



# **Student and Parent Handbook 2019-2020**



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## GENERAL INFORMATION

<b>Office Manager:</b>	Kelly Disbrow
<b>Principal:</b>	Heidi Bishop
<b>Exceptional Student Coordinator:</b>	Elizabeth Bridges
<b>Phone Number:</b>	864-442-5577
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<b>Physical Address:</b>	1600 East Main Street, Easley, SC 29640
<b>Mailing Address:</b>	PO Box 1368, Easley, SC 29641
<b>Website:</b>	<a href="http://www.lakesandbridges.org">www.lakesandbridges.org</a>
<b>Facebook:</b>	<a href="http://www.facebook.com/lakesandbridges/">www.facebook.com/lakesandbridges/</a>
<b>Charter School Authorizer:</b>	South Carolina Public Charter School District

## Mission Statement

Building strong bridges between dyslexia and academic success.

## Mission

Lakes and Bridges Charter School empowers students to achieve the academic, technical, and social skills necessary to accomplish further educational and career goals through a supportive and motivational environment that emphasizes specialized, systematic, multi-sensory, and individualized instruction.

## Values and Beliefs

- **Academic rigor**, which is attained by setting the standard of rigor, equipping individuals through instructional and supportive methods, and providing opportunities for demonstration of achievement.
- **Intellectual curiosity**, which is embraced by providing opportunities to explore ideas and skills, even if they are not immediately or obviously useful at the moment, rewarding students who seek to acquire new knowledge and to learn the explanations for things even when the application of that new learning is not immediately apparent, and connecting such ideas, skills, and knowledge to other lessons when the time arises.
- **Organization** of both materials and behaviors, which requires individuals to collect all necessary resources to complete a task while stepping back to examine a complex situation.
- **Kindness**, which is extended to all through words and deeds, emphasized by lessons on empathy and generosity, and demonstrated daily.
- **Honesty**, which is emphasized in the LABCS honor code by recognizing success beyond grades and academic achievement.
- **Respect**, which is created and continued when individuals are valued for their unique gifts, abilities, and contributions.

- **Resilience**, which is demonstrated by staying on course to achieve goals in spite of obstacles or difficulties and is celebrated by adopting a growth mindset.

## Goals

### **Goal 1**

Lakes and Bridges Charter School students will demonstrate increased academic performance and mastery of SC College and Career Ready Curriculum Content Standards in core subject areas during each year of the school's operation.

### **Goal 2**

Through consistent and accurate implementation of evidence-based practices of instruction and support, LABCS will assist each child to increase leadership, prosocial behaviors, and to reduce or eliminate behaviors that interfere with learning.

### **Goal 3**

Lakes and Bridges Charter School students will demonstrate increased competence in their use of technology and increased mastery of student standards adopted from International Standards for Technology Education (ISTE) by SC STEM aligned standards.

## Equal Educational Opportunity

Lakes and Bridges Charter School provides equal educational opportunities for all individuals. Therefore, Lakes and Bridges Charter School prohibits all discrimination and harassment on the basis of ethnic or racial background, religious beliefs, sex, disability, immigrant or English-speaking status, or economic or social conditions. This policy extends to all aspects of the district's educational program as well as to the use of all district and school facilities and participation in all district- and school-sponsored activities.

## Family Educational Rights and Privacy Act

The *Family Education Rights and Privacy Act of 1974 (FERPA)*, a federal law, requires that the Lakes and Bridges Charter School, with certain exceptions explained below, obtain your written consent prior to any disclosure to an outside organization of personally identifiable information from your child's education records. However, unless you have advised Lakes and Bridges Charter School not to release such information, Lakes and Bridges Charter School may disclose to an outside organization without written consent appropriately designated "directory information."

