

**Draytonville Elementary School**  
**2373 Wilkinsville Highway**  
**Gaffney, SC 29340**  
**487-1240 phone      487-1218 fax**

**Welcome**

Welcome to another school year. We especially want to welcome those families who are new to Draytonville. We are happy to meet you, and hope that you enjoy our school. This handbook has been prepared to help you understand the procedures and regulations of our school and district.

You will find our teachers and staff to be friendly, helpful, and interested in helping each child become successful. It is important that everyone work together to help each child reach his potential. Please contact your child's teacher whenever you have questions, concerns, or suggestions.

**Mission**

The mission of Draytonville Elementary School, in partnership with family and community, is to provide first-class educational programs that ensure all students acquire the skills needed to reach their maximum potential in an ever-changing world.

**Accidents and Emergencies**

Every effort is made to prevent accidents. However, if an accident occurs, first aid will be administered by the school nurse or other authorized school personnel. If the accident or illness is considered serious or if the child is uncomfortable, a parent will be called. If we are unable to reach the parents, the school will follow the parents' directions on the health/emergency form to secure an individual to pick up the child, or to secure emergency medical treatment if needed. School personnel will administer only first aid treatment. Parents will be called to pick up students who have a fever or are vomiting.

**Address Change**

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

**Assignments for Absent Students**

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

### **Attendance**

It is essential that children attend school regularly to obtain maximum benefit from public school education. It is the responsibility of the parent or guardian to see that children attend school regularly.

Lawful absences are limited to doctor and dental appointments, sickness, death in the family, and religious holidays when arranged in advance. We can accept five written parent excuses. Other absences require a medical excuse.

If a child is absent, he must bring on his first day back, a written excuse with the date and reason for the absence. When a student accumulates excessive absences, his name will be referred to the attendance supervisor and will be considered truant. .

### **Bus Transportation**

Student bus transportation is provided for students who are eligible. However, riding the school bus is a privilege. All bus riders must cooperate fully with the bus driver and observe bus rules. The driver may stop the bus at any time that misbehavior or threats offer a hazard to safe driving and may return the offending student to the school. Offenses, such as paper throwing, failure to be seated, not following driver's instruction, and horseplay may result in days off the bus. Parents are responsible for student behavior at the bus stop.

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

If you have questions concerning bus transportation, please contact Ann Elliott at 902-3646.

### **Car Loading and Unloading**

All car riders are to be dropped off at the front entrance. The school will open at 7:15 for car riders. Students should enter the door closest to the gymnasium. Cars should not enter the bus circle at any time. For the safety of the children, please unload on the passenger side directly onto the sidewalk. Never double-park or allow children to walk between parked cars. Parents (including kindergarten parents) should not walk students in after the first day of class. Becoming responsible is part of growing up.

Kindergarten students and others in their carpool are picked up after school at the front entrance. All other car riders should be picked up behind the building. All car riders dismiss at 2:25. Please display the child's name on a sign when picking up students. Please do not leave your car unattended in the drop-off or pick-up lanes.

### **Closing of School**

If schools must be closed due to emergency or hazardous weather conditions, announcements will be made on WSPA-TV in Spartanburg. When weather conditions are questionable, parents should tune in to the station for information. Parents may also call the district information line at 864-902-3621 for school closing information.

Please insure that your child knows where to go and what to do if school is dismissed early due to inclement weather.

### **Dress Code**

All students are expected to wear clothing acceptable for school. Shirts, tops, and blouses should not reveal the back, stomach or sides of the child. Shorts and skirts should be fingertip length or longer. Tank tops are also prohibited. Students cannot wear clothing with inappropriate pictures, gestures, or language for the school environment. Hats and headgear should not be worn inside the building.

### **Early Dismissal**

Early dismissals disrupt the school day for other students. Students are expected to attend school until the end of the day (2:25). Early dismissals will be granted for emergencies and medical appointments only. Early dismissals for child-care and work schedules are not permitted. If a child must be dismissed early, send a note to the teacher and then sign the child out in the office. Only those persons listed on the health/emergency form will be allowed to sign students out of school. A picture ID may be required. No student will be allowed to go home a different way from his regular travel unless permission is requested by a parent or guardian by telephone or in writing.

### **Emergency Drills**

The purpose of smoke, fire, and tornado drills is to teach students the proper procedure for advancing to areas of safety as quickly as possible. Drills are held on a monthly basis. Evacuation routes are posted in each classroom.

During an emergency drill, students are to line up immediately inside the room in single file and to follow the route described for the evacuation of each room. Students should listen, and not talk, during emergency drills.

### **Field Trips**

Field trips are planned to enhance the instructional program. The school requires written permission from parents for students to go on field trips. Students who do not behave appropriately at school will not be allowed to participate in field trips.

