

**Lake Forest Elementary
STUDENT HANDBOOK
2019-2020**



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www.greenville.k12.sc.us/lforest/

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or visit our school website.**

Welcome to a New School Year!
Lake Forest Leopards
“TAKING PRIDE IN LEARNING”

Vision Statement

The vision of Lake Forest Elementary School is to empower students to learn, grow, lead, and succeed.

Mission Statement

The mission of Lake Forest Elementary School is to provide a nurturing, student-centered learning environment where students are empowered to learn about the world, persevere through challenges, and develop positive character traits.

ATTENDANCE

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day. Family vacations, birthday parties, weddings, and/or educational sight-seeing family trips are all unlawful absences. However, a principal has the authority to approve or disapprove all student absences. A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in Powerschool. E-mails and/or phone calls to the teacher are not acceptable forms of excuses. Without a parental note, an absence is unverified, therefore it is considered unlawful. A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.

Truancy

A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal. Students who miss school due to excessive, unlawful absences will be required to attend an intervention conference with an administrator to determine a plan for improvement.

Tardies

It is very important that students start their day on a positive note. This means being on time to school! Students are expected to be in their classrooms by 7:45 a.m. If they arrive in the classroom after 8:00 a.m., they are considered tardy and must receive a note from the office to enter class. A Perfect and Prompt Attendance Award will be given to students with no absences and no more than three tardies for the year. Excessive tardiness will be addressed by school administrators, noted in student records, and reported to the district attendance officer. Students on special permission will only be allowed to continue at Lake Forest if attendance is not an issue.

DAILY SCHEDULE

7:15 - 7:45 a.m.	Students should be dropped off at their designated area. They should not be walked to their classrooms. No students are allowed in the building before 7:15 a.m.
7:45 a.m.	Classrooms are opened and teachers are in their classrooms. Students are dismissed from their designated bus holding area and are to report directly to their classrooms.
8:00 a.m.	SCHOOL BEGINS. Students should be in their classrooms and ready to begin the school day. <i>If children are not in their classrooms by 8:00 a.m., they are considered tardy. Students should check in at the office so a tardy slip can be issued for the child to enter class. Parents are expected to walk their child into the building if they arrive after 8:00 a.m.</i>
2:00 p.m.	Latest time to issue an early dismissal
2:30 p.m.	Dismissal for buses and vans, car riders and walkers

VISITORS

We strongly encourage parental involvement at Lake Forest, and parents are welcome at school at any time. Arrangements must be made in advance with the principal and/or teacher before visiting or observing in a classroom, so the least amount of disruption to the instructional program may be offered. We always strive to protect the time for learning at Lake Forest. Parents may not visit with teachers on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a special need to observe a child's social activity, it must be arranged with the principal. **Upon entering the building, a visitor should sign in at the front office, provide a driver's license, and receive a visitor's tag.** Be sure to wear the visitor's tag at all times while on school grounds. Only the main entrance of the school nearest to the office should be used.

SCHOOL VOLUNTEERS

The South Carolina General Assembly passed legislation requiring that "all volunteers who work in a school on an interim or regular basis as mentors, coaches, or any other capacity, or volunteers who serve as student chaperone or any other capacity having direct interaction with students" undergo a National Sex Offender Registry check. This is in addition to the South Carolina Sex Offender Registry checks already performed on all volunteers. **ALL VOLUNTEERS MUST RECEIVE DISTRICT APPROVAL PRIOR TO VOLUNTEERING AT ANY SCHOOL/CENTER OR**

CHAPERONING ANY SCHOOL FIELD TRIP. PLEASE ALLOW UP TO 2-WEEKS FOR THE APPROVAL PROCESS. For more information, please visit <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers>.

TELEPHONE MESSAGES

The school telephone number is 355-4000. Messages for teachers will be forwarded to teacher voice mail. Only in emergencies will a teacher or student be called to the phone during class time. Students may use the school telephone only for emergencies as deemed necessary by office personnel. Arrangements for after school activities or transportation home should be made before a student leaves home in the morning. Forgotten homework, arrangements for after school, etc. are not considered emergencies. Phone calls may be made directly to the teacher's classroom phone. Permission for altered transportation plans must be received in writing.

