

St. James-Gaillard Elementary School

Student Handbook

**“SJG: A Committed Collaborative Community
Inspiring Students to Build a Brighter Future”**



Mrs. Loretta Gadson-Washington, Principal

1555 Gardensgate Road

Eutawville, SC 29048

Telephone: (803) 492-7927

Fax: (803) 492-3728

NAME _____

ADDRESS _____

TOWN _____ ZIP CODE _____

PHONE _____

From the Principal's Desk



Dear Parents and Students,

It is with great pleasure that I welcome you to the 2017-2018 school year at St. James-Gaillard Elementary School. We are excited about this new school year. It is our goal to work cooperatively together as a team to make sure our students have a successful school year. Our school theme is **"SJG: A Committed Collaborative Community Inspiring Students to Build a Brighter Future."**

The information in this handbook is designed to provide valuable details about school policies and procedures. We hope that it serves as a resource for you and your child during the school year. Our faculty and staff have established high learning standards and are committed to the success of each child.

You are an important member of our education team. The success of our school depends on positive collaboration between home and school so I invite you to visit our school often and take part in school activities. We encourage you to be involved in your child's educational experience through PTA, School Improvement Council, and our volunteer program.

It is my sincere wish that we work together in fostering positive learning experiences for all of our students.

Sincerely,
Loretta Gadson-Washington
Principal

**ORANGEBURG COUNTY CONSOLIDATED
SCHOOL DISTRICT THREE**

1654 Camden Road
Holly Hill, SC 29059
Phone: (803) 496-3288
Fax: (803) 496-5850

BOARD OF TRUSTEES

Mrs. Betty Shuler, Chairman
Mrs. Barbara Butler, Vice-Chairman
Mrs. Catherine Shuler, Secretary
Mrs. Alice M. Pickney, Parliamentarian
Mrs. Beatrice Sweatman
Mr. Dennis White
Mrs. Vernell Goodwin
Mrs. Catherine Behr, Recording Secretary

DISTRICT OFFICE ADMINISTRATION

Dr. Jesulon Gibbs-Brown, Superintendent
Mr. Gerald Wright, Associate Superintendent of Operations
Dr. Marty Conner, Associate Superintendent of Curriculum and Instruction
Mrs. JoAnn B. Lawton, Director of Personnel
Mrs. Janice Rivers, Director of Federal Programs
Dr. Liana Calloway, Director of Special Services
Ms. Fannie Johnson, Supervisor of Health Services
Mrs. Gail Sanders, Business Manager
Mr. Kevin Addison, Supervisor of Transportation

St. James-Gaillard Elementary School 2017-2018 Faculty and Staff

Loretta Gadson-Washington, Principal

Jeronica Frazier, Curriculum Facilitator
Melissa Green, Reading Coach

Michelle Fox, Guidance Counselor

Iona Gathers, Secretary
M. Victoria H. Jenkins, Secretary

Rasheen Hampton, Speech
Esther Rani, Special Services Resource

Jaqueline Davis, Child Development
Betty White, Child Development

Doris Bailey, Media Specialist
Samantha Newby, Art
Nancy Parker, Music
Lee Vinnie Small, PE

Joi Artis, Kindergarten
Shari Mosley, Kindergarten
Mary Owen, Kindergarten

Javette Middleton, CD Aide
Tonya Brown, CD Aide
Shanequia Staley-Washington,
Kindergarten Aide
Tiffany Grant, Kindergarten Aide
Janie White, Kindergarten Aide
Ricky Prezzy, Special Service Aide
Antoinette Clark, Media Center Aide

Sierra Brown, First Grade
Breanna Page, First Grade
Barbarett Sellers, First Grade

Frances Clayton, Second Grade
Veronica Davis, Second Grade
Patricia Smith, Second Grade

TBD, Third Grade
Cynthia D. White, Third Grade
Gloria Clark, Third Grade

Valerie Blanchard, Parent Liaison
Barbara Cameron, School Nurse

Angielee Roper, Fourth Grade
Barbara White, Fourth Grade
Dawson Williams, Fourth Grade

Benjamin Evans, Head Custodian
Annie Stokes, Custodian
Jerome Jamison, Custodian

Wanda Jones, Fifth Grade
Topazan Smith, Fifth Grade

Renee Carson, Food Service Manager
Cora Holman, Food Service
Lucille Hallback, Food Service
Flossie Mack, Food Service

SCHOOL MISSION

The mission of St. James-Gaillard Elementary School is to develop responsible self-motivated productive individuals who will enhance the general welfare of society by providing challenging and rewarding experiences in a nurturing atmosphere, which will promote continual growth and development.

