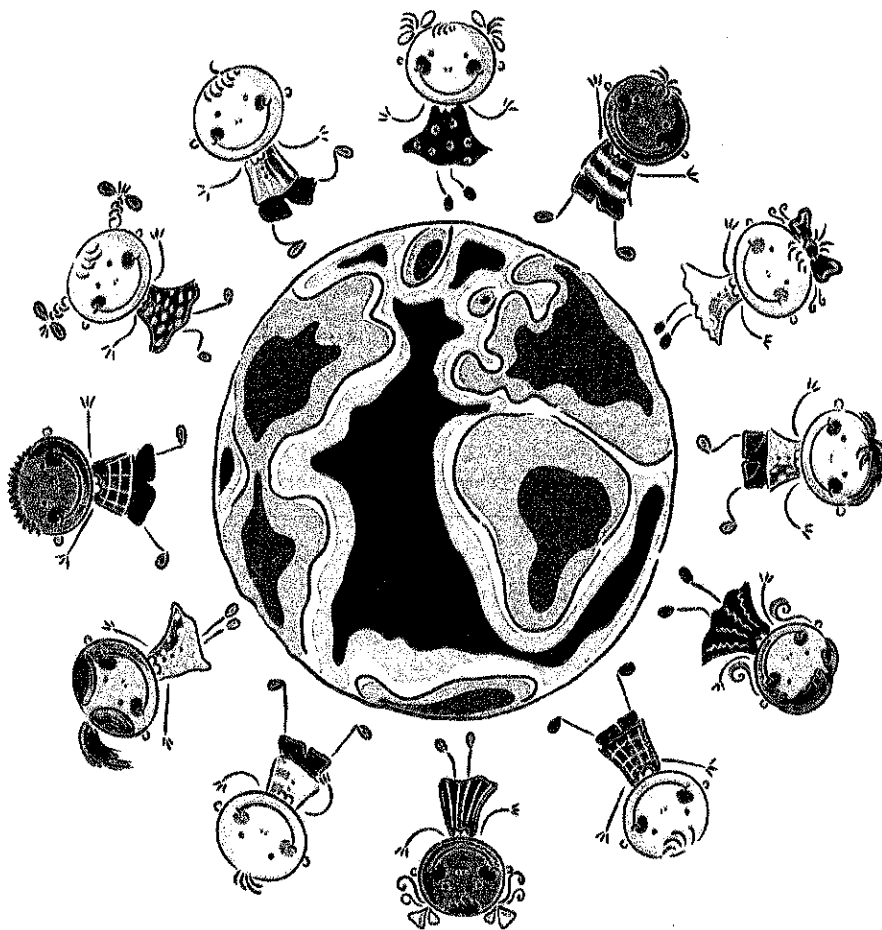


STUDENT HANDBOOK



Concord Elementary
2017-2018

The complete student handbook for Concord Elementary can be found at www.concord.anderson5.net

Ready Reference Guide

1. Be seated in your classroom by 7:50. Afternoon dismissal is 2:30.
2. **No fast food or sodas are allowed in the cafeteria. This is a DHEC regulation.**
3. Notify the office in writing to change address and phone numbers as needed.
4. Wear appropriate clothing, according to District Five Dress Code.
5. Tennis shoes are to be worn on P.E. days.
6. All visitors **must** come to the office to sign in.
7. Students with five or more tardies and/or five or more unexcused early dismissals are not eligible for perfect attendance.
8. **Every time** you are absent, please email or bring an excuse upon returning. Excuses must be turned in within 10 days of an absence.
9. Cell phones, pagers, I-Pods, etc. will not be allowed. (Board Policy JICDA)
10. District Five is "peanut friendly" due to the increased number of students with allergies. Please refrain from bringing any food with nuts to classroom parties.
11. The school will not accept deliveries of flowers, balloons, or other gifts to individual students on Valentine's Day. We encourage parents to celebrate this event privately.
12. **Please notify your child's teacher in writing if there is to be a change in transportation. If written notification is not received, your child will follow his/her regular method of getting home. We cannot make transportation changes over the phone.**

SCHOOL MOTTOES

"Continuing A Tradition of Excellence"
"The Pick of the Bunch"

SCHOOL MASCOT

Bumblebee

SCHOOL COLOR

Purple

TEACHER OF THE YEAR, 2017-2018

Julie Weathers, Kindergarten

BUSINESS PARTNERS

BB&T
The Clock
Fatz Café
McDonalds of Anderson
Medshore Ambulance Service
Outback Steakhouse
Palmetto Bank
Pizza Buffet
Sonic Drive-In
Texas Roadhouse
Upstate Automotive
West Small Business Services, LLC

