

Luther Vaughan Elementary School

2023 - 2024

Student/Parent Handbook



WELCOME TO THE 2023-2024 SCHOOL YEAR!

Dear Parents and Scholars,

Welcome back to Luther Vaughan Elementary School! It is with great pleasure and excitement that we open our doors to another fantastic academic year. We hope this letter finds you rested, rejuvenated, and ready for all the incredible learning adventures that await.

Our mission at Luther Vaughan is simple yet powerful: to engage and empower every child, fostering a sense of belonging within our Luther Vaughan family. As we begin this new chapter, we also aim to challenge each scholar to grow not only academically but also behaviorally and socially. Together, we have the opportunity to work hand in hand, parents and educators, to ensure the very best for all our children.

The theme that will guide us throughout the 2023-2024 academic year is "LEGOS: Leading Exploring Growing Opportunities for Success - Unlocking Potential One Brick at a Time." Just like building with LEGO bricks, education is a process of unlocking each child's potential, one step at a time. Our dedicated staff is committed to helping all of our scholars reach their academic dreams, building strong foundations for a lifetime of learning.

At Luther Vaughan Elementary, we strive for EXCELLENCE in everything we do. We believe in creating learners who can think critically, communicate effectively, collaborate with others, and become successful contributors to society. Achieving this goal requires a collective effort, with scholars, teachers, administrators, parents, and the community working together in harmony. We earnestly solicit your cooperation and support as we embark on what promises to be the most exciting and successful school year ever.

To ensure a smooth and successful academic journey, we encourage all scholars and parents to carefully read the information contained in this handbook. These guidelines serve as a valuable reference to understanding the daily operations of our school. If you ever find that the handbook does not provide the answers you seek, please don't hesitate to reach out to our office personnel, guidance counselor, or teachers. We are here to assist and guide you every step of the way.

As we venture into the 2023-2024 school year, I am filled with eagerness and enthusiasm. I am committed to fostering strong relationships with our parents, students, and community partners. Together, we can create a supportive and nurturing learning environment that nurtures each child's potential.

To stay updated on the latest and greatest experiences happening on our campus, we invite you to join our Luther Vaughan Lions Facebook page. It will be a platform for us to celebrate achievements, share important announcements, and strengthen our sense of community.

Once again, welcome back to Luther Vaughan Elementary School. Let us make this school year one filled with joy, growth, and endless possibilities.

Educationally yours,

Dr. Loretta Holmes
Principal

Visit the school web site for current activities/announcements: <https://lve.cherokee1.org/>

Cherokee County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding this non-discrimination policy:

Dr. Carl Carpenter II, Director of Human Resources at carl.carpenter@cherokee1.org or 864-206-2201.

Section 504 of the Rehabilitation Act compliance inquiries should be directed to Bessie Westmoreland, Director of Special Services at bessie.westmoreland@cherokee1.org or 864-206-2201.

Luther Vaughan/Cherokee County Important Phone Numbers

<u>Department</u>	<u>Phone Number</u>
School Main Number	206-6054
School Fax	487-1253
Nurse	206-6091
Cafeteria	206-6090
Guidance Counselor	206-6073
Transportation Department	206-2305/902-3246
Cherokee County District Office	206-2201

**SCHOOL DISTRICT ORGANIZATION
CHEROKEE COUNTY SCHOOL DISTRICT
P. O. Box 460
141 Twin Lake Road
Gaffney, South Carolina 29342**

www.cherokee1.org

BOARD OF TRUSTEES

Mr. Matt Davis, Chair

Dr. Mark Nix, Vice Chair

Mr. Johnny Sarratt, Jr.

Mr. Barry Bailey

Mr. Billy Blackwell

Mrs. Crystal Shippy

Ms. Shanese Dawkins

Mrs. Lynne Shackelford, Secretary

Mr. Kevin Phillips

Mrs. Tonya Moss

Executive Assistant to Superintendent and Board



7:00 - 7:45 All students arriving by school bus will go directly to the cafeteria. In order to eat breakfast, students should arrive at school before 7:45.

8:00 School instruction begins - Students should be in their classrooms and ready to begin the day. Attendance is taken. Students arriving after 8:00 **must have a parent escort and sign them in, and they will be marked tardy.** Tardy slips must be obtained in the office before late students will be admitted to class.

2:30 School ends- Bus riders are dismissed first. Then the students who are car riders will be dismissed to assigned rooms. Staff will greet you in your car and assist your child in getting in the car.

2:45 All students should be picked up by this time. Please be prompt. If an emergency arises, contact the school immediately. We will attempt to contact others on your emergency contact list if you are unavailable to pick your child up.

NOTICE: If a child is left at the school for an unreasonable length of time and there has been no attempt on the part of the child's parents, guardians, or caretakers, to communicate with us, the Sheriff's Department and/or the Department of Social Services may be called.

Lunch Schedule

4K	10:20-10:40
5K	10:20-10:40
1st	10:45-11:05
2nd	11:05-11:25
5th	11:30-11:50
3rd	11:50-12:10
4th	12:20-12:40

Recess

4K	10:45-11:15
5K	10:45-11:15
1st	11:10-11:30
2nd	11:30-11:50
5th	11:55-12:15
3rd	12:15-12:35
4th	12:45-1:05

COMPULSORY ATTENDANCE

It is the policy of the Cherokee County School District to assure that all children between the ages of 5 and 17 are in attendance at a public or private school, or in an approved home schooling program in accord with the S.C. State compulsory attendance law and regulations. A parent or guardian whose child is not six years old on or before the first day of September of the school year may waive kindergarten attendance for their child.

For the purposes of this policy, students may be counted in attendance or present under the following conditions:

1. at school when they have reported to their classroom, homeroom or the first class of the day. (Secondary students must be present 50% of time in each class in order to receive attendance credit for that class).
2. on homebound instruction.
3. engaged in a school sponsored activity approved by the principal.
4. assigned to in school suspension.

In order for a Cherokee County Elementary School Student to be counted present, they must arrive at school by 8:00 am and not leave before 11:00 am. They must also be counted present if they arrive before 11:00 am and stay the rest of the school day.

Students are counted in attendance or present under the following conditions. They are:

1. At school when they have reported to their classroom, homeroom or the first class of the day,
2. On homebound instruction,
3. Engaged in a school sponsored activity approved by the principal, and
4. Assigned to in-school suspension.

If your child is going to be absent or tardy, a parent or legal guardian should call the school as early as possible on or before the day of the absence. If we receive no parental phone call, school personnel will attempt to call the home to verify the absence. Therefore, ***it is imperative to keep contact numbers and home address up to date.*** Please notify the school office at 206-6054 or email the secretary with any changes in phone number or home address. For your child's health and safety we need at least one working phone number. If a child is going to be absent for an extended length of time, please call the school to make arrangements for any missed work that can be done at home.

ABSENCES AND EXCUSES

Students enrolled in the Schools of Cherokee County are expected to attend school each day of the 180-day school year. Any student who is absent from school must present an excuse in compliance with the criteria established by this policy if the absence is to be considered lawful.

Lawful Absences

Students will be considered lawfully absent when:

1. They are ill and their attendance in school would endanger their health or the health of others.
2. There is a death or serious illness in their immediate family, (lawful absences limited to 3 days per occurrence). (Immediate family includes father, mother, brother, sister, grandfather, grandmother, and in-laws of the same degree or resident of the same household).
3. They have chronic illness, certified, upon diagnosis and at the beginning of every year thereafter, by a physician, which causes them to be absent in excess of the number of lawful absences allowed. Students must submit a chronic illness form or statement, completed and signed by the physician who diagnoses or is treating the condition. Periodic updates, at least every three months, of the chronic illness statements are required.
4. There is a recognized religious holiday of their faith. Notification to the principal, prior to the absence on the holiday, is required.

5. Periods of hospitalization or extended medical care by a physician, which are not of sufficient duration
6. Absences due to health related conditions. (i.e. medical, dental, clinic appointments). A physician or clinic personnel must verify appointments.
7. The principal must approve other absences not covered above.

Unlawful Absences

Students will be considered unlawfully absent when:

1. they are absent without acceptable cause with or without the knowledge of their parents or guardians.
2. they are suspended from school for violations of the school discipline policy.
3. any absences not considered as lawful in the preceding section are judged to be unlawful or unexcused for purposes of implementation of this policy.

Lawful Excuses

1. An excuse written and signed by the parent is required for all absences. The excuse must include the reason for absence and the dates of the absences. Parents' notes will be accepted without physician confirmation for five (5) absences in a school year.
2. A physician's verification of absences due to illness is required for any absences above five (5) days in a school year.
3. A physician or clinical staff verification of absences due to medical, dental or clinic appointment is required in all instances.
4. All excuses must be presented within three (3) days of the absence from school. The principal may make an exception to the three (3) day time limit, for cause.