Examples of outside organizations that may request the disclosure of directory information include but are not limited to those that publish yearbooks. Lakes and Bridges Charter School also receives requests for directory information from various media outlets. Students participate in a variety of school-related events and activities that are subject to some form of publicity. Information about and pictures of your child may appear in newspaper articles, on television, in

radio broadcasts, on displays, on the school and district websites, or in school and district promotional pieces, including but not limited to honor roll lists, yearbooks, newsletters, brochures, or fliers.

Lakes and Bridges Charter School has designated the following information as being directory information related to a student: the student's name, address, telephone number, photograph, date and place of birth, participation in activities, dates of enrollment, awards received, and the most recent school attended.

If you **do not** want Lakes and Bridges Charter School to disclose directory information from your child's education records to any outside organization without your prior written consent, you must complete the Opt-out for Media & Directory Information Form and return completed form to your student's principal **no later than fifteen (15) days** after registration. An Opt-out for Media & Directory Information Form is required to be completed and returned each year for students to retain opt-out status.

**Please be advised that if you do not submit a completed *Opt-Out for Media & Directory Information form* by the specified date, Lakes and Bridges Charter School is free to release or use directory information regarding your child as appropriate.**

### Health Insurance Portability and Accountability Act

The *Health Insurance Portability and Accountability Act (HIPAA)* requires Lakes and Bridges Charter School to maintain the privacy of protected health information and to provide individuals with notice of the school's legal duties and privacy practices with respect to this health information. *HIPAA* and its regulations specifically exclude any education records covered by the *Family Educational Rights and Privacy Act (FERPA)*, treatment records of a student over 18 years of age that are made or maintained by a health care professional and disclosed to no other persons, and employment records held by the school in its role as an employer. Therefore, the school acknowledges that the business activities of only some of its components may be considered subject to the privacy regulations of *HIPAA*.

### School Calendar

Lakes and Bridges Charter School calendar is available on the school website, <https://www.lakesandbridges.org/school-resources>. A copy of the school calendar is provided to each student at registration.

### Opening and Closing Times

Lakes and Bridges students school hours are from 8:15 am until 3:30 pm, Monday through Friday. All holidays and scheduled closings are listed on the school year calendar and in newsletters.



7:45 am	The school building will be open for students at 7:45 am (early stay will be between 7:15-7:45 am with a fee of \$5.00/day). All children who arrive at school between 7:45-8:15 am will go directly to their assigned areas. Teachers on duty will supervise children and allow breakfast. Due to safety concerns, please do not allow your child to cross the car rider line without being escorted. Students arriving after 8:15 AM must be walked in by a parent/guardian and signed in at the front office for attendance purposes.
7:50 am	Students receiving free or reduced meals or wanting breakfast must arrive at school by 7:50 am so they have time to eat breakfast before Bridge Rally.
8:15 am	Bridge Rally. Children should be ready for a great beginning to the school day.
3:30 pm	School is dismissed. Students must be picked up by 3:45 pm. After 3:45 pm, a parent/guardian will need to come to the office to sign their child out. If your child has not been picked up by 4:00 pm, he/she will be taken to the After-School Program and a charge will be applied for \$15.00 for one day of the After-School Program.

### Early Morning and Late Afternoon Supervision

Students should not be on school property prior to the established time for adult supervision to begin in the morning or after the time for adult supervision to end in the afternoon. The times of supervision will be provided to every student at registration.

Lakes and Bridges Charter School assumes no responsibility for the supervision of or protection for students who either arrive at school prior to the supervision time or remain at school after the supervised time without enrolling in the After-School Program on campus.

### Early Stay Program

Lakes and Bridges' Early-Stay Program is a fee-based service provided by LABCS. The hours for early stay are 7:15-7:45 am. There is no registration fee for the Early-Stay Program. Families are expected to pay the monthly invoices within the time stated on the invoice in order to keep their child in the Early-Stay Program. These invoices are sent out to the families after the first of the month. The fee for the Early-Stay Program is \$5.00 per day. Families with invoices that are past due will not be able to have their child continue in the Early-Stay Program until their balance is paid in full.