VISION

We envision our school as a place of learning where all members are expected to plan, encouraged to dream, and inspired to reach beyond their goals.

STUDENT DAILY OATH

Today is a new day, and a new beginning. It has been given to me as a new gift. I can either use it or throw it away. What I do today will affect me tomorrow. I cannot blame anyone but myself if I do not succeed. I promise to use this day to the fullest by giving my best, realizing that it can never come back again. This is my life, and I choose to make it a success.

STUDENT PLEDGE

1. I will treat everyone with respect.
2. I will keep my hands and other objects to myself.
3. I will bring all necessary materials to school.
4. I will do my best work and turn in all assignments on time.
5. I will raise my hand to be recognized.
6. I will speak clearly and be a good listener.
7. I will not eat, drink, or chew gum in the building.
8. I will ask permission to borrow another person's belongings.
9. I will use appropriate language at all times.

STUDENTS HAVE RESPONSIBILITY TOO

This means that certain things will be expected of you as you continue your education from grade to grade. It is your responsibility to make choices so that you can get a good education.

EXPECTATIONS

The faculty and staff expect all students to:

- Learn to their maximum potential.
- Do their best on class and homework assignments.
- Respect the rights and property of others.
- Accept responsibility for consequences of their actions.
- Attend school on time every day unless they are ill or a family emergency occurs.
- Follow ALL school expectations.

The faculty and staff expect all parents to:

- Believe their children can learn to their maximum potential.
- Reinforce classroom and school expectations.
- Supervise the completion of school and homework assignments.
- Sign and return papers promptly when requested by the school.
- Respond to all teacher contacts.
- Attend P.T.O. meetings, parent conferences, and school functions.
- Encourage their children to be successful and reward them when they do well.
- Encourage their children to be proud of SJG and its accomplishments.

REQUIREMENTS FOR ADMISSION

In order for a student to be enrolled at St. James-Gaillard Elementary School, the following must be met before admission:

- The student must be four on or before September 1st to be eligible to attend pre-kindergarten.
- The student must be a resident of District 3 or have a letter on file from the superintendent granting official permission to attend St. James-Gaillard Elementary.
- A completed and signed application must be on file
- A South Carolina Certificate of Immunization must be on file.
- An official birth certificate (not a hospital certificate) must be on file.
- Legal guardianship papers are required if the student does not live with a natural parent.



SCHOOL HOURS

Office Hours
School Hours

7:00 a.m. - 4:30 p.m.
8:00 a.m. - 3:15 p.m.

Students should be in their classrooms by 7:50 a.m. Students who arrive after 8:00 a.m. are tardy. Parents must sign their child in through the office before he/she is admitted to class. If a student's bus is late, the student is not considered tardy.

ATTENDANCE

Regular attendance is necessary for students to be successful in school. Students are expected to be in attendance 180 days each year. Regular attendance and punctuality are critical to a child's success in school and in the future. Coming to school late and leaving early interrupts the learning process for your child. Parents of students with excessive absences, tardies, or early check outs will be required to meet with the principal and/or attendance clerk, and may be placed on an attendance contract.

Excessive absences (3 consecutive or 5 total unlawful/unexcused absences or 10 or more lawful/excused absences) will result in students being placed on an attendance contract.

Excessive absences without lawful excuses will result in referral to the Orangeburg County Family Court.

WRITTEN EXCUSES

Within three days of returning to school following an absence, a student must present a note from his/her parent, legal guardian, or physician containing the 1) returning date, 2) date or dates of the absence, and 3) reason for the absence. In order to be considered excused, the note must be signed by the parent, legal guardian, or physician and must include the follow up telephone number where the parent or legal guardian can be reached.

LAWFUL ABSENCES

The following reasons are considered acceptable excuses for absences:

1. Absences due to extended or chronic illnesses certified by a physician (i.e. asthma, mononucleosis, accident).
2. Absences due to health-related appointments approved by the principal, not to exceed 10 days for the school year (medical or dental appointments). A medical statement from the physician will be required upon returning to school.
3. Absences where attendance in school would endanger the health of the student or others (i.e. chicken pox, mumps.)
4. Serious illness or death in the student's immediate family (mother, father, brother, sister, grandmother, grandfather, step-mother, step-father, step brother or sister and step-grandparents).

5. Absences due to recognized religious holidays.
6. Absences due to special circumstances as determined by the principal, superintendent, or Board of Trustees.
7. Participation in a school-sponsored event (provided the student has been absent less than 10 days previously). This includes all absences.