Review of Absences

The principal/or designee is appointed as the Board's designee to review all absences after a student has been absent for five (5) days per semester or ten (10) days per year. The principal must review each absence to determine whether it is lawful or unlawful. Due diligence must be enforced for excessive absences by verifying with the parent(s) and/or physician or clinic staff the number of days and cause(s) of absences.

Truancy Prevention

A student age six to seventeen who has three (3) consecutive unlawful absences or a total of five (5) unlawful absences is considered truant by state board of education regulation.

- **Three (3) consecutive days or a cumulative total of five (5) unlawful days**

When a student is unlawfully absent for three (3) consecutive days or a cumulative total of five (5) unlawful days, the building administration will take steps to intervene in order to prevent truant behavior and to improve future attendance. The attendance supervisor will send home a letter informing parent of the child's attendance after the child reaches the attendance warning. ***When a student has accumulated 5 or more unexcused absences they will be marked as truant on their student record. Days absent due to suspension are not considered a part of the total for a truancy referral.***

- **Four (4) consecutive unlawful absences or a cumulative total of six (6) unlawful days**

When a student is unlawfully absent for four consecutive days or six cumulative days, the Attendance Director will be notified and the school attendance supervisor will contact the parent/guardian. If a student and family fail to respond and participate in the student's intervention plan, then the student and family may be referred to the Department of Juvenile Justice and/or the Department of Social Services for violation of the compulsory school attendance law.

- **10 or more cumulative absences**

The student will be referred to the Attendance Director and subsequently to the appropriate county or state agency when the student has been **unlawfully** absent from school for ten (10) total days.

TRUANCY

Truancy is any intentional unauthorized absences from compulsory schooling. The term typically describes absences caused by students of their own free will, and usually does not refer to legitimate “excused” absences, such as ones related to medical conditions. It may also refer to students who attend school but do not go to classes.

Truancy includes excessive tardies and early dismissals.

TARDY AND EARLY DISMISSAL POLICY

Arrival to School and Early Dismissals	Consequence
1-5	Attendance alert letter
6-15	Attendance alert letter requesting conference for tardiness
Excessive	Tardiness Improvement Plan (TIP) meeting with school officials
Excessive	Referral to Truancy Court with 5 additional days tardy, after TIP

Perfect Attendance

Students who have perfect attendance, excluding make up days, each nine weeks will be recognized. To receive perfect attendance for the school year, a student must attend school for the 180 days. Attendance in before or after-school programs will not count as make-up days for perfect attendance.

Tardiness/Early Dismissal

Students' progress in school may be affected if they frequently arrive at school late or leave school early. Children who are tardy must come into the office with a parent to receive a tardy slip in order to enter class. Remember, a parent's signature is required for children who enter the building after 8:00 am. Attendance records require daily posting of absences, and it is essential that corrections be made when children come in late. Please limit requests for early dismissals to emergency situations, or those that are absolutely necessary. A permission note should be written to the office. Even with a note, parents must meet children in the office and sign them out there. A student must be present for at least three (3) hours of a school day. For security purposes, any adult signing out a child will be required to show a picture ID. No person will be allowed to go to a classroom for a child. **NO EARLY DISMISSALS WILL BE MADE AFTER 2:00. This policy will be strictly enforced by Luther Vaughan personnel.**

South Carolina State Law (SECTION 59-65-10) and Cherokee County Policy (JBD) requires that students be in attendance for 180 days each school year. Students must not only attend school each day, they must also be on time and remain in their class until the end of the instructional day. Students learn every day at school, so good attendance and being on time is one major factor in determining a student's success. In addition, it is a life-long expectation that will go on long after they are in school with employers, businesses, family and friends.

School begins each day at **8:00 a.m.** so students need to arrive at school prior to that time. Parents who do not wish for their student(s) to be supervised during the morning waiting areas (7:15-7:50 a.m.) should drop off their student(s) **no later than 7:45 a.m.** in order for the student(s) to have time to walk to class before the **8:00 a.m. tardy bell** rings.

Consequences for Tardies

1. All students entering the building after 8:00 a.m. should report directly to the front office where they will be issued a class admission slip. **All entrances to the building are locked at the sound of the 8:00 a.m. bell. After 8:00 a.m., students may enter the building ONLY through the front door.**
2. **All students entering the building after 8:00 a.m. must be signed in at the front office by a parent/guardian.**
3. Tardies and/or early dismissals may be excused for the following reasons: sickness of child, severe illness or a death in the family, exposure to contagious diseases, or religious holiday.

Afternoon Dismissal

Parents who come for their children should pick them up promptly at dismissal time. The dismissal schedule is as follows:

2:20 p.m.	Buses riders are dismissed at the front of the building
2:25 p.m.	Car riders are dismissed to the rear parking lot
2:45 p.m.	Remaining students are brought to the office to wait for ride.

***Parents are asked to come only at the scheduled times for dismissal.**

***No early dismissal will be allowed after 2:00 PM**

****Parents are asked to pick up, or arrange for pick up for students by 2:45 p.m.**

*****If students are left at school after 2:45 PM without contact from the parent/guardian, the local Sheriff's Office and/or DSS will be contacted for assistance.**

ASSIGNMENT TO SCHOOLS/ATTENDANCE ZONES:

TRANSFERS & WITHDRAWALS – Policy Reference JCA, JFB

Each student will be assigned to a school that serves his/her legal place of residence as determined by the board for the current school year. Students may transfer to a school of choice within the district as long as the student-to-teacher ratio does not exceed a number to be determined each year by the district in the receiving school. Students in the assigned attendance area will be given first priority for school assignment. Students must provide their own transportation if they attend outside of their assigned attendance area. Requests for transfer should be made in writing to the principal of the receiving school and will not be changed during a school year. All requests for transfer (non-Title 1) must be submitted annually by March 1. Exceptions are necessary for classes that are identified and funded for additional class size reduction. The district may assign students 17 years or older and in the ninth grade to an alternate program.

A child with a disability may be assigned to attend school in another building if that facility houses the appropriate special education program for that child. The district provides transportation to these programs.

The district, through the state transportation program, will provide transportation for all pupils living in the district who reside more than one and one-half miles from the school in their assigned attendance zone.

BUS CONDUCT - Policy Reference EEAEC

The board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe bus rules. The bus driver has the responsibility for supervision of students on the bus. The driver may stop the bus at any time that misbehavior offers a hazard to safe driving and may return the offending student to the school. The driver will report students who create a disturbance on school buses to the school principal. The principal or designee, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.

Students who are involved in a fight or the physical abuse of another student while on the school bus may have their riding privileges suspended for the remainder of the school year.

BUS RIDERS

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should conduct themselves in a manner that will not distract the driver. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Misbehavior will not be tolerated. All students must cooperate with and obey the bus driver. The bus driver may stop the bus at any time that misbehavior becomes a hazard to safe driving and may return the offending student to the school. The driver will report who creates a disturbance on a bus to the principal.

Riding a bus is a privilege and the South Carolina law states that a student will have this privilege revoked for misconduct.

No student may ride a bus, other than his or her regularly designated bus, without written permission of the principal. No student will be allowed to enter or leave a bus while it is in motion. No pupil will be allowed to enter or leave a school bus at any place other than at the home stop or at the school except by special permission of the principal. It will be the duty of the bus driver to report to the principal any student who gets off the bus at any place other than the designated stop. Each principal will be responsible for the safe and orderly loading and unloading of all transported students. Students who ride buses will be picked up and dropped off at designated bus stops. Pick up or immediate drop off at places other than their designated stop may be made with a written request from a parent and only with authorization from the principal and director of transportation. Concerns with transportation services should be addressed to the Director of Transportation, at 206-6193.