SCHOOL TRAFFIC

For the safety of the students, the following traffic rules are to be obeyed during arrival and dismissal of students:

1. Drive all the way to the crosswalks before stopping.
2. Stay in a single line until school staff split into double lines near dismissal time.
3. Follow directions given by school staff. They are there for your child's safety.
4. Students and parents are to cross only where there is a school crossing guard or teacher.
5. There is no student drop-off or pick-up allowed in the parking lot, at the crosswalk, or in the church parking lot.
6. Parents need to follow the rules and be good examples for their children.

Place the school issued car tag in your front windshield. (If you have not received a hangtag, you may request one from the office.) Car riders will not be released unless parents display the **school issued** car hangtag. Please be sure to acquire multiple copies if needed for adults who are authorized to pick up your child. If there is not a school issued car tag indicating who is to be picked up, parents will need to park in the parking lot and come into the office to get their child. ID will be required to pick up any student.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home every nine weeks. This report will grade children in reading, language, spelling, mathematics, social studies and science/ health. If a report is not received at the end of each nine-week period, please notify your child's teacher. Parents will be asked to send a stamped, addressed envelope to school with their child at the end of the year to mail the final report card. Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas. **Interim progress reports** will generally be sent at mid-term of each nine-week period for students who are failing one or more subject areas.

GRADING GUIDELINES

For students in grades 2 – 5, Greenville County has implemented the following guidelines:

90-100 = A 70-79 = C 59-50 = F
80-89 = B 60-69 = D

For students in kindergarten and first grade, a Standards-Based Report Card is designed to inform parents about each child's progress in mastering South Carolina State Academic Standards. The Report Card is completed 1st, 2nd, 3rd, and 4th quarters following the GCS district calendar. Academic Skills Indicators are below:

M	The student consistently meets or exceeds end-of-year expectations for this standard
P	The student shows expected growth/progress in meeting this end-of-year standard
B	The student is beginning to progress toward meeting this end-of-year standard
N	The student needs intensive support at school and home to develop this end-of-year standard
	If left blank, this standard was not addressed or assessed during this reporting period

HOMEWORK/CLASSWORK

Homework is an extension of the classroom. It provides needed practice, while developing responsibility. When homework is given, assignments shall reflect the following guidelines:

- Homework shall include one or more of the three generally recognized types of homework:
 - Practice: reinforces newly acquired skills taught in class
 - Preparation: helps students prepare for upcoming lessons, activities, or tests
 - Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Teachers adhere to the following guidelines for total daily assignments:

- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.
- Daily homework assignments for middle school students shall not exceed 90 minutes.

If your child is ill and unable to attend school, you may arrange to pick up his/her daily assignments by calling the school office at 355-4000 no later than 8:30 a.m. This will enable the teacher to make arrangements throughout the day to gather the assignments. The teacher will have the assignments in the office by 3:00 p.m.

Make-up work must be turned in within 5 school days of the absence unless other arrangements are made with the teacher.

PARENT-TEACHER CONFERENCES

At least one conference between the child's teacher and parent will be scheduled during the school year, usually at the end of the first reporting period. All parents are expected to attend this most important conference. Parents are encouraged to initiate conferences at any time by contacting the child's teacher.

INSURANCE

Insurance is offered to students during school hours or for 24-hour protection. Information will be sent home with students in back to school packets. The policy is for a one-year period from August through July. School-time protection applies only when a student is in school, traveling directly to or from school, or while on a school-sponsored activity. Claims must be made and submitted by the attending doctor, hospital, or parent. The school does not process claims.

SCHOOL DISCIPLINE

The Student Behavior Code of Greenville County is distributed to each home at the beginning of the year through the **Connected Newsletter** (which is mailed home) and through the Lake Forest school website. Parents are encouraged to discuss the discipline code, bullying, and classroom expectations with their children. This information can also be found on The School District of Greenville County website: www.greenville.k12.sc.us

Students are expected to act with respect for each other and for the teachers and staff. Most discipline can be handled between the teacher and student. ***If the misbehavior is severe, immediate referral to the administration and possible suspension could result. Severe infractions include fighting, stealing, threatening to "kill," or possession of weapons/tobacco products.*** Appropriate disciplinary measures will be determined by the administration.

ARTICLES PROHIBITED AT SCHOOL

Articles that are hazardous to the safety of others or interfere in some way with school procedure may not be brought to school. Expensive articles, including cell phones, electronic games, CD players, iPod's, tablets, MP3 players, and toys should not be brought to school. If guns/knives of any type, weapons (this includes toy weapons), lighters, tobacco, or inappropriate literature are brought to school, serious consequences will follow.

