counter medications for distribution to students, even with parent consent.

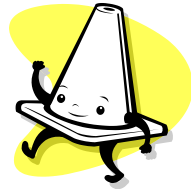
If children must take medicine at school, a medication form must be on file in the school office. A copy of this form is located on the district/school's website. **Medicine must be in the original properly labeled container.**

Parents are encouraged to give over the counter medications at home. Please make sure an adult brings all medications directly to the school office when they arrive. A signed medication form must be filled out for these medicines or they cannot be given at school.

All medications must be kept in the nurse's office. They should be brought immediately to the school office on the morning of the first day they are to be taken at school. Students will have to report to the school office to take medication. It is preferred that the parents bring the medication to the school office.

STUDENT INSURANCE

Student insurance can be purchased through the school district. The school will not be responsible for medical payments resulting from medical treatment because of an accident at school.



SAFETY PRECAUTIONS

Safety of the children at Clinton Elementary is a primary concern of the school staff and the Lancaster County School District. The following precautions will be taken to insure your child's safety: Monthly Fire Drills, Tornado Drills, and Earthquake Drills. All building doors will be locked during school hours. Visitors must report to the office when entering the building. All doors are equipped with safety bars so that students can get out even when doors are locked from the outside. A school policy is in place for dealing with unauthorized persons on school property. In case of a school emergency or a bus emergency, please come to the school to get information concerning your child. A station will be set up to help parents.

STATE LAWS

It is unlawful for any person to willfully or unnecessarily interfere with or disturb in any way or in any place the students or teachers of any school. It is unlawful for any person except law enforcement officers to carry on school property a firearm, a knife, or any other weapon, device, or object which may be used to inflict bodily injury or death.

The "Indoor Clean Air Act" banned smoking in public schools except in designated areas. Visitors are asked to refrain from smoking on the school campus.

CAFETERIA

The cafeteria is committed to serving healthy, well balanced meals that will help your child or children develop healthier eating habits. In order for the cafeteria to prepare enough meals each day, please give a two-day advance notice. Please send a note by your child that specifies your name, the child's name, and the date that you would like to eat lunch with your child. Each child will be given a free/reduced lunch form for this school year. Please complete the form and return it to your child's teacher even if you feel that you may not qualify for this service. **Full price will be charged to all students until any forms for breakfast/lunch are turned in and processed. (Prices are subject to change due to state and federal mandates.)**

Prices

Breakfast: \$1.00
Reduced: \$0.30

Extra Milk \$ 0.30

Lunch: \$1.65
Reduced: \$0.40

Breakfast and lunch are served at school daily. Breakfast will not be served after 7:20 a.m. except in the case of a late bus. For students bringing lunches from home, no soft drinks are allowed in lunch boxes.



LUNCH MONEY

Lunch money should be sent on Monday morning for the week.

Cash or check should be sealed in an envelope with the following information on the outside of the envelope: child's name, amount enclosed, and the teacher's name. Each child in a family should have a separate envelope. The correct amount should be sent since change cannot be sent home.

Class Celebrations

All class celebrations must be approved by the principal. Due to Federal and State legislation, all snacks sent to school should be from the district approved list. **No cupcakes for birthday celebrations. Students are not allowed to receive flower or balloon deliveries at school.**



ACADEMIC EXPECTATIONS



CLASS ASSIGNMENTS

Students are expected to complete all class assignments correctly and neatly. The same is true of homework assignments. Extra credit work will not be given to allow students to make up for poor work not done well the first time. Even though grades will be given to students in grades 2-5, passing to the next grade will depend on the student's ability to perform grade level requirements. For this reason, it is important that parents let children do their homework independently. Parents should check over homework for neatness and complete work. Parents should also contact the teacher if their child seems unable to complete homework without help or if it takes an unreasonable amount of time for the child to do the homework.

Students in grades 2-5 will receive weekly papers or progress reports. Please make sure that you review these with your student.

Grading Scale (Grades 2-5)

90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
Below 60 F

EXPECTATIONS FOR CLASS

Students should bring all materials to class, participate in class, and do their best work.