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE ELEMENTARY SCHOOL

LEVEL I – BEHAVIORAL MISCONDUCT

Disorderly conduct is defined as those activities which tend to impede orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following **depending upon severity. All final disciplinary actions are left to the discretion of the administration.**

Level I – Behavioral Misconduct

- Disorderly conduct on bus
- Getting on or off bus at other than the customary stop without permission
- Eating and/or drinking on the bus
- Littering on the bus
- Minor violation of any safety procedures (standing, sitting improperly, etc.) • Riding a different bus without permission from the Principal • Making loud noises - yelling, etc.
- Pushing, tripping, or general horseplay
- Encouraging misbehavior
- Using unauthorized electronic device

Consequences

1st referral - warning and contact parents

2nd referral – suspended from bus up to three days and contact parent

3rd referral - suspended from bus up to five days and contact parents

4th referral - suspended from bus up to ten days and contact parents

5th referral or more - suspended from bus for ten or more days

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include, but are not limited to the following. **All final disciplinary actions are left to the discretion of the administration.**

Violations

- Possession and/or using any tobacco products on the bus
- Throwing objects on or out of the bus
- Refusing to sit in assigned seat
- Using profanity, abusive language, or obscene gestures
- Severe violation of safety procedures (having head, arms, hands, extended from the bus etc.)
- Defacing property (writing or marking seats, etc.)
- Disrespect/refusal to obey bus driver (depending on severity)
- Harassing, threatening, intimidating, or physically abusing any other person on the bus
- Pushing, tripping, or general horseplay (depending of severity)

Consequences

1st referral - suspended from bus up to three days and contact parent

2nd referral - suspended from bus for up to five days and contact parents

3rd referral - suspended from bus for up to ten days and contact parents

4th referral - suspended from bus up to thirty days and parent conference

5th referral - suspended from bus for remainder of school year and parent conference

**Level II violations may also result in out-of-school suspensions and/or restitution of property.*

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of Trustees. Level III violations may lead to a student's immediate removal from the bus at the school or bus transportation office. Acts of criminal conduct may include, but are not limited to:

Violations

- Fighting on the bus
- Physically abusing or hitting another passenger
- Possessing, using, or distributing explosives and/or fireworks
- Carrying a weapon or any object that might be used as a weapon
- Persistent uncontrollable conduct
- Possessing, using, or distributing alcohol, drugs, paraphernalia and/or look-alike drugs on the bus • Pushing or tripping that leads to injury
- Harassing, threatening, intimidating, physically abusing persons on the bus (depending on severity)
- Vandalism - destruction of any part of the bus (seats, interior and/or exterior)
- Sexual misconduct

Consequences

Any Referral - suspended from the bus for the remainder of the school year and conference with parents

**Level III violations may also result in out-of-school suspension, recommendation of expulsion, notification of law enforcement authorities and/or restitution of property.*

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offences, the student must remain off the bus for at least 45 school days. If the parent wishes to appeal the removal after 45 school days have been served, the parent should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus driver regarding reinstatement and inform the parent of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code. If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off of the bus with no appeal under this code.

SECTION 21-816

A PUPIL MAY BE SUSPENDED FROM RIDING THE BUS FOR ONE WEEK FOR THE FIRST OFFENSE, TWO WEEKS FOR THE SECOND OFFENSE, THREE WEEKS FOR THE THIRD OFFENSE. IF, AFTER A THIRD OFFENSE, A PUPIL PERSISTS IN UNCONTROLLABLE CONDUCT WHILE RIDING A SCHOOL BUS, HE SHALL BE SUSPENDED FROM RIDING SUCH BUS FOR THE REMAINDER OF THE SCHOOL SESSION THEN IN PROGRESS.

Cafeteria:

Luther Vaughan Elementary School serves wholesome and nutritious breakfasts and lunches to both students and adults. All Luther Vaughan students qualify and receive universal free breakfast and lunch. All students eat at no charge to the family. All adults eating lunch must pay. An adult lunch costs \$4.50. The Cherokee County School Food Service Department offers food items that meet all USDA, state, and local guidelines. The School District participates in the National School Breakfast Program and the National School Lunch Program, which are regulated by the USDA and the SC State Department of Education. The breakfast items served meet $\frac{1}{4}$ of the daily nutritional requirements for students. The lunch menu used in the district follows a traditional meal pattern in which five components are offered to students for a complete meal. The USDA and the Dietary Guide for Americans figure the complete lunch meal at minimal cost and meets all nutritional requirements as outlined. The lunch menu for the month is normally posted on the CCSD website. If you have questions about breakfast or lunch, parents should contact Lashonda Spencer at 206-6090.

Type of Service	Daily
ADULT LUNCH	\$4.50

CHANGE OF ADDRESS

The school **must have a correct home address and a telephone number** where parents can be reached during the school day **in case of emergencies**. Inform the school secretary immediately when there are changes in address or phone numbers.

CLOSING OF SCHOOL

If schools must be closed due to an emergency or hazardous weather conditions, announcements will be made on WZZQ-FM Radio and WFGN-AM Radio in Gaffney, WSPA-AM Radio and WSPA-TV in Spartanburg, WYFF-TV and WHNS-Fox 21 in Greenville and WLOSTV in Asheville. When weather conditions are questionable, school personnel, parents or students should tune in to these stations for information.

Additionally, a district-wide computer-automated system will call each student's primary telephone number to deliver the closing/delay information.

Computers:

Luther Vaughan Elementary is a 1:1 school for technology. Students in K-1 will use iPads, while students in 2-5 will have laptops. The iPads and laptops are property of the school district and are subject to regular screenings, as these are to be used for instructional purposes only. Any student abusing the privilege of using this technology will not be allowed to do so. They will have alternate assignments. If you prefer that your child not have access to the Internet, please contact the school office prior to September 16, 2023.

DRESS CODE



The district feels there appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. The district also realizes that dress and grooming are personal matters; however, students should not dress in a manner that could distract fellow classmates from the important business of learning.

The district seeks the cooperation of the student and parents/legal guardians in working together toward having students enjoy today's styles while at the same time developing good taste in grooming and dress. The responsibility for the dress and appearance of the students will rest with individual students and parents/legal guardians. They have the right to determine how the student will dress,

providing that such attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process.

The administration is authorized to take action in instances where individual dress is determined to be potentially disruptive to instruction or the orderly operation of the school or school events.

The following, while not an exhaustive list, are examples of inappropriate dress **at school and are prohibited:**

- Head coverings such as ball caps, stocking caps, hoodies, bandanas, sweatbands, do-rags
- Clothing that is revealing (underwear/bra – midriff - private body areas) or sexually suggestive clothing
- Apparel or jewelry with obscene, profane, inflammatory, inappropriate, or sexually suggestive language
- Apparel, or jewelry with advertisements or symbols of alcohol, drugs, tobacco, sex, or violence
- Apparel/Accessories that represents or promotes gang affiliation
- Pajamas/nightwear/bedroom/house slippers
- Shorts, skirts, and dresses must be worn at least fingertip length
- Leggings, tights, yoga pants, or tight pants without back pockets must be covered by dress/top/shirt of the appropriate length.
(Fingertip Length)
- Jeans with holes are allowed, but holes must be below fingertip length and not reveal undergarments or private body areas.
- Spikes, Chains, and Dark Glasses
- Any clothing considered inappropriate or potentially disruptive to the school environment by administration not described above.

Face Covering/Mask Wearing: Students are permitted to wear face coverings/protective masks in response to COVID19. Face coverings/Masks should not cover the eyes, cannot promote violence, drugs, alcohol, inappropriate behavior, gang affiliation, and may not express inflammatory symbols or inappropriate language.

Students are expected to dress appropriately as defined in the district dress code. Students violating the dress code will not be allowed in class and will either be sent directly home to change, held in ISS until a parent arrives bringing appropriate attire, or sent to ISS for the remainder of the day if parents are unavailable. Absences from class will be an unexcused absence.

FIRE ALARM SIGNALS

A steady buzzing sound is the signal for a fire drill or for vacating the building in case of fire. Pupils will leave the building at their specified places in an orderly manner. There will be no running or talking at any time!

IDENTIFICATION OF GIFTED STUDENTS

Students who meet the eligibility criteria in two of three dimensions are eligible for gifted and talented services. Students must score at or above the 93rd percentile on a nationally normed *aptitude* test and/or score at or above the 94th percentile on reading or math on a nationally normed *achievement* test. Aptitude test results alone can qualify a student for placement.

ILLNESS

Students becoming ill during the school day should request written permission on a nurse's referral form from the teacher in order to report to the clinic/office. If it is necessary to go home, the nurse/designee will inform the parent or guardian.

All visits to the clinic require a completed nurse's referral form—no exceptions. The nurse/designee will record the type of treatment and any other pertinent information on this form. A copy will be given to the student, and the nurse in the clinic will file the original.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property from an authorized staff member. All articles must be claimed by the end of each semester, or they will be distributed to various charities

DISCIPLINE CODE

PBIS-Positive Behavioral Interventions and Supports



Behaving appropriately is an essential aspect of learning.

Without a disciplined atmosphere, our teachers cannot teach effectively and the learner can not learn. **PBIS** is designed to teach the desired behavior through positive interventions rather than using punishment as a single approach. The interventions are designed to teach the students how to respond to difficult situations, as well as supporting appropriate students behaviors.