TARDY POLICY

Instruction begins at 8:00 a.m. Students arriving late must be signed in at the front office by a parent or responsible person to receive a pass to class. For your child's safety, never drop your child off at an undesignated area of the school property. Due to the large number of car riders, we expect car riders to arrive by 7:50 a.m. Tardies due to school bus transportation are not considered unlawful, according to South Carolina State Law and district attendance policy. Daily attendance and punctuality are critical to a child's success in school. Repeated tardiness not only affects the educational progress of your child, it also interrupts the teacher and the entire class. Tardy consequences will be administered on a semester basis as follows:

1. Verbal notification
2. Written notification
3. Second Written notification
4. Written tardy notice
5. Parent conference with the principal to place a student on a tardy intervention contract.

EARLY CHECK-OUT PROCEDURES

If it is necessary for your child to leave school early, please send a written note to inform the teacher of the time. **A PARENT OR GUARDIAN MUST SIGN OUT EACH CHILD IN THE OFFICE PRIOR TO LEAVING CAMPUS.** Children will only be allowed to leave campus with their parent/guardian or person(s) listed by the parent on the child's emergency information. When it is necessary for someone other than those persons listed on the registration form to pick up the child, a written authorization from the parent is required.

For the safety of our students and staff, we need everyone's cooperation and adherence to these guidelines. Parents who **have scheduled appointments during the school day should pick their children up prior to 2:30 p.m.** The time between 2:30 and 3:15 p.m. is our busiest time of day as we prepare for dismissal and should be reserved for emergency situations only. In case of an emergency that requires checking your child out after 2:30 p.m., permission must be received from the principal.

Attendance during the entire school day is an expectation. Early checkout is recorded in your child's attendance record and on the sign out card. An attendance intervention plan may be required if the amount of early checkouts becomes excessive.

MORNING PROCEDURES

- **Doors open for students at 7:15 a.m. Parents should not leave students at school before that time.**
- Students should be in the classrooms by 8:00 a.m.
- Students (car riders) who arrive after 7:50 must report to the main office with a parent or guardian to be signed in.

For your child's safety, never drop your child off at an undesignated area of school property. Teachers are on duty to help children get to their classrooms and will not be available for conversations during this time. **On August 28, 2017, all students will be expected to walk to class independently.**

1. Car riders should be dropped off between **7:15 a.m. and 7:50 a.m.** in the assigned car rider loop.
2. Parents who need to enter the building should park in the visitors' section. **Enter the front doors to obtain a visitor's pass.**
3. Visitors must present picture identification for classroom visits and early checkout.
4. Bus riders should enter in a quiet single file line and go directly to their designated areas.

AFTERNOON PROCEDURES

1. Car riders will be dismissed from the car rider holding location. Parents should go through the car rider line. **Please remain in your car.**
2. **Students cannot be picked up by parents on foot from the bus loading area or car rider locations due to safety and liability issues.**
3. **ALL STUDENTS must be picked up by 3:45.** Students not picked up by 3:45 p.m. will need to be signed out in the office following the regular checkout procedure.
4. **All car rider parents should have a car rider tag displaying the child's name from the rear view mirror. Car rider tags must be signed out and returned at the end of the school year or upon a student withdrawing from school.**
5. Car rider tags will be color coded for earlier car riders and late car riders.

CHANGES IN TRANSPORTATION

Any student going home a different way than usual must have a written note from their parent or guardian. **For your child's safety, phone calls for transportation changes will not be accepted, except for extreme emergencies.** Changes must be presented in a

written format (fax or email) to the school in the case of an emergency. Please fax your written notice to (803) 492-3728. After faxing your notice, call the school to verify the fax was received. You may also send a note with your child for his/her teacher in the morning so that changes in dismissal can be confirmed. **Please eliminate confusion for your child by choosing one dismissal plan that may require a change only in rare circumstances.**

Changes in transportation **must** be made via note or fax by 2:00 p.m.

IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO THEIR USUAL MODE OF TRANSPORTATION.

EMERGENCY INFORMATION

For the safety of your child(ren), it is extremely important to keep the school informed about current home and work phone numbers. Each parent will be asked to fill out a registration form at the beginning of the school year. Registration forms will be used to contact you (or your designee if you cannot be reached) in the event your child is sick or injured. Please update this information if any changes may occur.

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are served each day. Both meals are free for all students. Breakfast is served from 7:15 a.m. - 7:50 a.m. every morning.

Please have your child(ren) to school early enough to have breakfast and report to class on time.

Lunch is served between the hours of 10:05 a.m. - 12:30 p.m.