CONCORD ELEMENTARY SCHOOL AWARDS

IB PYP Granted Magnet Status 2010

IB PYP Evaluated 2012

PALMETTO'S FINEST AWARD 2003

EXEMPLARY WRITING AWARD 2004

**PALMETTO GOLD AWARD
2001 – 2015**



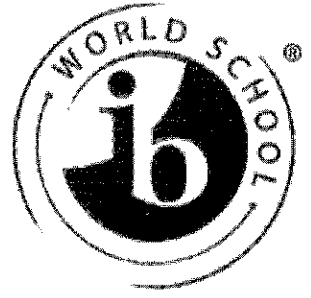
Children are...

Amazing, ACKNOWLEDGE THEM
Believable, TRUST THEM
Childlike, ALLOW THEM
Divine, HONOR THEM
Energetic, NOURISH THEM
Fallible, EMBRACE THEM
Gifts, TREASURE THEM
Here Now, BE WITH THEM
Innocent, DELIGHT WITH THEM
Joyful, APPRECIATE THEM
Kindhearted, LEARN FROM THEM
Lovable, CHERISH THEM
Magical, FLY WITH THEM
Noble, ESTEEM THEM
Open Minded, RESPECT THEM
Precious, VALUE THEM
Questioners, ENCOURAGE THEM
Resourceful, SUPPORT THEM
Spontaneous, ENJOY THEM
Talented, BELIEVE IN THEM
Unique, AFFIRM THEM
Vulnerable, PROTECT THEM
Whole, RECOGNIZE THEM
Xtraspecial, CELEBRATE THEM
Zany, LAUGH WITH THEM

Author unknown Copied from York Place 2004



Concord Elementary School
An International Baccalaureate World School
2701 Calrossie Road • Anderson, South Carolina 29621
Phone: (864) 260-5105 • Fax: (864) 964-0424 • www.anderson5.net



Dear Concord Students and Parents,

Welcome to the 2017-2018 school year!

This handbook is presented to you as information to assist you in understanding the school's policies and procedures. While it will not answer all of your questions, it will give you some insight into the general operation of this school. Please take time to review this important information together.

If you ever have concerns or questions, please call me or come by the school. My door is always open to you, and I welcome the opportunity to talk with you one to one. Communication between home and school is vital to each student's success in school.

Sincerely,

Beryl C. Barclay

Beryl C. Barclay
Principal

CONCORD ELEMENTARY SCHOOL STAFF

Principal

Beryl Barclay

Assistant Principal

Brett Jones

Reading Coach/PYP Coordinator

Shannon LeRoy

Office Staff

Dawn Gray, Secretary/Bookkeeper

Ginger Austin, Data Clerk

Kindergarten

Heather Bradshaw

Erin Sakovich, Teaching Assistant

Karon Dukes

Sherry Wheeler, Teaching Assistant

Michelle Swann

Colleen Hymes, Teaching Assistant

Julie Weathers

Natasha Cintron, Teaching Assistant

Grade One

Ashley Anderson

Kathy Farmer

J.J. Orr

Sarah Senn

Grade Two

Heather Chandler

Mistie Cronic

Sarah Hogan

Janet Patterson

Lane Thornton

Grade Three

Debbie Allen

Meredith Finley

Kristin Roberts

Dawn VandeWeghe

JoEllen Wilkinson

Grade Four

Fran Clary

Mary Michael Kilgallon

Mary Margaret Massengale

Sharon Meredith

Laurie Miller

Grade Five

Penelope Bikas

Sue Hunsinger

Genny King

Anna Mize

Mary Elizabeth VanHeule

Resource

Diane Gurley

Related Arts

Kay King, Art

Suzanne Campbell, Art-PT

Marian Carwile, P.E.