Luther Vaughan Elementary promotes **PBIS** with three simple rules: **Respect self, others, and environment.** Pride, our school mascot, along with faculty and

staff members, model how to show respect throughout the school year. At Luther Vaughan, we believe in rewarding positive behavior. When students are “caught being good,” they are rewarded with Lion’s Roars and Pride Paws. Students may redeem these and receive special tokens of appreciation such special events, school bracelets, school dog tags, and school store items. Additionally, students who continue to model positive and respectful behaviors may be honored and named as a Student of the Month. As a Student of the Month, students receive additional rewards!

Cherokee County Elementary School

Code of Conduct

Updated July 2022

Though not specifically mentioned in the list of behaviors, students may be suspended out of school for extended periods of time or recommended for expulsion for 1st time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. Students may be punished according to its nature and degree at the discretion of administration. Additional consequences will apply when students are uncooperative. All final disciplinary actions are left to the discretion of administration.

Level 1 Offenses and Consequences

Level 1 offenses will be dealt with by the teacher until they reach a chronic level (a minimum of 4 offenses), then violations can be considered Level 2.

All consequences will be age and/or developmentally appropriate.

	Violation	Behavior	Code
1	Cheating	Attempting to use unauthorized resources to gain advantage on an assignment or assessment, intentionally sharing your own work without permission for another student's advantage, etc.	190
2	Computer Violation	Issues involving the district provided device occurring in the classroom. This includes: carelessness, irresponsible use, off task, sharing work without permission, not following classroom rules, etc.	220
3	Defiance/Refusal To Obey	Failure to comply or an attitude of defiance	270
4	Disrespect	Toward students (words or gestures)	420
5	Disruptive Behavior	Behavior that disrupts the educational environment	007
6	Distribution/Possession/Sale	Distribution/Possession/Sale of materials not authorized by the principal	018
7	Dress Code	Wearing items of clothing that is inappropriate for the school setting	280
8	Excessive Noise	Excessive noise in the hallway, office, restroom, cafeteria, or other areas of campus outside the classroom that could potentially disrupt the educational environment.	400
9	Failing to Follow Directions	Consistently not following directions as given by the teacher.	002
10	Hall Violation	Misbehaving, making noise, not following directions in the hall.	017
11	Horseplay	Intentional rough or boisterous play which could cause injury or conflict during school or school related activities.	405
12	Inappropriate Behavior	Behavior which distracts from the orderly educational process of school.	017
13	Inappropriate Physical Contact	Intentionally putting ones hands or feet on another student causing a disruption, or potential conflict.	022
14	Littering	Intentionally leaving trash on school property.	370
15	Personal Space Violation	Taking an item from another student or going through another student's belongings without their permission	017
16	Tardiness	Arriving late for an assigned class or activity without permission from another adult in the building	180
17	Throwing Objects	Items which disrupt the orderly educational process	028
18	Violation of Classroom Rules	Failing to meet teacher expectations in the classroom.	030

Level 1 - Interventions

Teach/Re-teach Behavior Expectations	Reinforcement of Appropriate Behaviors	Use of PBIS
Explicit Instruction Clarification of Expectations	Classroom Behavior System	Student Problem Solving Worksheet Referral to Guidance
Counselor Positive Behavior Modeling		
Modify or Supplement Assignment/Activity	Adjust Classroom Environment	Peer Buddy/Peer Tutor
Proximity Control	Lunch Detention/Silent Lunch	Loss of Privileges
Seat Change	Teacher/Student Conference	Parent/Guardian Contact
	Teacher/Parent/Student Conference	

Level 2 Offenses and Consequences

Level 2 violations disrupt or affect students' educational progress. Many Level 2 offenses may be a result of repetitive Level 1 violations by a student who has not responded to teacher interventions. Level 2 offenses will be addressed by the administration.

All consequences will be age or developmentally appropriate.

PC = Parent Contact	BS = Bus Suspension
Conf = Conference	L3 = Level 2 Offense Moved to Level 3
SBD = School Based Discipline	
W = Warning	
OSS = Out of School Suspension	

**OSS can be less than 1 day.*

**All Level 2 offenses require a Parent Contact (PC), or a Parent/Student Conference.*

Offense (code)	<h1 style="margin: 0;">Description</h1>	Consequence Ranges				
		(Based on age/developmental level and severity of offense)				
		1 st	2 nd	3 rd	4 th	5 th
Bite/Spit/Pinch (003)	Intentional acts that are meant to inflict pain or emit bodily fluids.	SBD(1-2)		SBD (2-3) to OSS(1-3) or RS		L3
Bus Violation I (340)	Not following the bus rules: excessive talking, making noise, throwing objects on bus, failure to stay seated, failure to sit in assigned seat, failure to follow driver's directions, any behavior that could interfere with the driver's attention to driving and safe operation of the bus.	W to BS (3)		BS (3-5)		BS (5-10)
Bus Violation II (340)	The following list of violations will require automatic bus suspension for the student: -Improper Boarding or Departing Procedures -Throwing Objects In / Out of Bus -Possession or Use of Unsafe / Prohibited Items on Bus -Tampering with Bus Equipment -Hanging Out of Window -Any other serious behavior which could interfere with driver's attention to driving and safe operation of the bus. All other Level 2 Offenses covered by the CCSD Code of Conduct that occur on the bus will incur school-based discipline to include OSS.	BS (3-5)		BS (5-10)		BS (10)
Cell Phone Violation (330)	Visibility and/or use of a cellular/digital phone and/or audio/visual electronic device, including smart watches is prohibited. Consequences will apply to the owner and user of the device. <i>Confiscation of cell phone and return to parent/ legal guardian at the end of the school day.</i>	W to SBD		SBD (1-3) to OSS(1-3)		L3
Computer Violation (220)	Minor misuse. *Using device during unauthorized times or locations *Unauthorized use of internet or playing games *Giving out personal information *Other misuse as determined by administration *Disruptive emails/messaging from student to student; conversations as opposed to work related to school.	SBD(1)		SBD (1-2) to OSS (1-2)		L3
Cutting Class or Activity (160)	Any unauthorized absence to a class or activity during a school day.	SBD (1-2)		SBD (2-3) to OSS(1-3)		L3
Dishonest Behavior (006)	Intentionally attempting to deceive or mislead a staff member for personal advantage. This includes, but is not limited to, lying, cheating, forging signatures, etc.	SBD (1-2)		SBD (2-3) to OSS(1-3)		L3

Disrespectful Behavior (420)	Speaking or behaving in a way that is perceived by a staff member to be inconsiderate, rude, offensive, hurtful, or generally disrespectful.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Failure to Report to a Teacher or Staff Member (270)	Intentionally not directly reporting to a teacher, guidance counselor, or staff member after being directed to do so.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Inappropriate Language, Gesture, Profanity (016, 210, 290)	Any verbal/written language or gesture <i>toward a student</i> that is profane, offensive, sexual in nature, disrespectful, degrading, abusive, harassing, bullying, or lacks decency.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Leaving Class Without Permission (320)	Leaving the classroom without permission in non-emergency situations.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Level 1 Escalation (270)	Repetitive and Consistent Violation of a Level 1 Offense.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Medicine Violation I (Minor) (031)	Possession/Distribution of medicines without permission. This includes medicines that generally aren't harmful. Examples include cough drops, pain relievers, vitamins, asthma inhalers, anti-bacterials, midol, gas ex, pepto-bismal, cold/flu, heartburn, allergies, orajel, etc.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
		All medications must be housed and distributed by the school nurse per CCSD policy.		
Misconduct (017)	General misbehavior by a student inside of or outside of class.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Off Limits/ Unauthorized Area (200)	Intentional presence or loitering in an area without the permission of an adult. (minor)	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Passive Defiance (270)	Intentionally not obeying a directive from an adult without being openly defiant verbally.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Possession of Over the Counter Medicine (031)	Possession or distribution of over the counter medications/noncontrolled substances. This includes medications that are designed to treat medical conditions such as high blood pressure, diabetes, bacterial infections, allergies, heartburn, pain reduction, cold/flu, etc. See board policy JLCD/JLCD-R	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Property Misuse (023)	Use of school property for unauthorized purposes or minor damages to school property done intentionally.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Public of Display of Affection (PDA) (015)	PDA includes any physical contact that is deemed inappropriate by administration.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Threat (Minor) (027)	Making a verbal, written, physical, or electronic threat that is considered minor in nature.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3
Hit/Kick/Push (014)	Intentionally striking a person with the intent to inflict harm or pain.	SBD (1-2)	SBD (2-3) to OSS(1-3)	L3

Level 3 Offenses and Consequences

Level 3 violations disrupt or affect students' educational progress. Many Level 3 offenses may be a result of repetitive Level 2 violations by a student who has not responded to teacher interventions. Level 3 offenses will be addressed by the administration.

All consequences will be age or developmentally appropriate.