### **Gifted/Talented Academics**

Students identified as academically gifted/talented in grades 3-5 are served through Project GOAL classes that meet one period a day. Students qualify for Project GOAL based on S. C. State Department of Education guidelines. Students may be nominated for Project GOAL by parents, teachers, or themselves. Qualification for the program is based on aptitude scores, achievement scores, and performance tasks.

### **Head Lice**

Students with head lice are not allowed to stay at school, and parents will be called to pick them up. After treatment, the nurse or a designee will recheck the child to make sure all nits have been removed. Absences over one day will be considered unlawful. The school nurse can help you with any questions that you may have about head lice.

### **Homework**

Homework is important in the learning process. We believe learning continues after school hours. It provides extra practice on learned skills and extends learning in areas taught in the classroom. It provides an opportunity for parents to see how well their child is doing. Students are expected to complete homework assignments.

### **Lost and Found**

Articles found at school will be kept in the office until properly identified by the owner. Unclaimed articles will be either discarded or donated to charity seasonally. To help minimize lost articles, parents are urged to write their child's name on all coats, lunch boxes, book bags, and other belongings with a permanent marker.

### **Lunch Program**

The school cafeteria is operated under the School Lunch Act and serves a balanced lunch and breakfast daily. The cafeteria is operated primarily for students, and no one is permitted to leave the campus for lunch.

Students are encouraged to participate in the school lunch program; but if lunches are brought to school, milk may be purchased in the cafeteria. Students are not allowed to bring glass bottles.

Students must help keep the cafeteria neat and clean. Students are not allowed to take any food or drink from the cafeteria to eat on the school grounds or in the classroom.

Students should make lunch payments on Monday for the entire week. Students may also pay by the month or semester. Lunch applications for free or reduced prices are available in the office and may be filled out anytime throughout the year when circumstances change.

### **Media Center**

The school media center is an important part of the school program. Students are encouraged to use the media center resources for reference work, pleasure reading, viewing, and listening.

Books may be checked out for a period of two weeks and may be renewed for an additional week if a student so desires. There are no fines for overdue books. Students are requested, however, to properly care for books in their charge and return books when due. Parents can help their children develop a genuine love for books and reading by encouraging them to read and by reading to them at home.

Losses from the library are usually few. As in any library, parents are responsible for books lost or damaged.

Parents are invited to visit the media center outside of scheduled class times when visiting the school.

### **Medicines: Assisting Students with Medication**

Parents should make every effort to have medication times set for time periods outside school hours. If this is not possible, the nurse or designee will assist a student with oral medication if the student has a physician's statement on file. The parent or legal guardian must also sign the statement of medication need. A responsible adult must bring all medication to school. Medication must be in the original container and be labeled with the student's name. We are not authorized to give over the counter medications. The school nurse can help you with these procedures.

### **Parent's Right to Know**

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

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

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

### **Personal Belongings**

Students should not bring toys, games, trading cards, jewelry, Ipods, CD players, etc. to school. This policy eliminates theft, damaged items, classroom distractions, and arguments. Items brought to school will be held by the teacher until the parent picks them up. Students may not use cell phones at anytime during school hours. If brought to school, they must remain in book bags at all times.

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

### **Promotion/Retention**

Students who are doing unsatisfactory work and who would benefit from being retained will be retained. The decision to retain is made by the teacher with the approval of the principal. Parents will be notified of unsatisfactory progress and the possibility of retention throughout the school year.

### **School Day Schedule**

7:15-7:50 a.m. Students arrive and report to holding area where supervision is provided  
7:50 a.m. Students report to class and eat breakfast  
8:00 a.m. Tardy bell rings and class begins  
2:20 p.m. Bus riders dismiss  
2:25 p.m. Car riders dismiss

### **School Safety**

To provide a safe school environment, doors remain locked during school hours. Please ring the buzzer to the right of the main entrance to enter the building. This allows office personnel to monitor who is entering and leaving the building. Upon entering the school, all persons should report directly to the office to log in on the computer.

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

### **School Supplies**

It is the parents' responsibility to see that their child has pencil, paper, notebooks, and other supplies needed for school. A school store will be open each morning for the convenience of our students. Pencils, paper, notebooks, erasers, rulers, etc. will be available for students to purchase.

### **School Telephone**

The school telephone number is 487-1240 and the fax number is 487-1218. These phone lines are for school business. Students will not be called from class for incoming calls except for emergencies. Students wishing to call home may use the office phone with permission.

### **Searches**

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. Notification will be given at the beginning of each school year that such property may be searched at any time.

### **Sexual Harassment of Student**

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

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

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

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

The entire Board policy JCAC is available in the office and media center for review.

## Special Services

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

Special area teachers provide services for students who are emotionally handicapped, learning disabled, educable mentally handicapped, trainable mentally handicapped and/or orthopedically handicapped. Parents who have questions concerning these programs may call the school office.