STUDENT SERVICES AND HEALTH INFORMATION

Parents of students having chronic illnesses or conditions should make sure that the nurse is aware of the condition. Parents are required to leave an emergency number where someone can be reached, if necessary. A medical health information card should be filled out for each child by the parent and **updated as necessary during the school year**. **Current contact information is critical for the safety and wellness of our children.**



MEDICATION AT SCHOOL

Orangeburg County Consolidated School District 3 requires that parents of all students who need medication during school hours:

1. Complete an official district Medication Permission Form. This form requires signatures of the physician and parent/legal guardian.
2. Bring the medication in the current prescription bottle properly labeled by a registered pharmacist as prescribed by law.

3. Medication must be brought in by the parent or responsible adult, **NOT THE STUDENT**.
4. Over-the-counter products will not be given at school without written prescriptions and directions from a doctor.
5. All medicine not registered with the school nurse will be in direct violation of district policy and dealt with accordingly.
6. School personnel will dispose of medication not claimed at the end of the school year.
7. All medication will be handled in accordance with the above guidelines through the school nurse.

LEGAL CHILD CUSTODY/RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it. The latest orders from the courts are the ones that will be followed.

VISITORS

We love to have visitors in our school and we appreciate you taking time to visit with us. We do ask, however, that you please adhere to the following guidelines when visiting classrooms. All visitors are required to report to the main office for a visitor's pass before proceeding anywhere in the building. **A valid picture ID is required of all visitors.** This policy is necessary for the protection of students and to prevent unauthorized persons from wandering through the school building.

All visitors must...

- ✓ Have a valid picture ID.
- ✓ Report directly to the main office to sign in and obtain a visitors pass.
- ✓ Wait for directions from the principal, guidance counselor or parent liaison before entering any classroom.
- ✓ Enter each classroom as quietly as possible.
- ✓ Sit in the designated observation area.
- ✓ Do Not interrupt instruction or talk to the students or teacher during instructional time. If you need to conference with the teacher, this can be arranged by notifying the teacher in writing or by calling the school and having the guidance counselor schedule a conference.
- ✓ Limit visits to a maximum of 30 minutes per classroom, so that others may visit.
- ✓ Do Not drink or eat in the classroom.

- ✓ Do Not bring children to the observation.
- ✓ Do Not use cell phones, cameras, or recording devices, during observations.

COMMUNICATION

Newsletters will be sent home quarterly. If you have questions or concerns, please contact your child's teacher first to communicate your ideas. Feel free to include the administrative team in related meetings or conferences. In addition to newsletters and written notes, SJG families might be contacted by **School Messenger** automated phone messages and the Parent Engagement Personnel. Families can also stay connected to the school through our website. Teachers will answer e-mails within 48 hours of receiving them.

INCLEMENT WEATHER DAYS/EMERGENCY CLOSING OF SCHOOL

Inclement weather conditions sometimes prevent the operation of school. It is not always possible to determine this until the early morning hours. School closings and/or early dismissals will be announced through local broadcast stations, School Messenger and the district and school websites. **School Messenger** will call the home phone number listed in the school database. **Current contact information is critical for the safety and wellness of our children.**

AGENDA/ASSIGNMENT PAD

Teachers are to require students to write down their homework assignments and to have their parent sign the assignment pad when the student completes the work.

It is the student's responsibility to have this notebook in class and to enter the information. The teacher will indicate what type of day the child experienced. Parents should review the assignment notebook daily as a way to keep informed about your child's progress.

CONFERENCES

We welcome the opportunity to discuss students' progress with parents. Please do not wait for problems to arise before making contact. Parents are invited to meet with teachers to discuss their child's school progress. Conferences are held during the teacher's planning time or at a mutually agreeable time. The Parent-Teacher Conference offers the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress. Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary. Each teacher has an e-mail account that may be used for communication. Conferences can be arranged by notifying the teacher in writing or by calling the school and having the guidance counselor or parent engagement personnel schedule a conference. There are district wide parent conferences scheduled for all schools each school year. Please check the district calendar for those dates.

TELEPHONE CALLS

Please remember that we cannot interrupt classes, but all teachers can be contacted via e-mail. During the instructional day, teachers may not be able to respond to your e-mails immediately. Even during planning, teachers may be in meetings or conducting conferences.

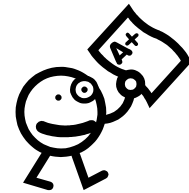
GUIDANCE

Guidance in the elementary school helps support the educational needs of the students. The following services are provided:

1. Counseling--in groups and in classrooms.
2. Coordinating--new student orientation, coordination of standardized testing programs and special education referrals.

Guidance counselor, Mrs. Michelle Fox is available for conferences.

Referrals for services can be made by teachers, parents, or administrators. Students may also self-refer. Please contact the school for further information.