PC = Parent Contact	Law = Report to Law Enforcement
Conf = Conference	ES = Extended Suspension
OSS = Out of School Suspension	BS = Bus Suspension

**OSS can be less than 1 day.*

**All Level 3 offenses require a Parent Contact (PC), and/or a Parent/Student Conference.*

**Extended Suspension (ES) can range from 10 days to Remainder of School Year.*

**Students recommended for an ES will be referred to the CCSD Hearing Officer who will determine the term of the ES.*

Offense (code)	Description	Consequence Ranges (Based on age/developmental level and severity of offense)			
		1 st	2 nd	3 rd	4 th
Aggressive Behavior (407)	Physically or verbally communicating that a student wants to fight. This behavior is meant to escalate a disagreement between two or more students into a physical altercation or fight.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Computer Violation (220)	Major Misuses of District Issued Device *Students are prohibited to login to Google Chrome or download any extension or add on. *Sharing username and/or password or other personal school district account information. *Downloading and/or using websites to obtain purchased or illegal term papers, boo reports, or other forms of required student work. *Unauthorized downloading, installing, transmitting music, games, copyrighted material, and/or other applications. *Deleting district system applications and changing personal mobile computing device settings (exceptions include personal settings such as font size, brightness of screen, etc.)	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Cutting School (150)	Deliberate failure to attend school and/or remain on school grounds once a student has arrived at school. This will also be considered an unexcused absence.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Disrespect (Severe) (420)	Speaking or behaving in a way that is perceived by a staff member to be grossly inconsiderate, rude, offensive, hurtful, or generally disrespectful. This includes, but is not limited to, use of disrespectful tone, loud volume, personal attacks, profanity, door slamming, and poor body language.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Failure to Comply with Disciplinary Action (271)	Willful noncompliance with disciplinary action issued by an administrator for violating the CCSD Code of Conduct. *If a student or parent refuses an in-school suspension assignment, then all consequences that would have been in-school suspension will be out-of-school suspension for the remainder of the school year.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Failure to Report to the Office or to Administration (270)	Intentionally not directly reporting to the front office, or to administration when directed to do so.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Fight/Altercation (407)	The act of two or more persons involved in a violent, physical conflict such as hitting, slapping, punching, or kicking another person at school, at a school event, or on district transportation.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Inappropriate Language, Gesture, Profanity Toward a Staff Member (016, 210, 290)	Any verbal/written language or gesture <i>toward a staff member</i> that is offensive, sexual in nature, disrespectful, degrading, abusive, or lacks decency.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	

Inappropriate Object (020)	Bringing an object to school, the bus, or a school sponsored event that can cause a major distraction/disruption.	OSS (2-5)	ES		
Instigation (001)	Instigating or provoking a fight.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Level 2 Escalation (270)	Repetitive and Consistent Violation of a Level 2 Offense.	OSS (1-5)	OSS (2-5)	ES	
Medicine Violation II (Possession) (031)	Possession of medicines without permission. This includes medicines that could potentially be harmful. Examples include cough/cold syrups, epipens, insulin pumps, sleep medicines.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
		All medications must be housed and distributed by the school nurse per CCSD policy.			
Medicine Violation II (Distribution) (031)	Distribution of medicines without permission. This includes medicines that could potentially be harmful. Examples include cough/cold syrups, epipens, insulin pumps, sleep medicines.	OSS (2-5)	ES		
		All medications must be housed and distributed by the school nurse per CCSD policy.			
Misconduct (Severe) (017)	General misbehavior by a student inside of or outside of class that is deemed grossly unsafe, disruptive, distracting, or inappropriate.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Open Defiance (270)	Intentionally not obeying a directive from an adult including being openly defiant verbally.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Physical Attack (520)	Unprovoked/provoked physical attack or abuse of another student at school or on the school bus.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Property Damage/ Theft <\$200 (017 or 740)	Damage to, or theft of property less than \$200.	SBD (2-3) to OSS (1-2) *Possible Restitution	OSS (2-5) Restitution	ES Restitution	
Recording Others Without Their Permission (020)	Audio/Video recording (using any electronic device) students or adults at school and/or posting school related incidents online that could potentially interfere with the educational process.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Threat (Major) (027)	Actions which may be identified as harassment, intimidation, stalking, or threatening.	OSS (1-5)	ES		
Tobacco Violation (230)	Possession or use of tobacco products or paraphernalia such as lighters, matches, paper, vaping pens, juuls, juul pods, E-cigarettes or E-cigarettes paraphernalia, etc. (See SC Tobacco Law and for ECigarettes – please refer to Board Policy JICG)	OSS (1-5)	ES		
Trespassing (750)	While under suspension or if on ES, students are not allowed on school grounds; therefore, being on school grounds, on bus, in classes, or at other school events during or after school hours or on weekends while under suspension or expelled is prohibited.	SBD (2-3) to OSS (1-2)	OSS (2-5)	ES	
Vandalism <\$200 (017)	Willful destruction or damage done to school property. Less than \$200.	SBD (2-3) to OSS (1-2) *Possible Restitution	OSS (2-5) Restitution	ES Restitution	

Non-Negotiable Level 3 Consequences

Non-Negotiable Level 3 violations seriously disrupt and affect students' educational progress.

NonNegotiable Level 3 offenses will be addressed by the administration.

All consequences will be age or developmentally appropriate.

** Extended Suspension (ES) can range from 10 days to Remainder of School Year.*

**Students recommended for an Extended Suspension will be referred to the CCSD Hearing Officer who will determine the term of the Extended Suspension.*

Offense (code)	Description	Consequence Ranges	
		1 st	2 nd
Alcohol (680)	Distribution, possession of, or under the influence of alcohol at school, on school grounds, or on the school bus. This includes all athletic events, after school activities, and field trips.	OSS (5) to ES	ES
Arson (500)	Intentionally setting fire to an object with the intent to destroy or cause damage. This may occur on school grounds or the school bus.	ES Law	
Assault, Aggravated (Student) (520)	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.	OSS (5) to ES Law	ES Law
Assault, Simple (Staff) (510)	Physical attack on a member of the school staff.	OSS (5) to ES Law	ES Law
Attack with Weapon (510)	Threatening, intimidating, or attacking any person with a weapon such as a firearm, knife, etc., or any other article used as a weapon.	ES Law	
Bomb Threat (260)	Communicating a report, while knowing or having reason to know the report is false, that there is located on any school premises or at school sponsored activities, a device designed to cause damage or destruction by explosion, blasting, or burning.	ES Law	
Bus Violation III (340)	Non-Negotiable Level 3 Offenses covered by the CCSD Code of Conduct that occur on the bus will incur school-based discipline to include OSS and/or Extended Suspension. Two Level 3 Offenses on the bus may result in bus suspension for the remainder of the year.		
Computer Violation (220)	<p>Extreme Major Misuse of District Issued Device</p> <ul style="list-style-type: none"> *Bypassing CCSD filters *Actions violating board policy or public law including bullying, cyberbullying, harassment, intimidation. *Sending, transmitting, downloading, uploading, accessing, photographing/filming others without the permission of the district and/or school and/or against their will, or distributing obscene, offensive, profane, threatening, pornographic sexually explicit materials with the intention to demean or harass others. *VPN downloading and/or proxy use for internet access, hacking district systems, batch files, or scripts for malicious intent. *Gaining access to other students, staff, or school district employee's accounts files, and/or data. *Vandalism of laptop (Intentional) *Inappropriate searches 	OSS (5) to ES	ES
Drugs (570, 575, 580)	<ul style="list-style-type: none"> *Under the influence of an illegal drug, controlled substance, mind-altering ingredients, or using a prescription drug not as prescribed. *Possession of any illegal drug, controlled substance, mind-altering ingredients, prescription medication, or a facsimile substance. *Sale or distribution of an illegal drug, controlled substance, mind-altering ingredients, prescription medication, or a facsimile substance. *Possession of drug paraphernalia, or remnants of illegal drugs. <p><i>See board policy JLCD/JLCD-R</i></p>	ES Law	
Fire Alarm (350)	Intentionally setting off the fire alarm with the intent to disrupt the educational environment for personal gain, attempting to pull the fire alarm, or vandalizing, stealing or triggering fire extinguishers.	OSS (5) to ES	ES
Firearm/Explosive (781, 782, 783)	Possession of weapons such as firearms, incendiary device, or explosives will result in expulsion for at least one full calendar year.	ES Law	
Fireworks (010)	Setting off firecrackers, smoke bombs, chemical devices, or similar activities are strictly prohibited.	OSS (5) to ES	ES