Stuart Fowler, P.E.-PT

Jean Ann Rogers, Music

Maricary Hansen, Music-PT

Guidance Counselors

Kim Addis-Grades K, 2, 4

Buffy Jameson-Grades 1, 3, 5

Kristen Wilson, School Psychologist

Media Services

Eunice Bardin, Media Specialist

Computer Technology Assistant

Rebecca Bowen

Spanish

Victor Martinez

Project Challenge

Annise Rousey

Gail Saylor-PT

Grade Five Strings

Caitlyn Whitehouse

Speech

Beth Gray

Early Reading Interventionist

Lisa Ethington

ESOL

Marianne Norris-PT

School Resource Officer

Kirsten Brady

School Nurse

Keri Tuten

Custodial Staff

Vera Allman (Head Custodian)

Carmen Ocasio

Michelle Gibbs

Peggy Scott

Ina White (PT)

Food Service

Kyle Dorius, Manager

Ellie Presher, Assistant Manager

Tella Bentley, Operative

Sherry Davis, Operative

Janet Watkins, Operative

TIPS FOR STUDENTS

1. Be present each day by 7:50 a.m. unless you are sick or there is an emergency.
2. Pay close attention in class to each assignment, what you are expected to do, and how to do it. This will shorten the amount of time needed for studying.
3. Keep a record of all assignments in your assignment notebook.
4. Set aside a specific time for doing homework and stick to it. Daytime is the best time to study.
5. Clear your desk of everything except the things you must have to do your assignment.
6. Begin each study period with a ten minute review of previous assignments. This helps when it comes to preparing for a test.
7. Place your bookbag in a "SPECIAL SPOT" near the door so you will remember to bring it to school.
8. Bring a notebook, paper, pen, or pencil and other necessary material to class.
9. Be an active participant in the classroom - listen well and take part in discussions.
10. Ask questions if you don't understand the discussion or if you have a problem.
11. Schedule time for homework each day; make sure you understand the assignment before you leave class.
12. Strive to do your best, not just enough to get by.

TIPS FOR PARENTS

1. Be involved. Parent involvement helps students learn and improves home-to-school relations.
2. Provide resources at home for studying and completing assignments.
3. Set a good example.
4. Encourage students to do their best in school. Parents need to show students that they believe education is important.
5. Emphasize academics.
6. Support school rules and goals.
7. Call teachers early if there is a concern about your child. This will provide time to discuss and resolve the matter.
8. **Please notify your child's teacher in writing if there is to be a change in transportation. If written notification is not received, your child will follow his/her regular method of getting home.**
9. Please do not bring in food from commercial restaurants for students during their lunch time.

HELP US AVOID CLASSROOM INTERRUPTIONS

1. Teachers have many tasks before and after school in addition to their responsibilities to their students during the school day. If you have a question or want to have a conference with a teacher, send a note with your child or call the school to arrange this. The secretary will assist you in contacting the teacher.
2. Students are encouraged to be responsible for coming to school with all necessary materials. If, however, **you want to bring a forgotten lunch or medicine, please bring it to the office.** This item will be given to your child at a time that is the least disruptive to the learning process.
3. **Parents are discouraged from calling the school or coming into the office at dismissal time to make different transportation arrangements.** In the past, this has created a great deal of confusion. **If you must make a change, please send a note with your child that morning. Avoid calling the school to make a change in transportation arrangements.** Thanks for helping out.
4. The school day begins promptly at 8:00 a.m. **If you drive your child to school, please arrive by 7:45.** This will allow ample time for him/her to get settled in the room before the start of school. **Students who plan to eat breakfast in the school cafeteria should arrive by 7:40.** All students are expected to be in their room by 8:00.
5. The district expects students to arrive at school on time and to report to each class on time. Students who enter classrooms late are disruptive to the instructional program, and we encourage all students to be on time. Parents of habitually tardy students may be referred to the district's attendance office after school-based intervention with the parent and student is unsuccessful.

IF YOU HAVE A PROBLEM

The proper and requested method of resolving problems is to begin with the party directly involved. If the problem remains unresolved, the person with the complaint should proceed to the next level of authority.

For example: **First**, talk to the teacher or counselor.
 Second, talk with the assistant principal or principal.

DAILY SCHEDULE

STUDENT SCHEDULE

7:00 - 7:40 All students, both bus riders and car riders, go directly to the multi-purpose room or cafeteria. Teachers will be on duty to supervise students. Students in Grades K-2 are in the Multipurpose Room and students in Grades 3-5 are in cafeteria.

This time is to be used as a study period or reading period.

7:40 Students and teachers go to classroom.

8:00 School begins. Students should be in classrooms and ready to begin the school day. **Students arriving after 8:00 must be accompanied by a parent/guardian and sign in at the office.**

2:25 Bus students are dismissed to the multi-purpose room.

2:30 All other students are dismissed. Teachers will supervise the dismissal of students until all have left the grounds.