REPORTING AND GRADING PHILOSOPHY

It is our intent to convey an accurate report of a child's progress during their time at St. James-Gaillard Elementary. To this end, a "Student Report Card" is issued to each student at district-scheduled intervals and school intervals. Progress Reports are issued halfway through a marking quarter. Teachers will also print progress reports for parents every two weeks. The purpose is to keep parents informed of their child's progress on a consistent basis.

Parents/Guardians should sign the report card /progress report and return it to the classroom teacher. Report Cards will be given to parents/guardians according to the district calendar.

The school year is divided into four (4) grading periods of nine (9) weeks each.

GRADING SCALE (subject to change due to state law)

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60 (failing)

**See information regarding the new 10 point grading scale on the district website at obg3.k12.sc.us. Look under Departments and then Curriculum and Instruction. You may

also visit the State Department of Education website at ed.sc.gov. A letter was sent home August 18, 2016 regarding this change in policy to all parents.

AWARDS

Students are honored in various ways for their achievements and accomplishments at St. James-Gaillard Elementary School. Principal's list, A/B honor roll, good citizenship, perfect attendance, and Accelerated Reader are examples of some student recognitions. The school's guidance counselor, in conjunction with the administrative team will develop an awards assembly schedule each year.

Honor Roll Eligibility:

- Principal's List-A student must make all A's.
- A/B Honor Roll- A student may have any combination of A's and B's, including all B's.

TESTING AND ASSESSMENT

Orangeburg County Consolidated School District Three schools use several assessment instruments to help teachers identify student strengths and weaknesses and measure the progress of each student. Instruments such as weekly instructional tests, readiness tests, diagnostic tests, benchmark tests and criterion and norm-referenced tests may be used.

- SC Ready and Palmetto Assessment of State Standards (PASS) testing are administered to students in grades 3-5 in the spring of each school year.
- Measure of Academic Progress (MAP) testing is administered to students in grades K-5 in the fall, winter, and spring of each school year.
- District benchmark testing is administered to students in grades K-5 each quarter.
- Phonological Awareness Literacy Screening (PALS) assessment is administered to Pre-K students during the first 45 days of school and again during the last 45 days of school.
- Developmental Reading Assessment 2nd Edition PLUS (DRA2 PLUS) is administered to kindergarten grade students during the first 45 days of school and again during the last 45 days of school.

HOMEWORK

Homework is given for students to review and reinforce skills already taught in class, to initiate study skills and to encourage self-reliance. The purpose of homework is to help children develop independence and a sense of responsibility, and to supplement and support curriculum through related activities. Homework also helps to acquaint parents and guardians with skills taught in school. In most cases, homework should take no more than 30 minutes to complete per night. Suggestions include:

- ***Read with your child at least 15 minutes each day.***
- Provide a study area with good lighting, proper seating and sufficient space to place materials. Distractions such as radio and TV should be kept at a minimum.
- **Provide a specific time period** each day for homework. It is usually a good idea to allow your child some playtime after school before beginning

homework.

- **Think positively.** Homework enhances your child's academic progress. Try to get him/her to see the value of completing homework. Give as much assistance as needed, but remember that homework is the child's responsibility.
- **Call the teacher.** If your child is having difficulty with homework, a call to the teacher will often eliminate confusion.

SCHOOL UNIFORMS

We are excited about our uniforms. We have seen a sense of pride, and improved discipline since the uniform policy has been adopted. **We are encouraging all students to wear uniforms and support this school-wide project.** We are looking forward to another successful year with this endeavor.

The uniforms are as outlined: **Bottoms** - Navy or Khaki and **Tops** - White, Blue (navy or powder blue), or red. Shirts should have a collar and be free of graphic designs.

Students may wear their choice of appropriate shoes. **NO FLIP FLOPS, stick ins, slides or sport shoes!**

STUDENT DRESS CODE POLICY

In order to provide a learning atmosphere that is conducive to learning, instill discipline, and avoid safety hazards, SJG has established the following dress code guidelines for students:

- **Shorts:** Shorts are appropriate for school in the elementary grades. Generally, the standard for wearing shorts is that when standing with arms hanging to the side, the area on the leg where fingers touch should be the hemline of the shorts. **"Short shorts" are not acceptable school attire. This also applies to the length of skirts and dresses. (no shorter than 2 inches above the knees)**
- **Hats, Head Stockings, Sunglasses, Sweatbands, and Bandannas:** May not be worn in the building except on identified "special" days (to be announced). If there is a medical reason for a student to wear one of the above listed, a letter from a physician will need to be provided to the principal.
- **Tops and Skirts:** Tank, halter, tube, bathing suits, spaghetti strap, midriffs, or see-through tops, fish net shirts and/or cut off shirts may not be worn. Pajama bottoms and tops are prohibited attire at school. Please avoid wearing mini-dresses and mini-skirts.
- **Shirts and Blouses:** Must be appropriately buttoned. No T straps or tanks should be worn alone. An appropriate shirt should be worn over it.
- **Pants:** Must be worn at the natural waistline and may not be made of any see-through materials. Sagging pants are not allowed. Clothes designed with rips and tears should not be worn. Leggings/jeggings should not be worn unless covered by shorts/dress/skirt of the appropriate length (no shorter than 2 inches above the knees)
- **Belts:** Belts must be worn at an appropriate level.

