



CONCRETE PRIMARY SCHOOL

535 Powdersville Main
Easley, South Carolina 29642
Phone (864) 269-4571
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FORWARD

The information in this handbook is for the benefit of parents and students. It provides information regarding regulations and procedures frequently needed by parents and students. While it will not cover every possible situation that might occur, we hope it will be helpful in answering many questions.

SCHOOL DAY SCHEDULE for 2021-2022

7:20 - 7:50 a.m.	Breakfast Program
7:30 a.m.	Students report to class
8:00 a.m.	School Day Begins
11:15 a.m.	K4 Student (AM) Dismissal
2:25 p.m.	Bus Dismissal
2:30 p.m.	Car Dismissal

Visit our website:

<https://www.anderson1.org/cces>

Follow us on Twitter @CPSCrickets

Important Phone Numbers

Cafeteria

Mrs. Trena King
295-2289

District Bus Supervisor

Mr. Benny Bridges
947-8989

District Office

847-7344

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2020 - 2021 District Calendar

2021

August

10, 11, 12, 13, 16 – Professional Development (Students do not report.)

17 – First Day of School for Students

September

6 – Labor Day Holiday

17 - Interim Progress Reports

October

19 – End of 1st Nine Weeks

26 - Report Cards Issued

29 - Professional Development Day (Students do not report to school.)

November

1, 2 - Fall Break

24, 25, 26 – Thanksgiving Holidays

29 - Interim Progress Reports

December

17 – Last Student Day before Holidays

20 – Christmas Holidays (December 20 – 31)

2022

January

3 – Students and Staff Return

12 - End of 2nd Nine Weeks

14 - Professional Development Day (Students do not report to school.)

17 - Martin Luther King Day

21 - Report Cards Issued

February

16 - Interim Progress Reports

18 –Professional Development Day (Students do not report to school.)

March

14 – Professional Development Day (Students do not report to school.)

22 – End of 3rd Nine Weeks

29 - Report Cards Issued

April

11-15 – Spring Break

18 - Inclement Weather Make-Up Day

May

2 - Interim Progress Reports

30 – Memorial Day Holiday

June

2 – End of 4th Nine Weeks

3 – Professional Development Day (Students do not report to school.)

6-7 – Inclement Weather Make-Up Days

**Concrete Primary Faculty & Staff
2021 – 2022**

Principal: Sherry Padgett
Guidance Counselor: Heather Ernst
Secretary: Joan Smith
Nurse: Carol Alsup

Assistant Principals: Brandon Koon, Kevin Williams
Reading Coach: Lesli Porter
Attendance Clerk: Catherine Vargo

Kindergarten: Emily James (K4) Lindsay Morrison (Assistant)
Donna Yarborough (K4) Dawn Whitmire (Assistant)
Courtney Allen Constance Watters (Assistant)
Nicole Blank Brenda Clayton (Assistant)
BJ Brown Karen Hawkins (Assistant)
Hartley Craven Lisa Seffrin (Assistant)
Candi Davis Kim Capps (Assistant)
Shannon Edmunds Sheila Graham (Assistant)
Candice Garrison Marylena Brooks (Assistant)
Amy Love Renee Brock (Assistant)
Kristen Merritt Michele Baier (Assistant)
Lauren Thompson Sheri Cooper (Assistant)

Grade One: Kate Anderson Elizabeth Lloyd
Niki Burger Kelli McNeal
Mary Ellen Crump Lauren Parks
Savannah Dowell Morgan Riley
Morgan Kuykendall Emily Wilkinson
Meg Line

Grade Two: Emily Bays Kala Goss
Georgia Brashier Lauren Lambright
Anna Crittendon Emily Newton
Anna Dunn Abbie Parks
Emily Edwards Ashley Rocklein
Cely Elrod

Self-Contained: Dee Altieri
Jill Jeter (Assistant) Jodi McWhite (Assistant)

Media Specialist – Haley Payne
Speech – Kelly McCombs, Samantha Soroczak
Computer Lab – Lori Dent
P. E. – Terry Hall

Music – Amy Gregory
Art – Christie Wright
Resource – Sarah Gianni
ML – Natalie Richards

Custodial Staff: Kelli Eskew, Tamera Gilbert, Lydia Montalvo, Tina Nichols, Pearline Skipper
Cafeteria Staff: Trena King, Manager; Tammy Carver, Rhonda Clark, Stacey Moore, Karen Storey, Kristin Thomason

ATTENDANCE

The South Carolina Code of Laws sets the standard regarding school attendance. Promotion and retention can be affected when a student misses in excess of 10 days. Written notification is sent to parents when a student has **3 consecutive** or a total of 5 **unexcused absences** to attend an intervention meeting. School officials and parents are **required by law** to develop an intervention plan in an effort to decrease student absences. Students are required to bring a written excuse on the first day back from an absence. **ALL excuses must be submitted within 7 days of returning to school. Medical excuses are required after ten absences.** Habitual absences, lawful and unlawful, will be referred to the Anderson County Attendance Officer. The Anderson County Board of Education Attendance Office defines Perfect Attendance as NO absences, unexcused tardies, or unexcused early dismissals from school the entire school year. Faithful Attendance is defined as no more than two absences or unexcused tardies, or unexcused early dismissals for the entire school year. Medical excuses will be needed to excuse early dismissals.