EXPECTATIONS FOR BEHAVIOR

Clinton Elementary students are to show responsible behavior. This is especially true in going to and from school. Many people have no other means of judging Clinton than by the behavior of its students; therefore, students are expected to exhibit mannerly behavior in their contacts with all people. Respect for parents, teachers, and fellow students is expected. Sportsmanship as athletes, spectators, and participants at any school or district event, neatness and cleanliness in dress and appearance, language, and behavior all reflect on the students of Clinton Elementary. A primary goal of education is to prepare students for a healthy, functional life in society. Therefore, the following are expectations for student behavior:

Expectations:

Students must respect others.
 Students must respect property.
 Students must leave valuable possessions, toys, and money at home. (Neither the school nor the teachers are responsible for the loss of these items.)
 Students must care for library and textbooks and pay for lost and damaged books.
 Students are not to bring items to school to sell.
 Students are to follow all playground rules.
 Students are to whisper in the cafeteria. Because students need a calm and relaxing atmosphere in which to eat lunch, loud talking and poor table manners will not be tolerated.

DRESS CODE

The following will NOT be allowed:

Flip-flops	Tank Tops
Short-shorts	See through clothing
Halter tops	Clothes with inappropriate sayings
Mules- All shoes must have a heel strap or closed in at the back	Biker shorts
Flashing/Light Up Shoes	

Pants must be worn at the natural waistline.
 Leggings may be worn with an appropriate length shirt (buttocks must be covered by the shirt).
 Shirts must cover the upper body completely, bare midriffs are not permitted.
 Shoes must be worn and they must be tied.
 Students in grades 4-5 should not wear shorts that are more than two inches above the knee.

BEHAVIOR THAT MAY RESULT IN EXPULSION/SUSPENSION

POSSESSION OF DRUGS	PROFANITY
FIGHTING	THEFT
THREATS OR INTIMIDATION	POSSESSION OF A WEAPON

The Lancaster County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following staff has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Inquires:
 Dr. Kathy Durbin, Director of Student Services
 302 West Dunlap Street
 Lancaster, SC 29720

Title IX and Title II of the ADA Inquires:
 Gwendolyn Conner, Director of Human Resources
 300 South Catawba Street
 Lancaster, SC 29720
 803-286-6972

Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the

necessary health care information is shared with the appropriate people-such as teachers on duty during recess, bus drivers, and cafeteria employees-to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school or lead nurse Grace Ann Jones, 803-416-8884 at Student Services.

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 sections under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact Student Services Director Kathy Durbin, 803-285-8438, 302 West Dunlap Street, Lancaster SC 29720.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3-21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Student Services Kathy Durbin, 803-285-8438, 302 West Dunlap Street, Lancaster SC 28720 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 At-Risk Student Support Executive Director Patrice Robinson, 803-286-6972, 300 South Catawba Street, Lancaster SC 29720.

Vision and Purpose of Clinton Elementary

Our construction plans are in place and our construction sites are ready! We look forward to a school year filled with learning and adventure! As we work together, please remember that Clinton's vision is to prepare children to become responsible, lifelong learners so that they will be

successful in today's challenging world. This vision and purpose correlates with Lancaster County School District's vision and purpose.

Vision of Lancaster County School District

Putting our children first

Purpose of Lancaster County School District

The Lancaster County School District puts our children first by...

- providing a comprehensive and challenging curriculum.
- providing quality, differentiated instruction for students.
- holding all personnel accountable for our students and their learning.
- preparing students to be productive citizens in the twenty-first century.
- promoting the recruitment, development, and retention of quality personnel.
- developing partnerships with home and community.
- ensuring integrated support services.
- providing a safe and supportive environment.
- valuing the diversity and individuality of every child.
- allocating resources in a responsible and equitable manner.

Students will

- be competent in academic and life skills necessary to enter the workforce or post-secondary education.
- communicate effectively.
- use current technology effectively.
- think critically and creatively.
- be self-sufficient, responsible citizens and contributing members of society.