TEACHER SCHEDULE

7:45 a.m. - 3:00 p.m. Monday, Wednesday, Thursday

7:45 a.m. - 3:45 p.m. Tuesday

7:45 a.m. - 2:45 p.m. Friday

RELATED ARTS SCHEDULE

Kindergarten – 11:35 – 12:25

Grade One – 9:10 – 10:00

Grade Two – 8:10 – 9:00

Grade Three – 10:10 – 11:00

Grade Four – 12:35 – 1:25

Grade Five – 1:30 – 2:20

PARENT-TEACHER CONFERENCES

The first scheduled conference will be held on October 30, 2017 for children grades K through five. All parents are expected to attend this conference to receive information from the teacher regarding their child's progress. Parents are encouraged to schedule other conferences as needed by sending a note to the teacher or calling the school office for an appointment.

PROGRESS REPORTS (REPORT CARDS)

Grades K - 5

Progress reports are provided to students and parents at the end of each nine-week grading period. Students are graded on all academic subjects appropriate to the grade level and on work/study habits and citizenship. Report cards will be distributed on the following dates: October 31/January 25/April 10/June 7

Interim progress reports are sent at the midpoint of a grading period beginning with the second nine weeks. These are sent to inform parents of a lack of progress in certain areas. Interim reports will be issued the week of September 25, December 4, February 26, and May 7.

TESTING

SC READY/PASS testing window begins May 10, 2018.

Other tests will include reading and math chapter and end of unit tests, teacher made tests, Istation, and MAP tests.

FIELD TRIPS

Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom and serve to enrich classroom instruction. The school requires written permission from the parents/guardians before a child is permitted to go on a field trip. In some instances, students are asked to pay a fee to cover expenses of the trip.

GRADING

Students are graded at their instructional level. They receive daily, weekly, and other periodic grades from their teacher.

Grading for students in kindergarten and grade one is as follows:

Parents will receive a progress report after each nine-week period. Also, students in kindergarten and grade one will be formally evaluated with the S. C. Readiness Assessment Checklist two times during the year

Grading for students in grade 1 is as follows:

E	Excellent Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory

The grading scale for grades 2 - 5 is as follows:

A	90 – 100	Excellent work
B	80 - 89	Above average work
C	70 - 79	Average work
D	60 - 69	Below average/poor work
F	59 or below	Failing

HONOR ROLL CRITERIA

Grades 3, 4, and 5

In grades 3 through 5, to qualify for the honor roll a student must have earned only A's and B's. Handwriting and citizenship will **not** be counted for the honor roll.

Students in kindergarten and grades one and two do not participate in honor roll.

RELATED ARTS PROGRAM

Each class in grades K through 5 and special education receives a period of art, music, and physical education each week. Classroom teachers also provide activities in each of these areas. Students in grade five may also participate in a stringed instruments program and in chorus. Special events such as the Fine Arts Festival, field days, and many others are held each year.

MEDIA CENTER (LIBRARY)

The Media Center is an important part of Concord Elementary School. The basic function of the library is to help children to learn through:

- providing books and other media for the school's educational program;
- helping students develop an interest in reading, thus stimulating their interests in a variety of subjects;
- teaching them how to use the media center.

The media center is the center for all teaching materials, books, reference sources, magazines, pamphlets, pictures, filmstrips, recordings, and other audio-visual aids. It is the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between the reading textbooks and the many types of reading materials used in everyday life.

The purpose of the media center begins and ends with children, their needs, abilities, motivations, values and problems.

The media center opens at 7:30 a.m. and closes at 3:00 p.m. Students are encouraged to come anytime during these hours (with teacher permission) for reference work, for recreational reading, and for checking out books.

There are no overdue fines. Books are checked out for two weeks and can be renewed. A charge is made for lost or damaged library books.

Book Fairs are held periodically and reading incentive programs encourage students to enjoy reading.

HOMWORK

Homework is an important part of the educational process. It is an extension of classroom activities, and assignments should be challenging and meaningful. It serves a valid purpose and may be adapted to varying abilities and needs. Homework is defined as work assigned to a student to be completed outside the regular classroom. It is a relevant extension of the instructional program given only after direct instruction and guided practice. It may be assigned by the teacher, or it may be a creative effort initiated by the student's interest and motivation.