Regular attendance is essential if the students are to be successful in school. Legal excuses include:

- Parent note – **Maximum of 5 per year.** Additional parent notes will be counted as unexcused absences.
- Personal illness of the student with a doctor's excuse.
- Death in the immediate family.
- Observance of a religious holiday.

EARLY DISMISSAL

In the event circumstances make it necessary for parents or guardians to get children out of school before the end of the school day, please sign them out through the office. Please do not phone the school and ask to have them waiting until someone arrives. These precautions are taken to protect the child as well as the school. Early dismissals after 2:10 may not be allowed unless the student has a medical appointment or there is an emergency. It is not a good practice to leave school early as students are missing valuable instruction. Any student leaving before 2:30 must be signed out through the office.

Students must be present at least 50% of the instructional day (11:30) to be marked present for the entire school day. Students who are absent 50% of the instructional day will be marked absent for the entire day.

TARDY POLICY

It is extremely important for students to be on time each day. Any student not in class when the 8:00 bell rings is considered tardy. If a student arrives after 8:00, he/she must report to the office and receive a tardy pass. Students who are tardy should be accompanied to the office by a parent. Parents should not walk students to class.

When a student has accrued a total of 10 tardies, written notification is sent to parents to schedule an intervention meeting. School officials and parents are required by law to develop an intervention plan in an effort to decrease student tardies. Excessive tardies are referred to the Anderson County Attendance Officer.

Students arriving late due to bus schedules will not be counted tardy and will be allowed to eat breakfast. Students who are car riders and wish to eat breakfast should arrive at school no later than 7:45. If not in class by 8:00 these students are considered tardy.

ARRIVAL PROCEDURES

Students should not be left unattended at school before **7:20 a.m.** All students riding in cars should be dropped off through the car line. **All students should be dropped off through one of the school's car lines. Students may be dropped off at the main carline in the front of the school, or the bus circle at the back of the school.** After 8:00 all students must enter the building at the front of the school.

All car riders are expected to be dropped off in the car lines. If you need to come to the office, please park in a parking spot and not in the grass or under the trees.

All students eating breakfast will report immediately to the cafeteria upon arrival to school. Teachers begin duty at 7:20 a.m. and will direct students to the Cafeteria. At 7:30 a.m. students will report to their classroom.

Bus students arrive and leave the school under the awning at the rear of the building. Parking is not allowed anywhere in this bus circle area.

DISMISSAL PROCEDURES

At 2:30 p.m. all students are dismissed. Bus riders are escorted out the rear entrance to the bus circle. All car riders remain in classrooms. Names of car riders are radioed inside. Students report to the car loading area when their names are called. A card (displaying student names) will be issued to car riders. Place this card in the front left window of the vehicle and display the card until the student is safely loaded into the car. If a child needs assistance buckling a car seat, pull around to the multi-purpose room to buckle the child. This allows the car line to continue moving. All car riders must be picked up by 3:30.

At 2:30 ALL students will be dismissed through the car line. Please do not come inside to have your child's name called. Parents should not go to classrooms to pick up students, stand outside of classroom doors, or congregate in the lobby at the end of the day. It is much easier to effectively dismiss students when the hallways are clear. Please remain in your vehicle and wait for the children to be called for dismissal. This is for the safety of all students!

Important car line reminders:

Please refrain from the use of cell phones while in the car line.

If you arrive early for dismissal, please do not leave your car engine idling.

There is no smoking on school property, this includes the car line.

Any parent or guardian picking up a student through the car line **MUST** have the pink car tag visible. If another adult (grandparent, neighbor, etc) is picking your child up, please make sure they have a pink car tag. If the adult picking up a child does not have a pink car tag, they will need to go to the office, with appropriate identification, to pick up the student. For safety reasons, there will be no exceptions to this requirement.

LUNCH PROGRAM

Concrete Primary has a well-balanced hot lunch program for students. A free/reduced-price lunch program is available for those who qualify. A free/reduced application must be completed annually to receive these services. You will be responsible for the full cost of all meals until the form is received. These forms are available online or at the main office.

If you choose to send lunch with your child please send it with them in the mornings. Lunches brought from home should be balanced and should not contain soft drinks or glass containers.

Meals can be paid for daily, weekly, monthly, or yearly. We strongly discourage meal charges, but understand that an occasional emergency may make it necessary. Anderson School District One's policy on charged meals states "Unpaid meal charges should not exceed \$20.00 per student." If your child exceeds the allowed charge limit during the school year, they will be given an alternate meal that consists of a sandwich, fruit, and a carton of milk. Your child will receive the alternate meal until the charges are paid or an arrangement has been made with the cafeteria.