Incorrigible (270)	Student has been referred to administration at an extreme high frequency for a variety of discipline infractions, and continues to violate the CCSD Code of Conduct despite numerous conferences, interventions, and opportunities to improve behavior. (Only applies to non-special needs students)	OSS (5) to ES	ES
Level 3 Escalation (270)	Repetitive and Consistent Violation of a Level 3 Offense.	OSS (5) to ES	ES
Major Disruption (020)	Any student behavior that causes an excessive disruption during the school day, on the school bus, or during a school activity that may involve law enforcement. Parents may be put on trespass by CCSD if their behavior disturbs the educational environment, or is threatening, and law enforcement is called.	OSS (5) to ES Law	ES Law
Other Offenses (Major) (700)	Any incident that is deemed unlawful, extremely dangerous, egregious, highly inappropriate, or disruptive to the school.	ES	
Property Damage/ Theft >\$200 (023 or 740)	Damage to, or theft of property greater than \$200.	OSS (5) to ES Rest Law	ES Rest Law
Vandalism >\$200 (017)	Willful destruction or damage done to school property. Greater than \$200.	OSS (5) to ES Rest Law	ES Rest Law
Weapon (Other) (780, 784)	Students are prohibited from bringing any weapon onto school grounds therefore, possession of weapons such as a knife, blackjack, brass knuckles, ice pick, razor, box cutter, taser, bottle, mace/pepper spray, or any object which can be used or represented to be a weapon is strictly prohibited.	ES Law	

Due Process Procedures for Suspension or Expulsion

Suspension*: When the judgment of the school principal is that the conduct of a student is such that suspension from school should be considered, the student must be provided with an explanation of the charges against him/her and the opportunity to explain his/her version of the case. In cases where the student's behavior poses an unacceptable threat to the welfare of the student or others, the student may be suspended without the opportunity to explain the circumstances of the matter. In such cases, an opportunity shall be provided at the earliest practical time following the incident. If, following the student's explanation, suspension is determined to be appropriate action, the parent or guardian of the student will be provided written notice of the action and an explanation of the conduct leading to suspension in such a manner that they are sufficiently apprised of the charges against the student. The notice shall also set a time and place where the administrator shall be available for a conference with a parent or guardian. This conference will be set within three days of the initial date of suspension.

Expulsion: In those cases where expulsion appears to be the only appropriate answer to a discipline problem, the student will be suspended pending an expulsion hearing before a district hearing officer. The parent or guardian of the student shall be notified in writing by the superintendent/designee of the initiation of expulsion procedures and the date, time and place of the expulsion procedures. At the hearing, the parent or guardian of the student will have the right to counsel and to all other legal rights including the right to question witnesses. The action of the hearing panel may be appealed to the Cherokee County Board of Education.

*Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense and for not more than 30 days in one school year.

**Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board. The board may permanently expel an incorrigible student.

Distribution of Outside Materials

According to School Board Policy, no faculty or staff member, student, parent, or community member may distribute outside materials (flyers, bulletins, etc.) without the permission of the principal.

The following guidelines apply to requests for distribution of materials:

- A letter addressing the requests should be sent to the principal. A copy of the materials should be included to allow review by the principal.
- The request should be received at least three (3) weeks prior to the desired date of distribution.
- The principal will respond to the request in writing.
- The principal has the right to honor or deny the request.

- Distribution of the materials will not occur during the first or last week that school is in session.
- This includes church camps, day care information, and Boy and Girl Scout information.

SEARCHES

STUDENT INTERROGATIONS AND SEARCHES-- Policy Reference **JIH/JIH-R**

In order to enhance security in the schools and prevent students from violating board policies, school rules, and state laws, district administrators and other designated school employees are authorized to conduct reasonable searches according to the procedures outlined herein. In conducting such searches, school employees shall make every effort to protect the privacy interests of individuals.

Notice shall be conspicuously posted on school property at all regular entrances, and any other access point on school grounds, advising individuals that searches may be conducted as outlined below.

If a properly conducted search yields evidence that a board policy, school rule, or *federal* or state law has been violated, appropriate disciplinary action will be taken, and in cases where the evidence suggests a violation of state law, law enforcement will be notified.

Searches of a Person or a Person's Personal Belongings

Procedures for searching a person or a person's belongings must comply fully with the "reasonableness standard," as adopted by the U. S. Supreme Court in New Jersey v. T.L.O. This standard requires that a search must be "justified at its inception" and "reasonably related in scope." "Justified at its inception" means that a school official must have reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating board policies, school rules, or *federal or* state law. "Reasonably related in scope" means that the actual search conducted must be likely to turn up evidence of the specific violation. In addition, the search must take into consideration the age and sex of the individual being searched and the nature of the infraction.

Searches of Lockers, Desks, and Other School Property

The District provides lockers, desks, and other such school property to students for their use during the academic year. Because the District retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Students shall be notified at the beginning of each school year that such property may be searched at any time.

Search by Canines

The use of trained canines to search for controlled substances, weapons, and bombs in schools shall be on a random, unannounced basis. At the request of the school principal, a trained canine with its handler may go into schools to sniff lockers, desks, backpacks, and the exterior of automobiles. Trained canines will not be used to search students themselves. The canine must be accompanied by a qualified and authorized handler who will be responsible for the dog's actions. Should the dog alert its handler to the presence of any controlled substance, weapon, or a bomb, school officials would then have a reasonable basis to conduct a search in accordance with the procedures set forth above.

Interrogations by Law Enforcement

When law enforcement officers find it necessary to question students during the school day, the principal or his/her designee shall cooperate with law enforcement and shall request to be present in order to protect the best interests of the student, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee shall continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds.

FERPA

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

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents/Legal guardians or eligible students should submit to the school principal, or appropriate school official, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent/legal guardian or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents/Legal guardians or eligible students who wish to ask the school to amend a record should write the school principal, or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/legal guardian or eligible student, the school will notify the parent/legal guardian 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/legal guardian or eligible student when notified of the right to a hearing.

The right to privacy of personally identifiable information 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 school 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 school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant or therapist); a parent/legal guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent/legal guardian, student or other volunteer assisting another school official in performing his/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.

Optional: Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent/legal guardian or student of the records request unless it states in its annual notification that it intends to forward records on request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows.

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-8520

SEXUAL HARASSMENT

School Board Policy JCAC and Regulation JCAC-R

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited. The policy and regulation define sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school sponsored functions is strongly encouraged to tell a parent, teacher, counselor, or principal. Parents who have reason to believe that their child has been subject to sexual harassment should report this behavior to the principal.

SOLICITING

No item of any kind may be offered for sale on school grounds unless it is approved in writing by the principal.

STUDENT ACTIVITIES/STUDENT ORGANIZATIONS

The board encourages student activities that are part of the overall program and which are properly supervised and operated in accordance with school policies and regulations. These activities include athletics, social activities, student clubs, fine arts activities, etc. The principal is responsible for organizing student activities and for providing adequate supervision, administering student finances, and approving all student activities. It is the procedure of secondary schools in Cherokee County to require releases from parents/guardians stating that the school is not responsible for any medical or hospital expense incurred by students while participating in athletics or other activities.



SCHOOL SAFETY - Notice of Provisions of South Carolina School Safety Act of 1997

The South Carolina School Safety Act of 1997 states that a student who commits an assault and battery, other than one that is aggravated, on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity including, but not limited to administrators, teachers, faculty, substitute teachers, teachers' assistants, student teachers, custodial staff, food service staff, volunteers, law enforcement officers, school bus drivers, school crossing guards, or other regularly assigned school-contracted persons is guilty of assault and battery against school personnel which is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both.

Students who commit assault and battery on school grounds or at school functions will be reported to the police and are subject to disciplinary action by the school.

The School Safety Act of 1997 requires the following:

1. When a student convicted of certain crime (including assault and battery against school personnel) is assigned to various state agencies, that agency must immediately notify the principal/director of the school where the student is enrolled or plans to enroll.
2. When a student is convicted of certain crimes but is not incarcerated or placed on probation, the presiding judge will order the court, or in some instances the prosecuting agency, to notify the student's school district of the student's sentence. This notification must be sent within 10 days.
3. School administrators must annually notify classroom teachers when any of their students are in either of the above categories.
4. Schools must place information on students convicted of certain crimes in their permanent school records. They must also forward this information if the student transfers to another school or district.

Safe Schools Act

As required by state law, schools will report all violent acts that take place at school or at school sponsored activities to the State Board of Education. School administrators will contact law enforcement authorities when any felony, assault and battery, aggravated assault and battery, crime involving a weapon or drug offense occurs on school property or at a school function.

The Safe Schools Act of 1990, which includes the School Crime Report Act, makes it unlawful for any person to threaten a teacher, principal, other public officials or members of their family. Upon conviction any person violating this provision must be punished by a term of imprisonment of not more than five years.