### After-School Program

Lakes and Bridges Charter School After-School Program is a fee-based service provided by the Easley YMCA. The hours are 3:30-6:00 pm. Students must be registered in the program. There is no registration fee.

The rates for the After-School Program are:

- \$45-50/week YMCA Members (3 Days or More)
- \$50-55/week Non-Members (3 Days or More)
- \$15/day drop-in rate. (1-2 Days Only)

Students in the after-school program must adhere to the rules/policies provided by the YMCA, as well as outlined in the Student Code of Conduct.

### Inclement Weather Information

During the winter months, inclement weather can result in unexpected changes in school schedules. If snow and/or ice are evident or expected on any morning, school officials will follow the decisions of the School District of Pickens County and will try to announce a schedule change by 6:00 am. Students and parents should check with **WYFF4** (TV and website) on any morning when snow or ice is evident or expected. Information is made available to employees, students, and parents through newsletter emails, social media, school website, and **WYFF4** (TV and website).

A decision about closing schools or delaying the opening of school will be made as early as possible. If a school opening is delayed, **WYFF4** (TV and website) will carry instructions about the time of the school's opening. In the event that snow, ice, or other adverse weather conditions materialize during the school day, school officials will monitor conditions closely. If dismissing schools early becomes necessary, notice of the decision will be sent by phone, email, and all other available communication platforms.

Please remember that we are a school serving areas with varied terrain. The weather and road conditions may seem fine in one area, while other areas are becoming hazardous. Our top priority in making a decision to close schools will always be student safety.

### SCHOOL SAFETY

The safety of students, staff members, and visitors to our facilities is a top priority at Lakes and Bridges Charter School. We always emphasize the importance of safety consciousness to our staff members.

#### Secure Campus

Your child's safety is our top priority! The school building is locked during the day, so all visitors to the school must ring the doorbell and wait to be buzzed into the office area. All visitors in the buildings, including parents and school volunteers, must sign in at the front office first. This regulation is for the protection of the children and faculty/staff so that we know who is in our building at all times. All parents and volunteers who will be in the building for any period of time will sign in at the computer and get a nametag issued by the office. Any person not wearing a nametag will be required to report to the office. When leaving the building, all visitors/volunteers

must turn in badge and check out through the office. No student or employee will be allowed to open a door for anyone that does not go through the front office first and have a name tag. See also Parent and Community Involvement> Volunteers

### Safety Drills

Fire and tornado safety drills are conducted on a regular basis. Lock-down drills to practice securing a school building are also practiced periodically. In accordance with state laws, a fire drill must be held monthly. Each teacher will be responsible for instructing pupils on the manner and route of exit during each drill. These rehearsals are necessary for helping students react quickly and responsibly in instances of emergency. Please discuss the importance of safety drills with your child.

### Staff IDs

All Lakes and Bridges staff will be issued a school ID. All staff will be easily identified by their Lakes and Bridges Charter School ID.

### Visiting Our School

To keep students and staff safe, Lakes and Bridges Charter School requires each visitor, volunteer, and vendor to enter through the school's office, show his/her picture ID, and sign in with the Office Manager.

Parents are always welcome but are encouraged to make an appointment to see a teacher or the principal. **Please understand that administration, teachers, or other staff members may not be available without an appointment.**

Parents, volunteers, or other visitors to the school are not to interfere with the supervisory or instructional responsibilities of the teachers.

Friends of students or students from other schools are not allowed to visit the school during the school day unless approved by the principal at or before checking in at the main office.

Visitors on campus who do not check in at the main office will be considered as trespassing. The administration is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. Such action will include the right to call in law enforcement.

### Smoke-Free Facilities

Act 25 of 2019 (H. 3420 – Youth Access to Tobacco Prevention Act of 2006)  
"Section 59-1-380.