We ask parents to monitor the student lunch account to avoid a negative balance. Our cafeteria manager, Mrs. Trena King, can provide balance information to you. Online Meal Payment is now available at <https://www.k12paymentcenter.com>. Parents will need their child's student ID number to create the parent account. You can receive your student's ID number by contacting the school office, or the school cafeteria office. You can also call the District Office and ask to speak to a member of the Student Nutrition Department.

BREAKFAST PROGRAM

Breakfast is served daily from 7:30 to 7:50 a.m. A free/reduced breakfast program is also available for those who qualify. Students must be in the cafeteria by 7:50 a.m. in order to be served breakfast. Only late arriving bus students are given the opportunity to eat breakfast after 7:50 a.m.

FOOD/MILK ALLERGIES

Parents should inform the school nurse and classroom teacher of any food allergies a student may have. A doctor's note must validate the diagnosed allergy. Any request to substitute food or milk with an alternative must be accompanied by a letter from a licensed physician. The parent should notify the school nurse, who will notify the cafeteria manager to discuss alternatives to regular served meals/milk.

MEDICATION GUIDELINES

The South Carolina Boards of Medical Examiners, Nursing and Pharmacy approved and adopted the recommendation that school nurses may administer over the counter medications with parental consent and without physician consent. Therefore, if your child requires over the counter medication at school, please contact your school nurse to request a copy of the appropriate form. The form can also be found on the school's webpage. This form must be completed before the school nurse will be able to administer any over the counter medication. Please be reminded that all over the counter medication must be in its original container and be labeled with the child's name.

Requirements for Medication Administration

All of the following must be met before medication can be administered to your child at school.

1. For non-prescription medication: A non-prescription medication form must be completed and signed by a parent/guardian prior to administering the medication. The following information must be included on the form: student's full name, name of medication, dosage and time to be administered, reason/why given and parent/guardian contact information. A new form must be completed every school year. This form can be obtained from the school nurse, office secretaries, or on the district and school's webpage. This form may be filled out online and also printed.

2. For prescription medication: A prescription medication form must be completed. The top section must be signed by the parent/guardian and the bottom section must be completed and signed by the student's physician. The following information must be included on this form: student's full name, date of birth, name of medication, dosage and time, side effect/adverse reaction, beginning date and ending date, and physician contact information. A new form must be completed every school year. This form can be obtained from the school nurse, office secretaries, or on the district and school's webpage. This form may be filled out online and also printed.

3. All medication must be brought in its original container and properly labeled. For prescription medication, it must be labeled with the student's name and the medication name, dosage and time. This information must match the medication form.

4. For non-prescription/over-the-counter medication: the dosage may only be given in accordance with the instructions on the container. If more than the recommended dosage is requested, then a prescription form must be completed with physician signature.

5. Students are not allowed to carry or keep medication with them during the school day or on the bus. Medications must be brought to the nurse or office. An exception to this requires individual review by the nurse and principal and additional paperwork is required by parent, student, and physician.

6. All medication must be picked up by a parent or guardian prior to the end of the school year. No medication is stored during the summer. Any medication left after the last day of school will be disposed of by the school.

7. For field trips, the same medication requirements still apply. Only send the number of pills needed for the trip in its original container. Give your child any morning medication at home before leaving on the field trip.

If you have any questions, contact the school nurse at 864-269-4571.

MEDICAL/HEALTH ISSUES

A *Student Emergency Form* is sent home at the beginning of each year. The school nurse uses this information to identify any health concerns. It is imperative for parents to thoroughly complete the medical history and inform the school of updates or changes as they occur during the year. If a child has a serious or life threatening condition, parents should immediately contact the principal or school nurse so that the school can take the necessary precautions.

CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME DUE TO ILLNESS

- Fever of 100 degrees or higher within the past 24 hours, with or without symptoms. Please do not give fever reducing medications in order to send the child to school.
- A cold in the contagious stage: severe nasal discharge that is not clear in color.
- Head lice or scabies.
- Undiagnosed rash or skin eruptions.
- Vomiting or diarrhea within 12 hours.
- Any communicable diseases.

2021-2022 Quarantine Protocols for Students due to COVID-19

This guidance is consistent with data and information available as of August 16, 2021 and may be updated as necessary as the situation evolves.

Staying home when sick is the first line of defense for mitigating the spread of COVID-19. It is important that we educate staff, students and their parents on the symptoms of COVID-19 and the importance of staying home if they have any of the symptoms or if anyone in the household tests positive for the disease. Anyone who has symptoms of a contagious illness, such as COVID-19, should stay home and be referred to their healthcare provider for testing and care.

Exclusionary Symptoms**

Any student exhibiting any of the below exclusionary symptoms must stay home (or be sent home if at school).