For the purpose of this policy, homework for practice (initial skill reinforcement) is distinguished from other kinds of homework, e.g., reports, research projects, science fair projects, presentations, reading assignments, integration, and application of learned skills. It is inappropriate to use scores on homework for practice to determine report card grades; therefore, scores on homework for practice **will not be used** to determine report card grades. **Even though the scores for homework for practice are not used to determine report card grades, the scores may be used with other daily participation scores which may be used to determine report card grades. Scores for all other homework may be used to determine report card grades.**

Some of the purposes of homework are:

- ❖ to provide independent practice (initial skill reinforcement) and the integration and application of learned skills
- ❖ to inform students of their progress toward skill mastery
- ❖ to serve as a tool used by the teacher to plan future instruction
- ❖ to develop good study habits which stimulate voluntary effort, initiative, independence, responsibility and self-directed learning
- ❖ to promote thinking and to provide the opportunity to develop or expand creative ability
- ❖ to increase knowledge and to prepare for new knowledge
- ❖ to encourage a carry-over of worthwhile school activities into permanent leisure interests
- ❖ to incorporate help and resources of the home and family
- ❖ to challenge every student
- ❖ to provide motivation and interest

ROLES IN THE HOMEWORK PROCESS

Homework can be an effective educational tool only through the cooperation of students, parents, teachers and principals.

STUDENTS:

Students will develop independent work-study habits and assume responsibility for the completion of homework on time.

PARENTS:

Parents will provide an atmosphere at home that is conducive to effective study, and encourage the student to study and complete assignments.

TEACHERS:

Every teacher will have written homework expectations that are communicated to both parents and students. Teachers will assign a reasonable amount of homework that fits within the purposes stated in this policy, and that is at the student's performance level. Homework will be monitored and immediate feedback provided to students to emphasize learning objectives. Teachers will avoid the use of homework assignments which involve the expenditure of funds and be sensitive toward students who may not have access to needed materials.

PRINCIPAL:

The principal will communicate the district's homework policy and any additional guidelines established in respective buildings to teachers, parents and students. It will also be the principal's responsibility to ensure that the policy is followed.

In order to become well rounded, students in elementary school need to have time to participate in other activities after school. However, a definite time for reading and/or homework should be planned each day.

Some students who do not work well independently in the classroom will often need to complete class work as homework. Parents need to be aware when this is the case.

As a rule of thumb, a formula can be used to determine an adequate amount of time for the student to be involved with homework.

$$10 - 12 \text{ minutes} \times \text{current grade level} = \\ \text{average number of minutes considered appropriate for homework}$$

EXAMPLE:

A grade 3 student should spend no more than 30 to 36 minutes on homework. The working pace of the student and his/her attention to the task must be considered in using this formula.

See Board Policy IKB 7/03 on district website

PUPIL ATTENDANCE

The Education Improvement Act of 1984 amended Section 59-65-90 of the 1976 Code of Laws of South Carolina to read:

The State Board of Education shall establish regulations defining lawful and unlawful absences beyond those specifically named in this article and additional regulations as are necessary for the orderly enrollment of pupils to provide for uniform dates of entrance. These regulations shall require: (1) that school officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences, and (2) that the district board of trustees or its designee will promptly approve or disapprove any student absence in excess of ten days. As used in this section, "intervene" means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his parent or guardian to improve his future attendance. Provided, however, that nothing within this section will interfere with the board's authority to at any time refer a child to a truancy prevention program or to the court pursuant to Section 59-65-50.

Lawful absences

- Students who are ill and whose attendance in school would endanger their health or the health of others.
- Students in whose immediate family there is a serious illness or death.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- Students may be excused from attendance in school for a doctor or dentist appointment. The beginning and ending of time of the appointment must be verified in writing by the doctor or dentist upon return of the student to school.

Unlawful absences

- Students who are willfully absent from school without the knowledge of parents.
- Students who are absent from school without acceptable cause with the knowledge of the parents.

Minimum Day in Grades K-8

A student who misses a portion of a school day for a lawful reason shall be counted present if he/she is at school for a minimum of fifty percent of the day in grades K-8.

Tardiness

Students will be expected to arrive at school on time and to report to each class on time. Students who enter classrooms late are disruptive to the instructional program and we encourage students to be on time. Parents/guardians of habitually tardy students may be referred to the district's attendance office.

STUDENTS WITH FIVE OR MORE TARDIES AND/OR FIVE OR MORE UNEXCUSED EARLY DISMISSALS WILL NOT BE ELIGIBLE FOR PERFECT ATTENDANCE RECOGNITION ON AWARDS DAY.

Intervention

Principals or designee will intervene after the following:

- -three consecutive unlawful absences
- -a total of five unlawful absences
- -a total of 10 absences
- -each absence in excess of a total of 10 absences

The documentation of intervention will include, but not be limited to, reasons for the absences, methods to resolve the cause, and actions to be taken. The parent/guardian will be involved in the intervention process.