If these items are brought, they will immediately be confiscated, given to administration and a parent will be required to come to the school and pick up the item.

Rolling book bags are not allowed at Lake Forest.

Cell phones and other electronic devices used inappropriately by students such as texting during class will no longer be automatically confiscated by school administrators. The revised policy was approved by the School Board on August 25, 2015.

Students will be disciplined for their conduct rather than solely for the use of a device. Infractions will be dealt with like other offenses per the Student Behavior Code policy. For example, if a student refuses to put away a cell phone when asked then that student would be disciplined for failing to follow the teacher's directive. The former process required confiscation and subsequent return of devices with an increasing length of time for retention for repeat offenses. The policy revision was based on recommendations from a committee of principals and administrators. The group also concluded that cell phones and other electronic devices can be important educational tools for classroom instruction if the devices are used appropriately.

REPORTING BULLYING, DISCRIMINATION, HARASSMENT, INTIMIDATION AND MISCONDUCT

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

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

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

Appeals

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

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

Sexual Harassment

Inappropriate verbal or physical conduct of a sexual nature is prohibited by School Board policy. Sexual harassment is prohibited against members of the same sex as well as members of the opposite sex. The policy defines sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school-sponsored functions should immediately contact a teacher, counselor, or principal. Parents who suspect their child has been subjected to sexual harassment should report this information to the principal.

DRESS CODE

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Hair of a non-human color is not permitted. No distracting hairstyles (mohawks, extreme spikes, etc.).
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building. (Unless it is a designated "special day")
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. Shoe laces are to be tied at all times. **Flip-flops (shower-type shoes) are not permitted at Lake Forest.**
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. **Skirts and shorts must be at mid-thigh length or lower.**
- Clothing or tank tops that inappropriately exposes body parts is not permitted. Students shall not expose undergarments. Sleeveless shirts must have straps at least 2 inches wide.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Skirts/shorts should fit and be in good taste and not be shorter than mid-thigh.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex. Facial jewelry is permitted to be worn only on the ears.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

HEALTH ROOM

A nurse is in the Health Room from 7:30 a.m. until 3:00 p.m. daily. Medication may be given at school only if the following guidelines are met. This is a district-wide policy developed for the safety of your child.

- Parents must provide ALL medication. The health room does not supply any medication for students. This includes Tylenol, antibiotic ointment, Calamine lotion, etc.
- Each parent is responsible for providing any medication needed by their child during the school day. Parents must complete the Parental Permission for Medication form for ANY medication to be given at school. This form is available in the health room or online at the Greenville County Schools website.
- All medications, including over the counter medication, must be brought by the parent to the health room in the original container. Do not bring medication in plastic sandwich bags.

- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using **Form Med-3**.
- Prescription medication must be brought by a parent to the health room in the prescription bottle. **Form Med-1** must be provided before any prescription medication may be left at the school. This form must be signed by the parent and the physician.
- All medication must be kept in the health room. Students cannot keep medication with them.
- If your child must self-administer emergency medication at school, **Form Med-2** is required before medication is brought to school.
- Medication brought to the health room by a student will not be given to the student. The medication will be held until a parent picks it up and provides the appropriate paperwork for the administration of the medicine.
- Please remember the health room does not give any medication to a student that has not been provided by the parent or guardian.
- All Health Service procedures, guidelines, and required forms are available in the Health Room or may be accessed on the following website: <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>.
- If your child has an illness such as asthma, allergies, or diabetes, it is your responsibility to provide us the appropriate medication to properly treat your child in an emergency.
- Students must be *fever free* (less than 100 degrees) for 24 hours, without fever-reducing medication before returning to school.
- Students must be free of vomiting for 24 hours before returning to school.

REGISTRATION / STUDENT RECORDS

Please notify the school immediately if your address, phone number, or any other information on your child's initial registration form changes. This includes emergency numbers, job changes, or a change in marital status. It is crucial that this information be kept current. *Names of person(s) to contact in the event of an emergency are required for registration to be complete.*

Immunization Requirements

SC State Law requires that the following immunizations be received before children enter school:

- Three (3) doses of any combination of DPT, DT, DTP-HIB, Dtap, or Td vaccine with at least (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubeola (Measles) vaccine received on or after the first birthday with one month between doses for any child in K, 1, 2, 3, 4, 5.
- One (1) dose of Rubella (German measles) vaccine received on or after the first birthday.
- One (1) dose Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine for all children admitted to K, 1, and 2.