- Shortness of breath or difficulty breathing -or-
- Loss of taste or smell -or-
- New or worsening cough

**Additional possible symptoms of COVID-19 include persistent or worsening sore throat, muscle or body aches, fatigue, new onset of severe headache, congestion or runny nose, nausea or vomiting, or diarrhea. Although not requiring COVID-19 exclusion, recommending testing in children or staff may be indicated for those presenting with these symptoms.

Return to school

Positive Cases- Students who test positive for COVID-19 must isolate (stay home) for at least 10 days from the symptom start date or test date (if asymptomatic). A negative COVID-19 test is not required to return to school. Individuals who test positive may return to school as long as the following conditions are met:

- Ten (10) days have passed since symptoms start date -and-
- Twenty-four (24) hours have passed since last fever without taking fever-reducing medications -and-
- There is an overall improvement in symptoms

Individuals who are exhibiting symptoms and choose not to be tested will be excluded from school for 10 days from symptom start date.

Students who are excluded from school for exhibiting exclusionary symptoms may return as long as the following conditions are met:

- Provide documentation of a negative COVID-10 test result -or-
- Alternative diagnosis by a doctor stating that the individual's symptoms are due to another illness (flu, sinus infection etc.) A note from a medical doctor that states alternative diagnosis is required.

****At-home COVID-19 test results will not be accepted. Proof of positive or negative test must come from a medical lab (PCR or Antigen Test).**

Social Distancing/Identification of close contacts

Anderson School District 1 will, as practical, maintain at least 3 feet of social distancing between students and staff. A person will be considered a close contact if they are exposed to a confirmed positive case and have been within 3 feet of that person for a cumulative 15 minutes per day (masks or no masks). Fully vaccinated individuals, **with no symptoms**, will not need to quarantine.

Quarantine of Close Contacts

Exposure to a "confirmed" positive case:

- **Student (Non-household)**- quarantined for 10 days from last close contact to positive case (3 feet or less for a cumulative of 15 minutes or more per day within 48 hours of symptoms starting or test- if asymptomatic). Students must be symptom free to return to school.
- **Student (Household)**- quarantined for 10 days from last close contact to positive case (3 feet or less for a cumulative of 15 minutes or more per day within 48 hours of symptoms starting or test- if asymptomatic). Students must be symptom free to return to school. If additional household members test positive the student's return date may be extended.

Students and staff on quarantine, with no symptoms, may take a COVID-19 test on or after Day 5 of quarantine and may return after Day 7 with a negative COVID-19 test. It is imperative that the test date does not occur before Day 5 of quarantine (exposure is date 0). Results from tests before the 5th day of quarantine will not be accepted to return from quarantine early.

For example:

Person was exposed to a confirmed case on 8/17/2021. Their return date would be 8/28/2021 (10 full days of quarantine). If the person remains symptom-free they could test on or after 8/22/2021 and could return to work (with no restrictions) on 8/25/2021 with a negative test.

**Fully vaccinated students will not be required to quarantine if they are exposed to a confirmed positive case as long as they are NOT exhibiting symptoms. Proof of vaccination status is required to return to school.

Previous COVID-19 Diagnosis

If an individual has documentation of a positive COVID-19 test (PCR or Antigen test) within 90 days of current exposure, they do not need to quarantine. If it's been greater than 90 days from positive test date, individuals will need to quarantine (Vaccinated individuals with NO symptoms will not need to quarantine).

Contact for Student Cases: The school nurse is the primary point of contact for student cases

LICE POLICY

The lice policy is available in the school office and on the school website.

Follow the procedure below for the prevention and treatment of Pediculosis:

1. Students who are displaying signs of head lice, such as excessive scratching of the head, may be sent to the health room to be checked as needed. A thorough examination of the hair and scalp should be done for the presence of live lice. School-wide, class-wide, or routine head checks of students with no symptoms are not recommended.
2. Siblings should be checked for lice as well.
3. If nits are present, the nurse/designee will contact parent/guardian and send notification and information home with the student. The student should report to the health room each day until no nits are found. If there is no progress in nit removal the student can be sent home. Once the student is nit free the student should report to the health room in 5 calendar days (or the next school day) for a recheck.
4. If lice are present, a parent or guardian will be called to pick up the student.
 - a. The nurse will provide notification and treatment information to the parent/guardian.
 - b. After lice treatment, the student must report to the health room with parent/guardian to be examined for lice/nits before they can return to class.
 - i. If no lice or nits are present, student can return to class after clearance

- from the nurse/designee. Once student is nit free the student should report to the health room in 5 days for a recheck.
- ii. If lice are present, the student is again sent home with parent/guardian.
Note: Presence of lice 24 hours after treatment suggests a very heavy infestation, re-infestation, resistance to therapy, or incorrect use of treatment product. The nurse will discuss with parent/guardian what treatment was used and re-instruct on treatment options. The parent/guardian may contact their licensed health care provider regarding re-treatment with a pediculicide.
 - iii. If nits are present, the nurse will notify parent/guardian and encourage continuing daily efforts to remove all nits. Student can return to class with a pass from the nurse/designee. The student should report to the health room each day until no nits are found. If there is no progress in nit removal the student can be sent home. Once the student is nit free the student should report to the health room in 5 calendar days (or the next school day) for a recheck.
5. If a classroom has more than 2 students identified with active infestation, a classroom letter may be sent home. Active infestation is defined as the presence of live lice or no progress in nit removal.