## Student Conduct

Students are expected to be responsible and accountable for their actions and are expected to act with respect toward each other and toward teachers. Certain rules are necessary for our school to operate in an orderly manner. Teachers set forth expectations in the classroom and encourage self-discipline in each student. Students should demonstrate good behavior at all times, show respect for teachers, students, and school property, and always do their best. Students should engage in playground activities without causing harm or injury to themselves or others. Parents will be notified when the behavior of their child interferes with the learning process.

## Student Progress

Student progress is evaluated and recorded on report cards, which are issued every nine weeks. Report cards must be signed by the parent or guardian and returned to school.

Parents are urged to initiate conferences at any time by writing a note or calling the teacher. Teachers may request that parents attend special conferences.

## Student Records

### Annual Notice required by Federal Education Rights and Privacy Act

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

- (1) **The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to 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 are inaccurate or misleading.** Parents or eligible students may ask Cherokee County School District to amend a record that they believe is inaccurate or misleading. They should write the school 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 person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. **The district may disclose without your consent information it has designated as “directory information”.** Directory information includes name, photograph, home address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received and the most recent previous school attended and other similar information. Directory information may be released by the district in a variety of ways including print media and electronically to the district or school website. If you do not wish the above information to be disclosed as directory information about your child, you must inform 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.** Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll and provides transcripts to schools of higher education.

(4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

### **Tardiness**

Teachers will pick up their students from the holding area at 7:50. The tardy bell rings at 8:00. Tardy students must report to the office for a late slip. Being tardy disrupts the learning for the child and for other students as well. Being tardy more than 5 times in a nine week period will result in loss of recess each day the child is tardy.

### **Textbooks**

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

### **Title I Parent Involvement Policy**

We will be a model for the home/school connection for our children. Draytonville Elementary School will host an annual parent meeting to be held in the fall. At that time district and school personnel will review the rights and obligations of parents in the education of their children. Parents will be given the opportunity and encouraged to share ideas during the meeting. Parents may request to be a part of the school-wide planning team and give suggestions to faculty members or any member of the team.

Parents will be informed at the annual meeting about scheduled parenting meetings. Channel 15, our cable television station, will list meetings for parents. The information will also be sent to parents through the school newsletter, the school website, flyers and the monthly PATHS

newsletter. The marquee will also be used to remind parents of parent meetings, along with the school's web page and teacher's weekly notes.

Parent meetings will be held at the school once a month during the day and four times at night. Parents will be given copies of the district and school policies. Parents will be encouraged to participate in the planning and review of the school-wide project and policies. The newsletter will notify parents that the policy will be available in the office for review. Parents will receive a timely response to any suggestions.

The PATHS newsletter will print the school performance evaluations. Other information regarding school performance will be available in the school office and local newspapers.

Individual student performance reports will be given and explained to parents at the first of two parent conferences. At that time the proficiency levels that the child is expected to meet will also be discussed. If a parent is unable to attend the meeting, other attempts will be made to schedule a meeting. Individual report cards will be sent home if the parent is unable to attend the conference. Plans are developed for all students needing extra assistance.

An in-service for volunteers will be held in October for those parents willing to volunteer. Throughout the year in our newsletter, parents will be encouraged to volunteer.

### **Transfers**

Parents moving out of the school attendance area must notify the school office. When a student enrolls in a new school, the parent will be asked to sign a release of records form. It is necessary to sign this form so that the child's records can be forwarded to the new school. Students whose residence changes during the school year may complete the year at his present school provided the enrollment was not based on false information.

### **Visitors**

We always welcome visitors and parents to our school. However, when visiting the school, everyone must report to the office upon entering the building to receive a visitor's pass. The visitor's pass must be displayed while visiting. Visitors/parents are not authorized to visit a classroom during school hours without prior approval and proper identification. Conferences with teachers may be scheduled by calling the school office or by sending a note to the teacher.

Parents are invited to participate in various activities at the school, such as PTO, parenting meetings, field day, Open House, Muffins for Mom and Doughnuts for Dad, student programs, and recognition assemblies. Parents may eat lunch with their child by notifying the school office at least 24 hours in advance.

### **Volunteers**

We welcome parents, grandparents, and other members of the community to help as volunteers and become active participants in the learning process of students. We will assist you in choosing an area in which to participate. A volunteer may assist in the media center, help duplicate materials, help the teacher by serving as room mother, read to or listen to students read, help with beautification of the grounds, or help with activities sponsored by the PTO. Please contact the school office if you are interested in volunteering.

**Notice to Parents of:  
Students with Special Health Care Needs**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

**Individual Health Care Plans or Individual Health Plans (IHPs)**

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

**Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the principal of your child's school.

**Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the principal of your child's school to learn more about the IDEA.

**Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic

success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the principal of your child's school.

### **Statement of Discrimination**

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

Mr. Andy Jones, Director of Personnel  
Cherokee County School District No. 1  
P.O. Box 460  
Gaffney, S. C. 29342  
(864) 902-3500