The Greenville County Health Department does not charge for immunizations. If your child has not had this full series of immunizations, it is imperative that attention be given at once. This series is a 3-dose vaccine with the 2nd shot given one month after the 1st shot; the 3rd shot is given six months after the 1st shot. If your child is in Kindergarten or is being retained in K5 or 1 and has not had the Hepatitis B vaccine, this immunization series is required for continued attendance in any South Carolina school.

In accordance with State Regulation 61.8, all students entering Kindergarten or first grade in August of 2001 and thereafter are required to have the varicella (chicken pox) vaccine. Students who have already had the disease are not required to have the vaccine; however, this information *must* be included on the immunization certificate. The school nurse should be informed in writing if the student has had chicken pox; this documentation should be signed and dated by the physician or by the parent.

SPECIAL SERVICES

Special Education Program

Special education resource classes are provided for students who are learning disabled, with due process procedures being followed in the placement. A staffing committee must recommend placement, and a written educational plan for the student must be provided. Students who are in a resource class work in small groups with the special education teacher for a portion of the school day, but spend most of the day in a regular classroom. The aim of the resource class program is to provide instruction focused on helping each child reach his/her potential. Lake Forest provides self-contained settings for students as well. The same due process placement procedures apply. Students who need speech services are screened and placed in a program to meet their individual needs. Students may be screened for speech, language, hearing, and vision problems throughout the school year.

Challenge Program

Greenville County Schools provide programs for students identified as academically gifted to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened. All students who are referred from any source are screened during the first quarter of each school year to determine their eligibility. Upon meeting the requirements for this program, written parental permission will be obtained.

In October, the State Department of Education provides testing for students in grade 2 to determine their eligibility for Gifted and Talented. The Iowa Test of Basic Skills, an achievement test, and the Cognitive Ability Test (CogAT), an aptitude test, are administered. As soon as results are available in mid-January, parents are notified of their child's performance on these tests.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, the following process will be used for screening:

- **Dimension A-Reasoning Abilities:** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three.
- **Dimension B-Academic Achievement:** Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by nationally normed or South Carolina statewide assessment instruments.
- **Dimension C-Intellectual/Academic Performance:** Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising 3rd, 4th, and 5th grade students may be eligible to take the Performance Task Test in March, if they have already met the criteria in Dimension A or B.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program. Results of private testing will not be accepted for placing students in the program.

Students who meet the state criteria may be placed in the academically gifted and talented program beginning in 3rd grade. This program is called "Challenge" in Greenville County, and is a pull-out program at the elementary level. In 3rd grade, students attend Challenge for at least 125 minutes each week. Students in grades 4 and 5 attend Challenge for at least 200 minutes per week. Each school receives a Challenge teacher based upon the number of qualified students in that school.

Computer Use

Students have access to computer technology. The Greenville County Schools Student Acceptable Use Policy for the Internet is an 'opt-out' policy. All students will have permission to use the Internet, unless parents submit a letter to the principal opting out of Internet use. By doing so, your child will not have access to web-based computer programs used in school.

Counseling

The elementary counseling program is an integral part of the total educational process. Activities are designed to address typical personal, social, emotional, and academic concerns faced by children. Large group counseling activities help children learn skills before problems occur. Counseling services include small group counseling, individual counseling, consultation with parents, teachers, and administrators, and crisis intervention. The counselors also coordinate various services, including parent seminars and workshops, student recognition, and new student orientation.

FIELD TRIPS

Field trips are an extension of the instructional program. The Lake Forest teachers spend many hours planning and preparing for an exciting and enriching experience for our students. Students are expected to fulfill their responsibilities, i.e. homework, behavior, class work, and monetary obligations, in order to participate. Students are also required to have a signed permission slip from their parents or legal guardian.

THE PERMISSION SLIP AND FIELD TRIP FEE MUST BE TURNED IN TO THE TEACHER 48 HOURS PRIOR TO THE FIELD TRIP IN ORDER TO PARTICIPATE. ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.