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.

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 your child's guidance counselor or Dr. Brian Keith, Director of Special Services at 864-847-7344.

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. To learn more about IDEA, contact Dr. Brian Keith, Director of Special Services at 864-847-7344.

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 your child's guidance counselor.

ACCIDENTS AND EMERGENCIES

Every effort is made to prevent accidents. However, in case of an accident, the procedure is as follows: First aid is given only by authorized school personnel. If it is considered serious or the child is uncomfortable, a parent is contacted. If we are unsuccessful in reaching parents, the school will follow your directions on the Student Emergency Form to secure an individual to pick up the child.

SCHOOL NEWSLETTERS

All students at Concrete Primary will receive a weekly newsletter from the teacher providing an overview of the week's activities. It is designed to inform parents about homework, tests, projects, and upcoming events. A school wide newsletter will be posted on the school website, which includes school-wide activities and upcoming events. The school web page is linked to the district web page. The address is <https://www.anderson1.org/cces> and is an excellent way to stay informed.

PARENT-TEACHER CONFERENCES

There will be scheduled conferences between the child's teacher and parents during the school year. The first is scheduled near the end of the first nine week grading period. All parents are invited and expected to attend these conferences. Report cards will not be issued until a conference has been held. Parents are encouraged to initiate conferences at any time by a written note or calling the school. Teachers will not be allowed to take teaching time for conferences. Teachers will also request that parents come in for special conferences, when needed.

MEDIA RELEASE INFORMATION

During the year, students are spotlighted in local newspapers, on television, as a part of the school website, or classroom / school social media outlets. Through media coverage, we recognize the accomplishments of our students to allow family and community members to see the great things

going on at school. Very limited information is placed on the web page and social media. The school limits web site publication to the following:

- Photographs without an identifying name.
- Student work with first name and last initial.
- Student name and last initial to recognize children for honor roll, citizenship, etc.

It is the responsibility of the parents to notify the school in writing if they object to this media coverage. This should be done within the first 14 days of enrollment.

CONTACT FLOWCHART WHERE DO YOU GO WITH A QUESTION OR CONCERN?

Initial stage: Teacher

Questions or concerns regarding instructional practices, assignments, or behavior should first be directed to the teacher.

Second stage: School Administration

If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with the school administration.

Principal - Sherry Padgett padgetts@apps.anderson1.org

Assistant Principals - Brandon Koon koonb@apps.anderson1.org

Kevin Williams williamsk@apps.anderson1.org

BEHAVIOR EXPECTATIONS

The staff at Concrete Primary believes that parents are a child's first and best teacher. Parents are responsible for teaching their children acceptable social behavior. Most of the behaviors that are taught at home are the same behaviors we will be encouraging at school. We have three major concerns: the safety of our school members, respectful treatment of all school members, and appropriate behavior during all aspects of a student's day.

A major part of our discipline plan involves teaching our students behaviors that will make our school a safe, respectful, responsible, and well-managed community. To accomplish this we have developed behavior expectations to help students understand appropriate behavior.

- Students will be respectful of others.
- Students will be respectful of learning.
- Students will be respectful of school property and the property of others.
- Students will use appropriate behavior while on school grounds, school buses, or school-related trips.

The expectations above will be fully discussed in each classroom so that our students will know what is expected of them. Classroom rules are taught to students at the beginning of the school year and rules are emphasized at appropriate intervals during the year. Each class will have their rules and consequences posted in the classroom. A copy will be sent home and require your signature to show you have read and discussed these with your child.

The following school-wide rules have been developed for safety reasons:

1. No weapons (knives, firearms, fireworks, or other objects that may be construed as a weapon) are allowed on school grounds or school buses.
2. The use of tobacco and tobacco related products is prohibited on school grounds or field trips.
3. No fighting, hitting, or rough play is allowed at school.
4. Threats and bullying will not be tolerated.
5. No profanity or inappropriate language is allowed on school grounds or on school buses.

HARASSMENT, INTIMIDATION, OR BULLYING

Our district has implemented Policy JICFAA concerning harassment, intimidation or bullying. The board prohibits acts of harassment, intimidation, or bullying/cyberbullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. This type of behavior should be reported to the principal. Reports by students or employees may be made anonymously.

For purposes of the proposed policy, harassment, intimidation, bullying or cyberbullying is defined as a gesture, electronic communication, or a written, verbal, physical, or a sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- posing a threat or interfering with or disrupting the work and discipline of the schools through the inappropriate use of the Internet or web-based resources and/or social networking via the Internet, telephone, or personal data assistants.