- **Suspenders:** Must be hooked and on shoulders in the proper location.
- **Footwear:** Shoes must be worn at all times. No bedroom slippers. Shoes with laces must be tied. NO FLIP FLOPS, slides or sport shoes!
- **Gloves:** May not be worn in the building.
- **Students may not wear** any apparel, attire, colors or insignia which is obscene, vulgar, libelous, slanderous, incites, expresses or advocates racial, ethnic, sexual or religious prejudices, or that brings attention to a student's involvement or membership in gang-related groups or promotes alcoholic beverages, cigarettes, or drugs of any kind.

***The administration will make the final judgement on the appropriateness of a student's clothing, appearance, and/or display of symbols, messages, or statements on school grounds and reserves the right to prohibit students from wearing any articles of clothing or other items or displaying any symbols, messages, or statements which lead to or may foreseeably result in the disruption of or interference with the school environment.

Violations of this policy will result in the following:

- In the event the administration determines a student's dress, articles, or display of items is inappropriate for school in accordance with this policy, the administration will require the student to remove the articles or items, turn inappropriate clothing inside out or change inappropriate clothing and make alternate clothing available for the student to wear.
- If, upon request, the student refuses to follow the directive of the administration in accordance with this policy, the student will be sent to the Parent Liaison and a parent/legal guardian will be contacted.
- When students are in violation of the policy, a parent/guardian may be required to bring a change of clothing.
- Repeated violations of this policy will be treated as disruptive behavior in violation of the student code of conduct.

ITEMS FROM HOME

Please mark your child's name and class section clearly on all clothing, book bags, lunchboxes, etc. Unclaimed items are placed in the "lost and found" section and if remain unclaimed are given to a needy organization at the end of the year. Electronic games, toys, headsets, etc. should not be brought to school. St. James-Gaillard Elementary is not responsible for lost, broken or stolen toys. Electronic games, cell phones and data recording materials will be collected and placed in the office and returned to a parent/legal guardian only.

CELL PHONES AND PAGING DEVICES

- No student may possess a paging device/cell phone while on school property during the instructional day.

- The school will make an exception to this rule if the student needs the paging device/cell phone for a legitimate medical reason or for a specific instructional need deemed necessary by the teacher.
- Before a student may have a paging device at school, the principal must have written evidence of the student's medical need.
- The principal will decide what constitutes a legitimate medical reason consistent with any guidelines established by the school board and/or by the state department of education.
- A student who has a paging device/cell phone without permission as outlined in this policy is subject to discipline as provided by the School Board policy. Neither the school nor the district will be responsible for any lost or stolen items as a result of confiscation.
- A person who finds a student in possession of a paging device/cell phone without permission must report the student to the principal. The device will be confiscated. Consequences are as follows:
 - First offense - Devices will be returned to parents/legal guardians.
 - All other offenses - Retain device for the remainder of the school year.

MEDIA CENTER

The media center is a vital part of the school. The basic function of the media center is to help students learn by:

- Providing books and other media for the school's educational programs
- Helping students develop an interest in reading
- Teaching students how to use the media center for research

FINE ARTS

Students in grades K-5 have weekly enrichment classes such as PE, Art, Music, Classroom Guidance, Library, and Computer Lab.

SUPPLIES AND TEXTBOOKS

Each child is expected to furnish his/her own supplies according to the school supply lists. These supplies must be replaced periodically. Specific supply lists are on the school's website and at the school. All textbooks are provided by the state. Each student is responsible for the care of his/her books and will be accountable for loss, damage, or destruction of a book.



PARENT INVOLVEMENT

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council (SIC) is made up of parents, teachers, business members and community members. This group meets monthly to enhance communication between the school and the community and to advise the principal on school-related issues. If you would like to serve on the SIC, please inform the office. Meeting dates will be established by the group at the first meeting in September.

PARENT TEACHER ASSOCIATION

The PTA (Parent Teacher Association) is an organization made up of parents and faculty members at St. James-Gaillard Elementary School. The efforts of the PTA provide many valuable services for our students and staff at St. James-Gaillard Elementary. We invite all parents and guardians to support and enhance your child's educational experiences by becoming active members of the St. James-Gaillard Elementary PTA! Membership for SJG PTA is just \$5.00!