STUDENT ACTIVITIES

Students have the opportunity to participate in a variety of clubs. While some clubs meet during the school day, other clubs, such as the Lake Forest Chorus, Running Club, Art Club, and Student Council will take place before or after school.

STUDENT SPEAKERS AT SCHOOL-SPONSORED EVENTS

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

SCHOOL PARTIES/BIRTHDAY CELEBRATIONS

Two school parties will be held each year. The two parties will be on the last full day before winter holidays and on Valentine's Day. A child's birthday will be recognized by the classroom teacher, but will not be celebrated with a party, cupcakes, balloons, etc. during the instructional day.

Invitations for private parties may not be passed out in the classroom unless all students are receiving invitations. Parents are allowed to provide a class treat during lunch for their child's birthday. This must be scheduled with the teacher in advance in order to avoid having multiple treats on the same day. In an effort to support our healthy school initiative, please consider the option of selecting a healthy treat. Other celebratory items such as drinks, balloons, and goodie bags are not allowed.

LUNCH / BREAKFAST PROGRAMS

Our school participates in the Universal Breakfast Program. **Breakfast is free to all Greenville County students.** Breakfast is served from 7:15 to 7:50 a.m. each morning.

Nourishing and balanced lunches are prepared daily in the school cafeteria. Students may eat the school lunch, or they may bring a lunch from home. ***Fast food and carbonated drinks are not allowed in the cafeteria.*** This regulation must be strictly enforced for adults and children.

Parents are encouraged to send lunch money by the week or month. Lunch money should be placed in a sealed envelope with the student's name, grade level, teacher's name, and the amount enclosed written on the outside. On-line meal payments may be submitted by going to www.myschoolbucks.com. If students owe lunch money, they may not charge snacks. Students are not allowed to borrow lunch money from the cafeteria. Those without funds will be provided an alternate meal. Applications may be made for free/reduced price meals. Applications are processed in the Food/Nutrition Office. If your child forgets his/her lunch and you wish to bring it to school, please leave it with the personnel in the office. Be sure that the child's name and teacher's name are on the box or bag. Do keep in mind, however, that every classroom interruption directly impacts the effectiveness of the instruction taking place.

The Free and Reduced Meal Program is available under the National School Lunch Program. An application form is available online on the district website under Food and Nutrition Services or at the school. Parents will be notified in writing of eligibility. Parents will need to pay for their child's meal until their application has been approved.

LUNCHTIME VISITORS

Lake Forest parents are welcome to join us for lunch throughout the year! However, we do ask you to send in a note to your child's teacher and let us know if you will be purchasing a cafeteria lunch. Also, let us know which lunch you will be purchasing since we have several options each day. Our crowds are large and our meals are cooked by lunch counts submitted. Parents may pay for their lunch in the cafeteria line. Please remember: ***Fast food and carbonated drinks are not allowed in the cafeteria at lunchtime.*** As a way to ensure our children have adequate time to eat lunch, each class will have a "no talking" policy during the first 10 minutes of lunch. Students and adults are asked to refrain from talking during this time.

AFTER SCHOOL CARE PROGRAM

Lake Forest operates an after school care program on school days. The hours of operation are 2:30 p.m. - 6:00 p.m. The rates charged for after school care are comparable to area day cares. Our program is structured for the entire afternoon and students receive a snack each day. Students are provided time to complete their homework; however, after school care providers are not responsible for the accuracy and completion of the assignment. The after school program does not operate on holidays or other days in which students do not attend school. As with regular school, the after school program will close in the event that school is closed due to inclement weather. Questions about the after school program should be directed to the After School Director at 355-4979 or to the school office prior to 4:00 p.m.

EARLY DISMISSALS

If it is absolutely necessary to request early dismissal, the parent must send a note in the morning stating the reason and the time the child will be picked up. **No early dismissals are allowed after 2:00 each day.** Medical and dental appointments should be made after school hours when possible. No child will be called to the office until his/her ride arrives. A child is not allowed to leave the school grounds during school hours unless signed out in the front office by an authorized adult listed on the child's dismissal card. Be prepared to show your driver's license to office personnel. ***Parents should not go to the classroom to pick up students. Greenville County does not allow permanent early dismissals. Students must be present for at least 3 hours of the school day to be counted present. Please limit early dismissals to no more than 5 per year.***

INCLEMENT WEATHER /SCHOOL CLOSING

In the event that an emergency dismissal is required, a bulletin is broadcast on the TV and radio. Information can also be obtained by calling 355-3100 at the Greenville County Schools office. Parents should prearrange with their children as to what they should do in the event of an early/emergency dismissal. If school must be canceled or delayed, this information will also be on local TV, radio, social media, and the district website: <http://www.greenville.k12.sc.us>. ***Please do not call the school office.***

TEXTBOOKS

Students are to handle and use textbooks with care. The student must pay for books lost or damaged beyond normal wear. The administration and teacher are required by law to assess the proper charges.