Promotion and Unit Credit

Absences in excess of five per semester for secondary students or 20 per year for elementary and middle school students may affect a student's progress in school as determined by the district's Promotion and Retention policy (IHE).

Excuses

Students are required to bring a written excuse from a parent/guardian to their homeroom teacher on the first day back to school after an absence. Absences for which a valid excuse is not presented by the fifth day back to school after an absence shall be considered unlawful. Valid excuses include:

- the student's name
- the date(s) of the absence(s)
- the reason(s) for the absence(s)
- a parent's/guardian's signature
- a telephone number where the parent/guardian can be reached

WEAPONS

Bringing weapons or tools that look like weapons of any kind to school is strictly prohibited by District policy and State law. Violation of this policy will result in suspension from school and/or other actions.

DISCIPLINE

Discipline is defined as understanding and following reasonable rules to make one's life and that of others better. One acts in a disciplined way; not out of fear, punishment or threat, but because one receives a feeling of worth.

All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion as a last resort.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by district employees or other students or third parties is prohibited. All employees, students and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. 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 judgement 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 who feels he/she has been subjected to sexual harassment, or the parent/guardian of a student who feels his/her child has been subjected to sexual harassment, is encouraged to file a complaint in accordance with the administrative rule which accompanies this policy. All allegations will be investigated promptly, thoroughly and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature 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, and all other appropriate steps will be taken to correct or rectify the situation.

GENERAL RULES

CARE OF SCHOOL PROPERTY

Any damage done to school property must be repaired or replaced at the expense of the offender. The cooperation of parents is required in helping us teach children to respect school property, books and materials, furnishings, equipment, and the building itself.

Concord has three pieces of playground equipment for students to use. We have The big toy, the kindergarten toy and the fitness center for everyone's use. This equipment is fun to use, but must be used in an appropriate manner.

Your child's safety is of prime concern to all of us at Concord. For this reason, we have established some rules and guidelines that must be followed regarding the safe use of this equipment, when it is available.

- ◆ DURING THE SCHOOL DAY, AS WELL AS **BEFORE** AND **AFTER** SCHOOL, NO STUDENTS WILL BE ALLOWED TO PLAY ON THE EQUIPMENT UNLESS BEING SUPERVISED BY AN ADULT.
- ◆ NO MOTORIZED VEHICLES ALLOWED ON THE TRACK.
- ◆ THE KINDERGARTEN TOY IS TO BE USED ONLY BY KINDERGARTEN STUDENTS.
- ◆ NO CARELESS HORSEPLAY WILL BE ALLOWED.
- ◆ RULES FOR APPROPRIATE BEHAVIOR ON THE PLAYGROUND SHOULD BE FOLLOWED WHEN USING THE EQUIPMENT.
- ◆ ADULTS WILL MONITOR CLASSES TO GUARD AGAINST TOO MANY STUDENTS BEING ON OR NEAR THE EQUIPMENT AT ANY ONE TIME.

Student Code of Conduct is included in the online Registration Gateway process and on the homepage of our school website.

SCHOOL PARTIES

Due to Smarter Balance Snacks, more information regarding party refreshments and snacks will be sent home when we receive it from Food Services

Invitations to birthday parties may only be distributed before or after school. To be given out at school there must be an invitation for every student in the class.

SCHOOL TELEPHONES

The school telephone number is 260-5105. Messages will be taken for students and staff and will be delivered as soon as possible. Neither students nor teachers will be called to the telephone except in an emergency.

Parents wishing to talk with teachers on the phone are requested to call the teacher during his/her planning period or right after school. Teachers cannot leave their classrooms for telephone conferences during instructional time.

Students wishing to call parents may use the phone **for emergencies only**. **Arrangements for after school activities of students should be made before the child leaves home.** If a child must use the phone, the teacher will provide a telephone pass to the student and send him/her to the office to make the phone call. Students must have a phone pass in order to use the phone. The school telephone is a business phone and should be used as such by staff, students, and parents. **CALLS MUST BE BRIEF.**

STAFF TELEPHONE NUMBERS

The school will not furnish the telephone numbers of any staff member to parents. If staff members wish to give their own numbers to parents, they may do so.

UNLISTED TELEPHONE NUMBERS

Many families now have unlisted telephone numbers; however, the school must have a number where parents can be reached. The school will not release any unlisted number.