FIELD TRIPS

Field Trips:

Field trips are encouraged in order to supplement the classroom curriculum. Parents will be notified of the trip ahead of time and will be asked to sign a permission form.

Teachers sometimes arrange special trips for which extra costs may be involved, such as special transportation or admission fees. **If paying by check, the check must include the name, phone number, driver's license number, and date of birth of the parent.**

Teachers often need assistance on trips, parents are encouraged to accompany the students as a volunteer chaperone. Please support your children and their classes by participating in such learning experiences.

Some field trips may return after usual school hours. Teachers will tell you before the trip what time the buses will return to the school. Please be prompt in picking up your child.

Grading:

The following scale is used throughout the District to convert numerical grades to letter grades with the exception of kindergarten:

LETTER GRADE	NUMERICAL GRADE	EXPLANATION
A	100 – 90	Excellent, truly outstanding work
B	89 - 80	Very good, above average work
C	79 - 70	Satisfactory, average work
D	69- 60	Below average work
U or F	Below 60	Unsatisfactory work

** .5 or higher decimal points will be considered as the next highest whole number.

PROMOTION PROCEDURES – Promotion and Retention Board Policy **Reference IKE/IKE-R**

The teacher(s) and principal of a school should know by the end of the first semester those students who are not making satisfactory progress. In cases when students are not progressing satisfactorily, the procedures below will be followed:

- A. End of First Semester
 - 1. At the end of the first semester, the teacher will indicate in a letter or progress report all subjects a child is in danger of failing at this time.
 - 2. A conference with the parent(s) must be scheduled by the teacher at this time to discuss the student's program and progress.
 - 3. During the conference, the following areas should be included in the discussion:
 - a. the student's present level of attainment.
 - b. the level of attainment required for promotion.
 - c. specific problems the student is encountering.
 - d. suggestions to the parent(s) of ways in which they can assist the student.
- B. These same procedures should be followed for students who transfer into the school at the end of the first semester or during the second semester and are not making satisfactory progress.

Criteria for Promotion:

The student will be eligible for promotion if he/she successfully meets the pupil achievement criteria and promotion standards prescribed by the local board of trustees.

TEXTBOOKS

The South Carolina Department of Education furnishes books for all students. Reasonable damage is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS AND LOSS OF TEXTBOOKS WILL RESULT IN FINES OR PAYMENT FOR THE BOOK.** The fines for these must be paid to the office at the time of damage or loss.

STUDENT RECORDS – Board Policy Reference JRA, JRA-R, JRA-E(1), -E(2)

STUDENT RECORDS – Annual Notice required by Federal Education Rights and Privacy Act

The Family Educational 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 the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is 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 principal, 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 parent 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 listings, 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 the principal of your child’s school in writing within 15 days of receipt of this notice. **If you do not inform the principal that you object to the release of any or all**

information designated as “directory information”, we will be free to release or use directory information on your child as appropriate.

(4) 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.

(5) **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 20202-460**

PARENT/COMMUNITY INVOLVEMENT

We believe parents, teachers, and students should work together to develop a positive school climate. **Ways to assist:**

1. Review handbook with child
2. Attend open house orientation
3. Two-way communication - home/school
4. Parenting techniques
5. Preventative discipline
6. Conferences

Accountability

The state and district mandate strict accountability for students’ achievement. All parents are encouraged to have a conference with your child’s teacher by the end of the 1st quarter. Please make every effort to communicate with your child’s teacher about specific educational needs for your child.



Home-School Communications:

The parents, the student, and the teacher should comprise a team that communicates for the benefit of the student. It is important to note the *following forms of communication*: Communication folders, phone calls, Class Dojo, and email.

Luther Vaughan Elementary on Social Media:

In an effort to share the latest and greatest experiences happening on our campus, we have launched a social media campaign, with the hashtag **#lionsIMPACT**. Please like and follow us on Facebook. We are the Luther Vaughan Lions.

Student-Parent Handbook:

We strive to create a handbook which includes information about the school and expectations about academic and social behaviors. In updating the handbook each year, we welcome your suggestions.

Parent-Teacher Conferences:

Parents are encouraged to attend regularly scheduled conferences so they can be informed of their student's progress and be participants in their child's education. Either the teacher or the parent may request parent-teacher conferences. However, to make the conference more effective we ask that you call the school to set up an appointment in advance. Appointments may be made with your child's teacher, a guidance counselor, or an administrator by phoning our school office.

Parent-Principal Conferences:

Sometimes, a problem may come up that cannot be handled satisfactorily (problem that may need to go beyond the scope of the parent-teacher conference for various reasons) through a parent-teacher conference. The parent may always schedule a meeting with the principal by calling the school office.

Other Conferences:

Parents are encouraged to communicate with teachers by phone or notes whenever there is information the teacher needs to know or when the parent has a question as to the child's educational progress. All teachers have an e-mail address and will respond to email messages within a 48-hour period. If you need to speak with the teacher via phone, you can leave a message for the teacher with the secretary in the front office.

Interim Progress Reports:

Interim progress reports will be sent home to the parents between regular report cards. Please see the school calendar for specific dates.

Report Cards:

Report cards indicate a student's progress for a nine-week period. Academic progress, citizenship, and attendance are reported. Please see the school calendar for specific dates.

Volunteers:

The best way to find out what is really going on in our school is to volunteer and become an active partner in the learning process of your child. We have an active volunteer program at Luther Vaughan, and we welcome your participation. We will assist you in any way possible. Contact our guidance counselor, Mrs. Ruby Byers if you are interested in volunteering.

Health Room:

Any child who is not feeling well or has been hurt will be sent to the health room by his/her teacher. We have a qualified, licensed school nurse. When the nurse is unavailable, the office staff will attend to the immediate needs of the students. The person in charge of the health room will log the student's time in, take his/her temperature, or perform any minor first aid necessary depending upon the child's symptoms. ***We are equipped to administer first aid only.*** If the situation is serious or the child is uncomfortable, a parent is called. In all cases of accident or illness, every effort is made to contact the parents. The school will follow your directions on the enrollment and consent forms if we are unsuccessful in reaching you and the child needs more than first aid.

IMPORTANT NOTE: It is important that you keep the school informed with the most up-to-date information about:

- Changes in your name, phone number, address, and family doctor

- Names of persons (and phone numbers) to contact in case either parent cannot be reached.

If emergency care is needed, the local EMS will be called. The health room has a limited amount of space and cannot be used as a place to keep children for more than a very short time.

Parents are asked to cooperate by coming to get their children as soon as the nurse or other qualified person in the health room calls. No medicine can be dispensed in the health room unless it is accompanied by signed instructions from the parents and/or doctor. When parents/guardians bring in medications, please bring the medication in the original container and note special instructions (e.g., if the medicine requires refrigeration, etc.). A special form must be completed and left in the office for any medication.

If your child suffers an injury at home, do not depend upon the nurse or office personnel to diagnose the problem. If your child is sick in the morning, please do not send him/her to school. Students must be fever/vomit free for 24 hours before returning to school.

Luther Vaughan Elementary has a **“No Lice” policy**. If your child has head lice they will be sent home and the parent will need to treat their child. When returning to school, you will need to stay with your child until the nurse checks to verify that your child no longer has head lice before they will be permitted to go to their classroom.

MEDICATIONS:

Board Policy JLCD and JLCD-R

Prescription or nonprescription medications required by a student should be administered by a parent or by the student’s medical provider. Parents should use every effort to have medication times set for time periods other than school hours. When this is not possible, the Cherokee County School District staff may assist in the administration of medication during school hours, subject to the following rules:

1. All medication must be brought to school by a responsible adult and signed in with the school nurse.
2. A Physician’s Statement of Medication Need from the student’s physician must be completed for any medication brought to the school and must be renewed each school year. (This includes over-the-counter medicine such as Tylenol, Ibuprofen, etc. The school does not keep medicine on hand – all medicine must be brought to the school by the parent/guardian.) The parent or legal guardian must also sign the statement of medication need giving permission to have the school administer the medication.
3. All medication must be in the original labeled container, must have the student’s name on it, *and the school must have a copy of the prescription.*
4. The school nurse/designee shall record the date medication is brought in, ensure that the required authorization is on file, and count and record the number or amount of medication in the presence of the person who deposited it.
5. It shall be the student’s responsibility to come to the office at the appropriate times for medication unless the Self-Monitoring and/or Self-Administering Medication Statement is completed by a physician indicating that the student cannot do this and must have the medication on her person.
6. It is the responsibility of the parents to notify the school of any changes to the original prescription. A new pharmacy label, container, and *a new prescription* must be submitted with any change.