LOST AND FOUND

Lost and found articles will be placed in the cafeteria on the stage. **The student's name should always be put on items of clothing such as lunch boxes, jackets, sweaters, coats, hats, and gloves.** When unclaimed items accumulate, they are donated to a charitable organization quarterly.

PTA

Active in virtually all facets of school life, the Lake Forest PTA relies on its incredible parent and community supporters to offer a wide range of programs. At least four PTA general sessions are held during the school year. PTA Board meetings are held once a month. Families are invited to join the PTA and become actively involved in supporting our PTA activities.

TRANSPORTATION

Transportation arrangements should be made with students *before* they leave home each morning. **All bus transportation questions should be directed to the Bus Supervisor's office: Taylors Bus Center, 355-7330.**

School Bus Transportation

The driver of the school bus is in full charge of the students and the bus. Students will follow rules and regulations for school bus riders that are mailed from the district office at the beginning of the year. Students may be suspended from riding the bus if rules and regulations are not followed. Parents will be notified if this action becomes necessary. **Please refer to the bus rules in this handbook. If you have a question or complaints about school bus services, please call the school bus supervisor at 355-7330 or Special Education transportation at 355-3030.**

According to South Carolina Department of Education guidelines, riding a school bus to and from school is a privilege, not a right. Students are required to obey school bus rules and to respect the authority of drivers and other school personnel. Failure to do so constitutes a disciplinary offense. Students are to refrain from unnecessary conversation with the driver. The District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities (such as field trips). Thus, all students will be held accountable for complying with the District's Student Behavior Code, as well as the safety instructions and behavior rules set forth below.

If a bus is late in picking up at a stop in the morning, the Bus Supervisor's office should be called at **355-7330** or **355-3030 for Special Education transportation**. It is imperative that each child understands the importance of going straight home after school and not stopping at a friend's house unless previously planned. If a child misses the bus at the end of the school day, we will call the parents and/or the emergency contact(s). Bus transportation to and from school is provided by the state for all children who live **more than 1.5 miles from the school**. All bus stops are assigned by the bus office.

STUDENT BEHAVIOR CODE ON SCHOOL BUS

- **Be on time at the bus stop.** The bus will not wait for those who are late. Never run after the bus if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns.
- Wait for the bus to come to a **complete stop** before trying to board or depart. If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped and it is safe. Always **cross at least ten (10) feet in front of the bus**, whether boarding or departing.
- After boarding the bus, **sit in your assigned seat** and remain seated until the bus reaches your stop or your school.
- Any hostile physical conflict between individuals is forbidden on the school bus. **Pushing, tripping, kicking, etc. will not be tolerated.**
- Possession, sale, distribution or consumption of alcohol, illegal drugs, prescription medication, toxic substances, unauthorized possession, use, or distribution of a **controlled substance or medication or intoxicating inhalants is prohibited**. Possession of drug paraphernalia also violates school district policy. It is also forbidden to come onto school district property [school buses] after having consumed any of the above. Violation of any of the above will result in suspension from the school bus and also result in a recommendation for expulsion.
- **Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited.**
- **Profane and vulgar expressions** (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, **are forbidden on the school bus.**
- **Sitting in a seat on the bus that is already at capacity (3 indicates capacity) is not permitted.**
- Keep all parts of your **body inside of the bus** at all times.
- **Throwing anything in or out of the bus** windows is forbidden.
- Eating or drinking is **not permitted** on the bus.
- Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- **Possession of any kind of weapon is not permitted on the bus.** "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be suspended from the bus indefinitely and recommended for expulsion.
- Treat the school bus with respect. **Vandalizing, damaging, or destroying of buses, is forbidden.** The student may lose privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions.
- **Keep the aisle clear.** Store personal items on your lap.
- **Keep the bus clean.** A waste container is provided at the front of the bus for all trash. Use this container when boarding or departing the bus only. Do not get out of your seat while the bus is in motion.
- **Use handrails** when boarding or departing the bus.
- Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing **are forbidden** and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.
- **In the morning, students will be dropped off the bus only at their designated school.**
- **In the afternoon, students will be dropped off only at their home or regularly designated stop of which they are currently living.**
- Sexual harassment/misconduct of a sexual nature is not permitted on the school bus. **Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them are forbidden.** Any student who believes he or she has been subjected to such behavior should immediately alert the school bus driver.
- **Consensual participation in any sexual act involving physical contact is forbidden.** Students will be suspended from the bus and recommended for expulsion.
- **No student should be subject to harassment and/or bullying.** This protection applies on the school bus. Any student who believes that he/she has been the victim of harassment and/or bullying should promptly report the incident(s) to his/her bus driver.