CHANGE OF ADDRESS

It is necessary that the school have the current address and phone number of the student at **all times**. The address must be a street address, not just a post office box number. This information is important in cases of emergency. **Please notify the school office immediately upon changing your address or phone number.**

LUNCH AND SNACK FEES

A lunch money envelope and form are provided by the school at the beginning of the year along with the procedures for their use. If the lunch envelope is lost, students may pay \$.25 to obtain a new one.

Concord students who wish to eat a school breakfast or lunch will be issued a computer card with their name and social security number. The card will be used to keep an accurate record of how much each child owes for breakfast and/or lunch. These cards are the property of School District Five, but if a child loses his/her card a replacement charge may be necessary.

LUNCH - \$2.00 EXTRA MILK - \$.55 BREAKFAST - \$1.10
REDUCED PRICES: LUNCH - \$.40 BREAKFAST- \$.30 ADULT BREAKFAST - \$2.00
ADULT GUEST LUNCH - \$4.00 CHILD GUEST LUNCH - \$3.10
Prices are subject to change prior to the opening of school.

- **In accordance with Federal guidelines, parents are not allowed to bring in food from commercial restaurants for students.**
- **Students are not allowed to bring carbonated drinks to school.**
- **Students are not allowed to use microwaves. Teachers may not heat food for students.**

MONEY SENT TO SCHOOL

Children should be discouraged from bringing large amounts of money to school. When money has to be brought for special reasons, it should be in an envelope with the child's name, the amount, and the purpose written on the front.

FRUIT BREAK

Many teachers allow time for a mid-morning fruit break each day. The purpose for the fruit break is to allow students to bring and eat a healthy, nutritious snack that will provide them with the energy to remain alert and attentive until lunch.

As a part of the Health curriculum, the fruit break gives students an opportunity to practice good nutrition habits. In addition, Concord is accredited by the Southern Association of Colleges and Schools and must adhere to the policies, principles, and standards of the association to avoid being out of compliance. For this reason, no soft drinks or "junk food" such as potato chips will be allowed. Parents are encouraged to provide only nutritious, high energy snacks for students. *Not all teachers allow time for fruit breaks. This decision is made by the individual teacher.

Food from outside sources (Burger King, Chick-Fil-A, Zaxby's, etc.) is not permitted in the cafeteria due to DHEC regulations.

VISITATION IN THE SCHOOL

All visitors in the building, including parents and school volunteers, must stop and sign in at the office. This regulation is to protect students from those who may disrupt classes and also to notify visitors of telephone messages. **All visitors must wear a visitor's sticker.**

During the first week of school, parents will be allowed to walk their child to the classroom in the mornings. After the first week, parents are encouraged to drop off their child at the front doors and allow them to gain independence as they walk to the classroom on their own.

In the afternoon, parents are discouraged from walking down to the classroom to pick up their child. This time of day can be hectic. Allow the teacher to walk car riders out to the designated dismissal area. This established procedure will result in a safer and more orderly dismissal.

Parents are welcome in the school at any time and must report to the office and sign in upon arrival. At no time should parents interrupt the class to speak with the teacher during instructional hours.

TRANSFER TO ANOTHER SCHOOL

When a child is transferred to another school, a transfer card will be prepared and may be picked up by the parent on the student's last day. School records will be forwarded to another school upon request. The school and the teacher would like to know a week in advance about an upcoming transfer.

PERMISSION TO LEAVE SCHOOL

If parents must take a child from school before the close of the day, they must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. Parents must sign the student out in the school office if the child is being dismissed before 2:30. **Whenever possible medical and dental appointments should be made after school hours.**

No child will be allowed to leave the school grounds during school hours unless signed out by a parent/guardian or another adult designated by the parent.

Children should be cautioned about accepting rides with strangers. They will be expected to leave the school grounds immediately after dismissal at 2:30. School personnel cannot supervise or be responsible for students who remain on campus after school.

HEALTH AND SAFETY OF STUDENTS

ACCIDENTS AND EMERGENCIES

Every effort is made to prevent accidents; however, in case of an accident, first aid will be administered by school personnel. Parents will be contacted in all cases of serious accident or illness. If parents cannot be reached, emergency numbers given to the school by parents will be used. The school will exercise extreme care and caution if a decision involving the health or safety of the child must be made following an accident or other emergency.