VOLUNTEERS

Anyone interested in volunteering at the school must complete a volunteer packet. These packets can be obtained from the school's parent liaison, Mrs. Valerie Blanchard, who is located in the parent resource room.

CONFIDENTIALITY STATEMENT

Information about our students is confidential and should never be discussed in public places or where the discussion may be overheard by others. Thank you for respecting the privacy of our children and their families.

DISCIPLINE

For the safety and well-being of all students, teachers have classroom discipline plans that will be clearly communicated to students and parents. When a student has exhausted the plan or committed a violation that is severe, he/she will be sent to the office where the administrator will decide the appropriate consequence.

Orangeburg County Consolidated School District Three has a zero tolerance policy on drug and weapons violations. Weapons violations include such look-a-like and real items such as toy guns, water pistols, plastic knives, Swiss army knives, spent shell casing, dummy bullets, etc. Students violating these policies will be immediately suspended from school and recommended to the District's Hearing Board for expulsion. **Please review the complete discipline policy included in this handbook with your child and make sure he/she understands the seriousness of these offenses. See pages 21-24**

Policies and Procedures:

General School-wide Rules

- Students will obey all adults in charge.
- Students will use proper language, conduct, and manners.
- Students will respect property of school and others.
- Students will enter and leave all areas in an orderly manner.
- Students will bring only appropriate materials to school.

Rules for Specific Areas

Hallway

- Students must have a pass at all times
- Students will walk on the right side of the hall.
- Students will use a quiet voice – Level 0 or 1.

Cafeteria

- Students will use soft voices – Level 0 or 1.
- Students will say thank you and please.
- Students will get needed items when they go through the lunch line the first time.
- Students will clean up after themselves.

Restroom

- Students will use the restroom facilities properly and promptly.
- Students will use quiet, mannerly behavior.

Playground

- Students will wait turns for the equipment and use the equipment properly.
- Students must stay in sight of the teacher on duty and ask permission to leave the playground when needed.
- Students should keep hands, feet, and other objects to themselves.
- Students must not throw sand or any objects.
- Students must not do flips off of any equipment.
- Students must line up when directed by the adult on duty or the classroom teacher.
- No rough playing will be allowed at any time.

EXPECTATION FOR BUS TRANSPORTATION

In the operation of school buses, our first concern is safety. Appropriate behavior on school buses is necessary for safe operation. Please remind your child of the importance of following the established rules of behavior while on the bus. No child will be allowed to ride any bus other than his/her regular bus, or get off at any other stop other than his/her regular stop, unless he/she presents a note stating such from the parents or legal guardian and signed by an administrator. **Failure to follow the bus rules may result in a bus discipline slip and the following consequences:**

1st Offense - Notice to parent and a warning.

2nd Offense - Notice to parent and suspension from the bus.

3rd Offense - No less than a 3-day suspension from the bus.

4th Offense - No less than one-week suspension from the bus

5th Offense - Recommendation to the hearing officer for permanent bus suspension.

***More information about bus discipline is listed in the discipline section of the handbook on page 22.

**ORANGEBURG COUNTY CONSOLIDATED SCHOOL DISTRICT
THREE MIDDLE SCHOOL/HIGH SCHOOL
STUDENT DISCIPLINE GRADES PreK-5**

Category I Offenses

Category 1 Actions

- | | |
|---|--|
| 1. Possession, use or sale of a narcotic drug or controlled dangerous substance | 1. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 2. Possession or use of a weapon (pistol, knife, blackjack, brass knuckles, etc.) | 2. Conference, suspension, notification of police and Recommendation to the Board for disciplinary action |
| 3. Arson or burning, or attempted arson or attempted burning action | 3. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 4. Breaking and/or entering | 4. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 5. Illicit sexual conduct | 5. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 6. Bomb threat | 6. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 7. Use or possession of alcoholic beverages | 7. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 8. False alarms (pulling fire alarm when there is no fire) | 8. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 9. Vandalism (major) Defacing, destroying or damaging School property | 9. Conference, suspension, notification of police and recommendation to the Board for disciplinary action
Pay for damages |
| 10. Stealing | 10. Conference, suspension, notification of police, depending on severity of offense. Recommendation to the Board for disciplinary action |
| 11. Taking or attempting to take personal property or other property by force or fear (i.e. extortion or shakedown) | 11. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 12. Assault and battery | 12. Conference, suspension and/or notification of police, depending upon severity of assault and recommendation to the Board for disciplinary action |
| 13. Verbal assault which is intended to incite, intimidate, or abuse a person or persons | 13. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 14. Continued and willful disobedience or open defiance of the authority | 14. Conference, suspension, notification of police and recommendation to the Board for disciplinary action |
| 15. Throwing or projecting dangerous object | 15. Conference and/or suspension |