DISCIPLINE REFERRAL PROCESS

- When the character of a child's discipline becomes a negative factor, the teacher will employ motivational procedures to modify behavior.
- If not effective, the parent is notified and acknowledgement made.
- If the parent-teacher efforts are ineffective, and inappropriate behavior persists, the child will be referred to the principal.
- Serious offenses may result in immediate referral to the principal.

ACTIONS TAKEN BY ADMINISTRATORS

Consequences of inappropriate behavior include but are not limited to:

- Referral slip sent home for parent signature
- Phone call to parent
- Referral to guidance counselor to set up counseling sessions
- Parent Conference
- Suspension or Corporal Punishment with Parental Permission

If a student chooses to be severely disruptive, he/she will be referred to the principal's office immediately. Parents will be contacted in this event.

SCHOOL BUS TRANSPORTATION

Parents must complete an *Anderson School District One* Bus Emergency Form in order for a student to ride a school bus. These are available in the school office. Students may be denied bus service until a form is on record. Riding a school bus is a privilege for students. Our goal is to ensure that all school buses provide safe transportation for children. Therefore, it is vitally important for all children riding the school bus to exhibit appropriate behavior.

When a student is removed from the bus due to bus misbehavior, it is the parent's responsibility to provide transportation for the student. All policies regarding school bus safety are strictly enforced by the District Transportation Office and Concrete Primary School administration.

Students are expected to ride the bus to which they are assigned. **Any transportation changes for car riders or bus riders must be accompanied by a written note to the teacher.** A student will be sent home by his/her regular method of transportation **unless a written note is received.** This note will be forwarded by the teacher to the bus driver. Unless there is a **critical emergency**, please do not call the school to change transportation plans.

Bus Conduct - Anderson School District One Policy JCDAD - Revised 8/18

Students are subject to both the code of conduct under board policy JICDA and this bus discipline code.

Riding a school bus is a privilege. The board expects students to conduct themselves on school buses in a manner consistent with the district's student code of conduct. All bus riders must cooperate fully with their bus drivers and conduct themselves properly at all times.

Bus drivers have responsibility for supervision of students on the bus. Bus drivers will report to school principals or their designees the name of any student whose conduct interferes with safe driving or who acts disruptively. The principal or his/her designee has the responsibility of investigating reported incidents of student misconduct on buses and, as authorized by state law and regulation and district policy, the responsibility of suspending or denying bus transportation to a student whose conduct is persistently or flagrantly detrimental to safety and/or order on buses.

Misconduct includes disorderly, disruptive, and criminal conduct as set forth in administrative rule JICDA-R and the following behavior on a bus or at a bus stop:

- getting on or off the bus at an unauthorized stop without permission
- eating and/or drinking on the bus
- standing or sitting improperly while the bus is moving
- violating any safety procedures (including the use of telecommunication devices that could distract or otherwise jeopardize safety.)
- intentionally riding the wrong bus without permission from the principal
- continually making loud noises, yelling, etc.
- pushing, tripping, general horseplay
- encouraging others to misbehave
- defacing property (writing, marking on the bus)
- littering on bus
- possessing and/or using any tobacco product on the bus, including electronic cigarettes
- throwing objects out of the bus
- throwing objects on the bus
- refusing to sit in an assigned seat

- using profanity, abusive language, and/or obscene gestures
- having hands, arms, heads, etc. out bus windows and/or doors
- using rude, discourteous behavior directed toward the driver or other passengers
- disobeying bus driver
- harassing, threatening, intimidating, physically abusing, or hitting another student
- Fighting
- disrupting the operation of a school bus/distracting bus driver through the use of technology

Repeated offenses will result in more severe penalties, and serious misconduct may result in other disciplinary action without regard to the number of offenses, up to and including suspension or expulsion from school in accordance with board policy JICDA/JICDA-R. The following indicates the typical disciplinary action that will be taken with respect to bus misconduct.

First offense A verbal warning to the student and contacting or sending a copy of the bus report to the student's parent/legal guardian advising of the misconduct. If the offense is of a serious enough nature, a one to three day suspension from riding the bus may be given.

Second offense Suspension from riding the bus for a period up to five days may be given and a copy of the bus report sent home to parents/legal guardians.

Third offense Suspension from riding the bus for a period of five to 10 days may be given and a copy of the bus report sent home to parents. Parents/Legal guardians may be required to come to the school for a conference with the principal or his/her designee prior to the student being allowed to resume riding the bus.

Fourth Offense Student may be suspended from riding the bus for a period up to 15 days to the remainder of the school year and a copy of the bus report sent home to parents.

When a student is suspended from riding a bus, he/she may not ride another bus during the suspension. If a student with a disability is suspended from riding the bus and this action results in suspension from school due to lack of transportation, the principal or his/her designee will take appropriate measures after consultation with the district's special education department.