EMERGENCY DRILLS

Emergency drills are held in accordance with state laws and district policies. A fire drill is held monthly without warning. Teachers are responsible for instructing students on the manner and route of exit during each drill. These drills are held to allow students to practice their reactions and responsibilities in emergencies. Tornado drills, earthquake drills, and bus evacuation drills are also held.

HEALTH OF STUDENTS

Good physical health is vital to a child's success in school. You can help your child to be physically healthy.

- Provide nutritional meals and eliminate "junk food."
- See that your child gets plenty of sleep by going to bed between 8:00 and 8:30 p.m. each night.
- Establish a regular routine for bathing, shampooing hair, and brushing teeth.
- Provide clothing which is clean and suitable for the season.
- Encourage outdoor play and exercise, and limit the amount of time spent watching TV.
- Consult the doctor when your child becomes ill.

Good mental health is equally important. You can help your child to be mentally healthy:

- Talk with and listen to your child. Time spent with your child is time well spent.
- Set reasonable limits and rules for behavior, but expect children to be children, not little adults.
- Be consistent in the way you relate to your child.
- Be alert for opportunities to praise, rather than criticize or punish.
- Set a good example for your child by your words and actions.
- Provide activities which are wholesome, educational, and in which the child can actively participate.

Up-to-date telephone numbers must be kept on each student so that teachers, school nurse or office staff may reach parents quickly.

HEALTH ROOM

Concord has a full-time licensed registered nurse on staff. Any child who is not feeling well or has been hurt will be sent to the Health Room by the teacher. The school nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first-aid necessary, depending upon symptoms. The health room does not have aspirin or any other medications, and the nurse cannot administer any medicine without permission from the parent. Please keep phone numbers up to date.

MEDICATION

LONG-TERM PRESCRIBED MEDICATION

If a child must take a prescription drug or other medication during the school day, a medication form must be completed by the parent/guardian and signed by the doctor before the medication can be dispensed. This form is available from the school nurse. Each medication should be in original container labeled with the child's name, the time the medication is to be administered, and the dosage amount.

SHORT-TERM "AS NEEDED" MEDICATION

If a child must take a prescribed drug or other medication over a short period of time, i.e. several days to two weeks, a medication form will not be necessary. The parent must send to the nurse the **MEDICATION IN THE ORIGINAL CONTAINER** along with a note that includes the student's name, the time the medication is to be administered, and the dosage amount.

All medication should be brought to the health room for safekeeping. All medications will be dispensed in the health room. The school reserves the right to refuse to administer any medication which may be unsafe or inappropriate in dosage.

No aspirin will be administered without a doctor's statement. Studies have shown that using aspirin to treat the symptoms of viral illnesses increases the chances of developing Reye's Syndrome.

IMMUNIZATIONS

All students must have a South Carolina immunization form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get necessary shots.

INSURANCE

Information about student insurance is available on the district web site at www.anderson5.net or in the school office. There are two plans available (school-time coverage for \$21.40 and 24-hour coverage for \$86.65). While the carrying of insurance is optional, you are urged to take it, as it will help you with expenses in case of an accident. Most injuries that occur at school are unavoidable and not covered through the district's insurance policy.

TRANSPORTATION

BUS TRANSPORTATION

Bus transportation is provided to all students who live more than 1.5 miles from the school. Students should ride only the bus to which they have been assigned. Any changes must be cleared with the office ahead of time.

To ensure the safety of all students to and from the school, it is important that every student obey the following rules:

- board and leave the bus in a quiet, orderly manner.
- while in the bus, students will talk at an acceptable volume level; yelling or making other loud noise is **not** acceptable.
- students must remain seated at all times.
- obey all other safety rules that the bus driver has listed.

Disciplinary action will be taken by the principal and his/her designee in accordance with District Five's School Bus Conduct Policy or Student Conduct Policy.

First Offense: Warning to students and a letter to parents advising them of misconduct.—If the offense is of serious enough nature, a three-day suspension from the bus will be given.

Repeat offenses may result in suspension. If a student has 20 or more suspensions, riding privileges may be revoked.

CAR RIDERS

Concord has a large student enrollment. Many parents bring their children to school by car. The lane closest to the school is the only lane from which students may enter or exit your car.

NOTE TO PARENTS: Some parents of young children want to walk them to class the first week of school. We encourage you to stop this practice beginning the second week in order to allow the child to gain independence.

In the afternoon, please be prompt when picking up your child at 2:30 p.m. After ten minutes you will be required to park your car and come into the office to pick up students.

WALKERS

Upon dismissal at 2:30 p.m., students should walk directly home. No loitering around the school will be permitted.