Switching routes is not permitted. **A child who is attending Lake Forest under special permission is not eligible for bus services.** Students who do not regularly ride the bus home in the afternoon **may not** ride the bus home in the afternoon with a friend.

School Bus Transportation (S.C. Law Section 59-67-420)

The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which student resides.

Parents/Guardians (S.C. Law Section 59-67-415)

Parents/guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

In addition, parents/guardians should ensure all contact information at the school is accurate and update information whenever changes occur.

Bus Tag Procedures

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K, or 1st grade child. The parent/guardian will be given 3 pick-up tags to distribute to any designee to be at the stop in their place. The designee may be another adult or student designee (4th grade, or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as a designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K, or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the student may be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

All 4K, 5K and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the students before afternoon bus dismissal. Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year.

Incidents of the parent/guardian/designee, with the numbered card, not being at the bus stop for PM drop-off, will result in all transportation services being discontinued according to the following schedule:

First Incident:	Warning
Second Incident:	Parent conference with (3) days loss of bus privileges.
Third Incident:	Parent conference with (5) days loss of bus privileges.
Fourth Incident:	Parent conference with (10) days loss of bus privileges.
Fifth Incident:	Loss of bus privileges for the remainder of the school year.

*Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

Video Camera Systems

All buses may be equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff. Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report (form 130-07). However, **if a student engages in severe misconduct as a first offense**, the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

School Bus Consequences

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

Level I	
Level I Offenses - Disorderly Conduct	Level I Consequences
<ul style="list-style-type: none"> • Refusing to follow driver directions • Getting on or off the bus at an unauthorized stop without permission • Standing or sitting improperly while the bus is moving • Riding the wrong bus without permission from the principal • General horseplay • Making loud noises • Profanity/Obscene Gestures • Littering • Possession of tobacco products, e-cigarettes or vaping devices • Delaying bus services by tardiness, loitering, etc. 	<ul style="list-style-type: none"> • 1st Referral -- Warning and parent contact • 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension • 3rd Referral -- Suspended from bus three (3) days and parent conference • 4th Referral -- Suspended from bus up to five (5) days and parent conference • Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense
<i>*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.</i>	
Level II	
Level II Offenses	Level II Consequences
<ul style="list-style-type: none"> • Use of tobacco products, e- cigarettes, or vaping devices • Throwing objects out of bus • Profanity directed at staff • Rude, discourteous behavior directed at staff • Vandalism [restitution may be required] • Harassing, threatening or intimidating another student • Fighting • Stealing • Inappropriate verbal or physical conduct of a sexual nature • Other safety violations that may interfere with the safe operation of the school bus 	<ul style="list-style-type: none"> • 1st Referral -- Suspension from bus up to ten (10) days and parent conference • 2nd Referral -- Suspension from bus ten (10) days and parent conference • 3rd Referral -- Suspension from bus thirty (30) days, possible removal and parent conference
<i>*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.</i>	
Level III	
Level III Offenses	Level III Consequences
<ul style="list-style-type: none"> • Possession, use or transfer of weapons • Sexual offenses (which include sexual acts that do not result in criminal offense) • Arson • Impeding the operation of a school bus • Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance • Threatening to take the life of or inflict bodily harm to a school employee • Ganging • Bomb threat 	<ul style="list-style-type: none"> • Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Disabled Students:

Students with disabilities will be discipline in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.