Adopted 11/24/98; Revised 11/25/14; 8/28/18

DRESS CODE

Proper dress is required at all times. Shorts, skirts and dresses should be the appropriate and modest length. No midriff, tube or halter tops. Appropriate footwear (tennis shoes) should be worn on physical education day. Hats and caps should be worn outside the building unless approved by the teacher for a special occasion. Symbols, slogans or designs that tend to disrupt will not be permitted. Heelies are not permitted. Unnaturally colored hair is not permitted.

TECHNOLOGY

As part of Anderson One's Digital Innovation Initiative, we are thrilled to have iPad carts for our students to use in the classroom. The use of iPads in the classroom is intended to make our students critical thinkers, talented problem solvers, and efficient collaborators and communicators. Students are expected to use this technology in an appropriate and responsible manner. Students not properly using iPads could temporarily lose the opportunity.

PARENT PORTAL

A Parent Portal account is required for parents to update student information from year to year. Parent Portal is used to register students, update student information, and access information (grades, attendance, etc) about their child through the internet. This account will follow your student(s) through their enrollment in Anderson One Schools. Information on creating an account is available by contacting the office.

PARENT REQUESTS

We do not honor parent requests of a particular teacher. All of the teachers at Concrete Primary are highly qualified, capable professionals. Parents are invited to share information that will help ensure the best placement for their child. Please inform the principal during the first two weeks in May.

HOMEWORK

Homework is encouraged on all grade levels. Purposes for homework include:

- Involving parents in the child's learning.
- Establishing good study habits.
- Providing practice and reinforcement in skill development.
- Teaching responsibility.

Homework is not given on weekends or holidays. General guidelines are as follows:

Kindergarten: Approximately 15 minutes per night.

Grades 1 & 2: 20 to 40 minutes per night.

RELATED ARTS PROGRAM

Students will attend art, music, computer lab, library and P.E. one time per week. Students are required to wear tennis shoes to P.E. Students are expected to fully participate in all related arts classes.

The school media center is a vital part of our instructional program. Students are encouraged to explore the many books, research materials, and computers. To maintain an adequate collection, children and parents are expected to return materials in good condition and on time. If materials are not returned, a fee equal to the current replacement price is charged.

Concrete Primary has a fully networked computer lab that is used by all students. Under the supervision of the computer lab manager, students are encouraged and expected to complete programs planned for their individual needs. Students are expected to cooperate, follow rules, and treat all equipment with care.

LOST AND FOUND ITEMS

Concrete Primary maintains a *lost and found* clothing box located at the end of the related arts hallway. If your child loses an article of clothing, please encourage him/her to check in the classroom or the *lost and found* box. **Please label all of your child's personal items.** Unclaimed items will be donated to local non-profit clothing banks.

SCHOOL COUNSELING PROGRAM

The purpose of our guidance program is to help each individual student achieve his/her highest mental, social and emotional potential.

We accomplish this by:

- Helping new students feel at home in our school with new teachers and friends.

- Coordinating individual conferences whenever a parent, teacher, student or the counselor deems it necessary.
- Conducting classroom and small group activities,
- Contacting outside services when needed.

The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

FIELD TRIPS

In keeping with the belief that learning extends beyond the classroom and school, exciting and educational field trips are offered to students as a means of enhancing their learning experiences. Each student going on a field trip must return the District One Permission Form (signed by the parent or guardian) and payment prior to the day of the trip. Students are considered to be in class and are subject to the same regulations and rules that exist for the class. Parents serving as chaperones are expected to help supervise the children; therefore younger siblings are not allowed on school sponsored field trips. Only approved chaperones will be permitted to participate as a member of the school group while on the field trip. Chaperones are required to complete an additional online volunteer application. Volunteer applications should be completed no later than 2 weeks before the field trip so that applicants can be properly reviewed and cleared to chaperone the field trip.

SPECIAL EDUCATION

A special education program is provided for students who are learning disabled, physically disabled, or have other special needs. Due process procedures are followed in the placement of children. Written permission for a psychological evaluation must be obtained from the parents. A staffing committee must recommend placement and an individualized educational plan must be written for the student. At Concrete, a resource teacher and a speech therapist work with students individually or in small groups. When a special education student transfers from this school to a school outside of Anderson School District One, the Director of Special Education/designee will send a copy of the student's special education information to the receiving school. This procedure will facilitate the exchange of records between school districts and prevent delays in the provision of free and appropriate public education.

WITHDRAWAL INFORMATION

A parent must withdraw a student from school through the main office. Transfer papers must be completed to withdraw. All fees must be paid. All books, including library books must be returned. Records cannot be sent to the new school until all fees are paid.

SCHOOL TELEPHONE

The school telephone number is 269-4571. The use of the school telephone is limited to school related and emergency situations. Neither students nor teachers will be called to the telephone except in an emergency.