7. If a student has asthma, diabetes, or any recurring illness that may affect attendance, a Chronic Illness Statement should be completed for the school nurse and our attendance clerk. These forms also must be renewed each school year.
8. If your child is allergic to any food, please come by or contact the cafeteria to complete any necessary forms.

Insurance:

All students are encouraged to take the school accident insurance offered at the beginning of the school year. Accidents should be reported immediately and all claims must be filed promptly. The school's only responsibility for this insurance is one of service. The school will provide claim forms and complete the school portion. All other matters relating to claims are the responsibility of the family and the insurance company.

Kindergarten

Luther Vaughan has two four-year old classes and three five-year old all-day kindergarten classes. To register children for these classes you must present a birth certificate, an immunization record, and two proofs of address.

Lost and Found:

Please encourage your child to try to keep up with personal belongings. If an item is lost, check with the office. The school is not responsible for the loss of personal items. Unclaimed items are either discarded or donated to local agencies after one month.

Media Center:

The library and its materials are for the use of all students. Procedures are planned to encourage the use of materials as the need arises. Students learn how to use the library for studies and for their own enjoyment.

Books are checked out for two weeks and can be renewed. There are no overdue fines, but if children do not return books then they lose the privilege of checking out books. Parents are asked to help by seeing that their children return all materials checked out in their names. The library must be compensated for all damaged or lost materials.



Perfect Attendance Award:

In order for students to be eligible for a perfect attendance award, he/she must be present and on time at school each day. We believe it is important for students to be at school on time each day. Please help us in ensuring that your child receives the quality education they so deserve by making sure that they arrive on time every day.

Physical Education

Physical education is a planned program that enhances the child's physical development. Each class attends PE classes once or twice weekly. Please be sure that your child wears tennis shoes on the day that he/she attends PE classes.

Every student is expected to participate. A student needs a medical excuse to be excused from participation.

Property Destruction: Students who deface or destroy school property (including school buses) or the property of others in the school community, either intentionally or

accidentally, shall be required to pay for the damage. Intentional damage will result in disciplinary action.

Read to Succeed

The federal No Child Left Behind Act (NCLB) was adopted, in part, to ensure that schools and school districts across the country employ highly qualified teachers and instructional assistants in schools that receive federal funds.

As part of this legislation, we are required to let you know that you may request and receive information about the professional qualifications of your child’s classroom teacher(s) and any instructional assistant(s) working in your child’s classroom.

Non-Discrimination Statement:

The Cherokee County School District #1 does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in providing employment or educational opportunities and benefits in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title D) of the Americans With Disabilities Act of 1990, and all other applicable civil rights laws. Inquiries regarding nondiscrimination policies should be directed to: Dr. Carl Carpenter II Director of Personnel Cherokee County School District #1 P.O. Box 460 Gaffney, SC 29342 (864)206-2201



Reporting Bullying, Discrimination, Harassment, and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JICFAA, students and parents should report bullying, discrimination, harassment or

intimidation by other students, employees of the District, or third parties involved the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student’s parent. (See Policy JICFAA for contact information).

Harassment, Intimidation or Bullying- Policy Reference JICFA, JICFAA, JICF

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

The board prohibits 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. These acts may occur in a classroom, on school premises, on a school bus or other school related vehicle, at an official school bus stop, at a school sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the students.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual 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.

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee 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 or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to areas of the school environment as outlined in the policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

Student Information Form:

During the first weeks of school your child's teacher will be sending home information forms. Please complete them promptly and return them. Please make sure telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up to date.**

Telephone: The telephones in the school are for calls related to school business. Students are not allowed to use the phones except in case of an emergency.



Textbooks: The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, the student must pay the assessed amount before another textbook is issued. Student records will not be released unless all textbooks are accounted for.

Transfers or Withdrawals: Should it become necessary to withdraw or transfer your child from Luther Vaughan Elementary School, please notify the office as soon as possible so that records can be forwarded to the new school. If you should choose to keep your child at Luther Vaughan after you move from our attendance area, you must apply to the principal for special permission.

Special Education Services

Special education services are provided by certified teachers, therapists or other providers in the least restrictive environment. Appropriate services are determined by appropriate school personnel and described in the student's Individualized Educational Program (IEP) which is reviewed annually. A full continuum of programs and services are available to identified students, ages 3-21. Specific information concerning services is available from the district's Special Services department or you may contact Bessie Westmoreland, Special Services Coordinator @ Bessie.Westmoreland@cherokee1.org

You can also download a copy of the Cherokee County School District Handbook-Special Services for a complete description of Special Services @ http://www.cherokee1.k12.sc.us/files/_xYCXU_/280eb5c46ccc9c823745a49013852ec4/Educating_Children_With_Disabilities_in_Cherokee_County_A_Handbook_for_Parents.pdf

Students with Disabilities (Section 504) Public Notice: Public Education

The Cherokee County School District does not discriminate on the basis of disability, race, color, national origin, sex or age in providing educational services to its students. The District also does not discriminate on the basis of disability, race, color, national origin, sex or age in its hiring or employment practices. Under Section 504 of the Rehabilitation Act of 1973, the District, as a recipient of federal financial assistance from the United States Department of Education and as an operator of a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education and take appropriate steps to notify disabled persons and their parents or guardians of the district's duties under Section 504. The District that it will, pursuant to Section 504 of the Rehabilitation Act of 1973, provide a free appropriate public education to each qualified person with a disability in the district's jurisdiction, regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of Section 504 and its implementing federal regulations. This notice is provided as required by the Individuals with Disabilities Education Act, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Questions complaints or requests for additional information regarding the ADA and

Section 504 may be forwarded to the designated Special Needs & Section 504 coordinator
@
Bessie.westmoreland@cherokee1.org

Transportation Home After School:

We require advance **notice in writing** if there is to be a change in the way your child is to go home. If no notification is received, your child will follow his regular method of getting home. **Do not call the school** to make last minute arrangements. **NO CHANGES IN TRANSPORTATION WILL BE ACCEPTED/MADE AFTER 2:00.**



Internet:

A. Legal Requirements

Cherokee County School District (CCSD) is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPPA)

Users of Cherokee County School District network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of CCSD networks may result in discipline or litigation against the offender(s) by the proper authority. CCSD will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use

CCSD provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

Visitors:

Visitors to Luther Vaughan Elementary School are required to check in the office upon entering the school to sign in and pick up a visitor's pass. Those who wish to confer with teachers must have made a prearranged conference time with the teacher. If you would like to volunteer in a particular classroom, please make arrangements with the teacher or principal. ***All visitors are required to show a photo ID before being issued a visitor's name tag. No person or persons will be allowed to go directly to a classroom and interrupt instruction.***

Volunteers:

The best way to find out what is really going on in our school is to volunteer and become an active partner in the learning process of your child. We have an active volunteer program at Luther Vaughan, and we welcome your participation. We will assist you in any way possible. Contact our guidance counselor, Mrs. Ruby Byers if you are interested in volunteering.



Weather and School Cancellations:

In the case of inclement weather, parents are asked to tune in to a local radio or television station. School district officials advise and provide updates to the media regarding the status of delayed openings, early dismissals, or school closings. If you are unsure if school will be in session due to weather, please listen to the radio or television. They have the most up to date information. School phone lines must be kept available for emergencies only.

Title I:

Luther Vaughan Elementary is proud to be a Title I School. We are fortunate to receive funding for reduced class size, materials to enhance instruction, and ongoing professional development.



Mission

Our mission, in partnership with family and community, is to ensure that all students have the opportunity to become responsible, productive citizens in 21st century society by providing a variety of learning experiences that address the diverse needs of every student.



Beliefs

- All students can learn.
 - Students have the responsibility to be active learners.
 - Curriculum and instruction should meet the needs of all students.
 - A safe and physically comfortable environment promotes student learning.
- Education is the shared responsibility.
 - Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
 - A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff

Investigations and Consequences:

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals:

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Cherokee County School Board Policies and Administrative Rules.

<https://boardpolicyonline.com/?b=cherokee&s=246612>

Parent Acknowledgement and Receipt of the Parent-Student Handbook

I acknowledge that I have received a copy of the Luther Vaughan Elementary School Student Parent Handbook. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation that may arise, but it is simply a general reference guide of the school rules, policies, and procedures. I understand that it is my responsibility to familiarize myself with the information. I further understand and acknowledge that LVES may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

I acknowledge and understand that this Student-Parent Handbook supersedes and replaces any, and all prior handbooks or materials previously distributed.

Teacher's name _____ Grade _____

Student's Name _____ Date _____

Parent's Printed Name _____ Date _____

Parent's Signature _____ Date _____

***** Please sign and return this page to your child's classroom teacher.**