Category I Offenses (Continued)

16. Conduct of such character as to constitute a danger to the physical well-being of other pupils or staff member
17. Vandalism (minor)
Defacing, destroying or damaging school property
18. Fighting/Disruptions
19. Leaving premises without permission. No student is allowed to leave campus at anytime, including lunch or break time.
20. Smoking
21. Minor classroom/school disruptions (R43-279 Lvl)

Category 1 Actions (Continued)

16. Conference and/or suspension
17. Conference and/or suspension
Pay for damages
18. Conference, three days suspension for all parties Involved
19. Conference and/or two days suspension
20. Conference and/or detention and/or overnight Suspension
21. Conference/overnight suspension, detention, counseling, withdrawal of privileges/demerits/in-school suspension or one-day suspension

10-days suspension for any incident that warrants recommendation to the Board. Out-of-school suspension in elementary schools should be used sparingly. Principals/teachers are expected to conduct activities (i.e. conflict resolution) that encourage good behavior, and use other corrective measures for minor conduct before out-of-school suspension is employed

Transportation Addendum

The preceding student discipline code applies to student behavior on school buses. In addition to the discipline procedures outlined in the offenses code, principals may add or substitute the following sanctions.

1. Three class days suspension from buses.
2. Five class days suspension from buses.
3. Ten class days suspension from buses.
4. Recommendation to the hearing officer for permanent bus suspension. Written parent notification is required for a bus suspension.

Discipline for Special Education Students

Generally, special education students are/expected to comply with all regular school rules. Departure from regular rules of student discipline in the case of students defined as “disadvantaged” under the IDEA or Section 504 will occur only when individualized assessment of the particular case indicates that such departure *is* appropriate. Special education students will be treated in accordance with procedures listed under the school discipline code until ten (10) days out-of-school suspension are accumulated or until a hearing before the hearing officer is required. In all cases where a special education student is recommended for long-term suspension (10 days or more) or expulsion, the student’s IEP/504 committee will meet within seven (7) days of the last offense to determine if the offenses are related to the disability and to recommend a proper course of action if they are related. The IEP committee will consist of an administrator, the student’s special education teacher, a school psychologist, the parent or guardian, and other persons, as needed, who are familiar with the student and the disabling condition. The agenda of this IEP meeting will include the following:

1. Descriptions of the behaviors constituting the offense(s).
2. Review of the student’s psychological reports and behaviors targeted in current and previous IEP goals and objectives.
3. Determination by the committee that the behavior is or is not a manifestation of the disabling condition.
4. Changes in IEP goals and discipline plans, if needed, to address disability related behaviors. The committee will provide a recommended course of action for dealing with behaviors that are directly related to the disabling condition.
5. Possible change in placement or referral to an outside agency.
6. Referral to the hearing officer (where specified) when behavior is determined not to be a manifestation of the disabling condition.

FIGHTING AND ASSAULT

The following explanation is given to differentiate between fighting and assault, as defined by the schools.

1. Fighting

Fighting is a disagreement where both parties have engaged in the exchange of verbal messages (directly or indirectly) that eventually leads to a physical confrontation. The discipline code, outlined in the policy manual, will apply to all parties, regardless of who passed the first blow. The rationale for this is that each individual would have had time to seek intervention from school administrators.

2. Physical Assault

Case I

Physical assault is the unprovoked striking of an individual where there is no evidence that the incident evolved as described in Item #1 (fighting).

Case II

An individual who participates in a fight, described in Item #1, will be charged with assault if the following conditions apply:

- (1) If he/she strikes the first blow.
- (2) If the victim had previously reported to school administrators that a verbal disagreement had taken place between the two parties that could possibly result in a fight.
- (3) If the victim had followed the explicit directions of the administrators in dealing with the incident.

These instructions include, but are not limited to, the following:

- (a) The student should not accept any messages (verbal or written) from, or send any messages (verbal or written) to, the individual.
- (b) The student should not approach the individual concerning messages or statements that supposedly have been made.
- (c) If approached by the offender, the student should state, "I don't want to fight and I am going to the office". The student should say this loudly enough for other students to hear, if they are in the vicinity. Then, the student should back away from the offender (without turning his/her back) and attempt to go to the office. If the offender strikes or attempts to strike the student as he/she tries to report to the office and the student is forced to use restraint to defend himself/herself, then the offender will be charged with assault and the victim will not be charged.

Revised 10/1