ADDRESS AND EMERGENCY PHONE NUMBERS

It is important that we have your correct address as well as current telephone numbers at all times. This information is especially important in case of an emergency. Please notify the school secretary immediately upon changing your address or phone. If you do not receive a call, please check with the office to ensure that the phone number on file is correct.

STAFF TELEPHONE NUMBERS

The school will not furnish the telephone number of any staff member to parents. Messages will be delivered, whereby the staff member may return the parent's call. Additionally, each teacher has a voice mailbox and an e-mail address. Parents are welcome to leave a message for the teacher.

INSURANCE

The district has purchased group student accident insurance coverage for all students which provides valuable protection against accidental injuries occurring during school hours or during school sponsored and supervised activities. Please check the company brochure for additional options.

RETURNED CHECKS

Any personal checks returned to the school are handled through a third party vendor.



P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by **Anderson School District One** as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

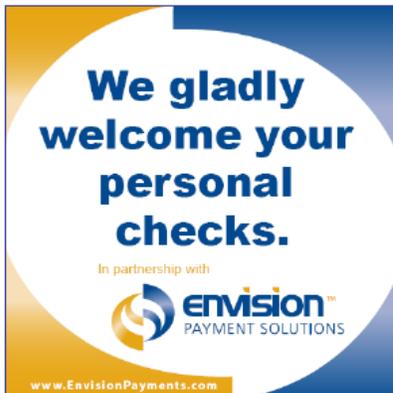
Specifically, per *South Carolina Code Annotated § 34-11-70*, the service fee for returned checks is \$30. (Note that the fee structure will change according to any amendments made to SC law during a school year.)

If you wish to inquire about a returned check written to **Anderson School District One**, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond.

Sincerely,

Envision Payment Solutions™



Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™

Tel 877.290.5460, or 770.709.3100

Fax 770.709.3007

P.O. Box 157

Suwanee, GA 30024-0157

customerservice@envisionpayments.com

SCHOOL VOLUNTEER PROGRAM

If you have a love for children and desire to share your love in a special way, you are needed as a Concrete Primary School Volunteer. Please consider using your talents in our volunteer program. A volunteer survey will be distributed early in the school year, sponsored by PTSO.

All classroom volunteers should complete an application to remain on file in the office. A new volunteer application should be completed each school year.

VISITORS

Nonessential visitors and activities involving external groups or organizations will be limited. No more than two visitors should be in the front office at one time. Visitors are strongly encouraged to wear a mask if they enter the front office. Visitors are required to wear a mask while in the building if they travel beyond the front office. Parents who need to bring essential items to students would leave them in a marked bag (preferably before 10:30 am) in a bin at the front/main entrance. School personnel would deliver to students.

No outside guests are allowed to visit for lunch.

These guidelines are for the safety of our students.

BIRTHDAY TREATS and SPECIAL EVENTS

Children's birthdays are recognized on the *WCCN Morning News Show* each day and students are honored with a birthday book.

Birthdays are not celebrated in classrooms during the school day. No celebratory items (cupcakes, etc.) may be brought in for students.

Children wishing to pass out party invitations at school may do so **ONLY** if all students, all girls, or all boys in the class will be receiving one.

INCLEMENT WEATHER

Listen to the local television or radio station when in doubt that school will be in session due to unusually bad weather. Please do not call the school unless it is an emergency. The school's telephone should be kept open to send and receive important messages. If inclement weather begins during the school day, listen to the television or radio for early dismissal. Parents with a working phone number will be notified through the district's automated calling system. If you do not receive a call, please check with the office to ensure that the phone number on file is correct.

UNNECESSARY ITEMS AT SCHOOL

Items such as toys, electronic games, cards, stuffed animals, etc. are not allowed at school unless the teachers allow them for a specific purpose. Such items will be taken away and returned to the student at the end of the year. At any time, parents may come to school and retrieve these belongings. This includes cell phones, smart watches, and other telecommunication devices. Students should not have cell phones or other communication devices at school. These items must remain turned off and in the student's bookbag during the school day.

SCHOOL IMPROVEMENT COUNCIL

Concrete Primary has a School Improvement Council that advises the school principal on programs. This gives parents, teachers, and the principal a special chance to work together and improve school-community relationships. The council is made up of at least two teachers elected by the faculty and at least two parents elected by the parents.

PARENT/TEACHER/STUDENT/ORGANIZATION

The PTSO is an organization where parents, teachers, students, and school administrators work together to:

- Promote the welfare of children and youth in home, school, and community.
- Bring into closer relation the home and the school, so that parents and teachers may work together in the education of children.
- Equalize opportunities in the school, community, and nation.

Our goal is 100% membership participation. The membership fee is \$5.00 per person. Join PTSO today! Your support is needed and appreciated.

PTSO BOARD MEMBERS

Co-Presidents – Jordan Ellenberg

Vice-President – Amanda Brown

Secretary – Emily Adams

Treasurer – Shannon Hardin