(A) By August 1, 2019, every local school district in the State shall adopt, implement, and enforce a written policy prohibiting at all times the use of any tobacco product or alternative nicotine product by any person in school buildings, in school facilities, on school campuses, and

in or on any other school property owned or operated by the local school administrative unit. The policy also must prohibit the use of any tobacco product or alternative nicotine product by persons attending a school-sponsored event at a location not listed in this subsection when in the presence of students or school personnel or in an area where smoking or other tobacco use is otherwise prohibited by law.

(1) Notice to students, parents or guardians, the public, and school personnel please adhere to the following procedures and policies of the Youth Access to Tobacco Prevention Act of 2006.

(2) Signs prohibiting the use of tobacco products or alternative nicotine products by any person in and on school property are posted on campus and must be adhered to at all times.

(3) School personnel will enforce the policy, including appropriate disciplinary action if students, employees, or non LABCS personnel (contract/other workers, volunteers, visitors, etc.) are engaged in using Tobacco products or alternative nicotine products on school property during and after school hours.

(C) Disciplinary actions for violating the policy may include, but not be limited to:

(1) for students: administrator and parent or legal guardian conference, mandatory enrollment in tobacco prevention education or cessation programs, community service, in-school suspension, suspension for extracurricular activities, or out-of-school suspension.

(2) for staff: verbal reprimand, written notification in personnel file, mandatory enrollment in tobacco prevention education, voluntary enrollment in cessation programs, or suspension;

(3) for contract or other workers: verbal reprimand, notification to contract employer, or removal from district property; and

(4) for visitors: verbal request to leave district property or prosecution for disorderly conduct for repeated offenses.

(D) The local school district shall collaborate with the Department of Health and Environmental Control, the Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, as appropriate, to implement the policy, including as part of tobacco education and cessation programs and substance use prevention efforts.

(E) The policy may permit tobacco products or alternative nicotine products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, inhaling, or otherwise ingesting the tobacco product or alternative nicotine product.

(F) For purposes of this section:

(1) 'Tobacco product' has the same meaning as defined in Section 16-17-501.

(2) 'Alternative nicotine product' has the same meaning as defined in Section 16-17-501."

Please contact 803-734-4066 or 803-734-1215 should you have any questions.

All persons - students, faculty/staff members, administrators, visitors or patrons - are prohibited from using tobacco products and alternative nicotine products such as e-cigarettes in any district building or vehicle or on any school grounds.

This "tobacco-free" designation applies not only to normal school/office hours but also to any extracurricular, before or after school, or any unscheduled activity or event.

Students are not permitted to use, possess or transfer tobacco products or tobacco paraphernalia while on school grounds, in school buildings, or during any other time that students are under the direct administrative/jurisdiction of the school whether on or off the school grounds.

### Surveillance Cameras

Lakes and Bridges Charter School believes that safeguarding the welfare of its students, employees, and visitors and deterring acts of violence, harassment, vandalism, or theft are of the utmost importance. In order to enhance the safety and security of district schools, students, employees and visitors, the school has installed surveillance cameras at designated school locations. The school plans to use the footage from these cameras to deter individuals from violating school rules and to assist in the identification of individuals who engage in these actions.

The school respects the privacy of all individuals who enter district property and believes that this policy will balance that privacy concern against safety needs of students, staff, and visitors. The conduct of surveillance monitoring or recording and the use of surveillance cameras in the school are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws, including federal and state laws prohibiting wiretapping and electronic surveillance or aural communications.

Images obtained through surveillance monitoring or recording will be retained a minimum of 30 days by the school, unless such images have historical value, being used for an investigation of a particular incident, or as part of a potential claim against the district. Such videos will be maintained for as long as necessary, as determined by the school.

Cameras may be installed in places where the security of either property or people will be enhanced. Cameras will be placed schoolwide, inside and outside of buildings, and will be limited to those locations that do not violate individuals' reasonable expectations of privacy. No view will be greater than what is available with unaided vision. Surveillance cameras may record or monitor sound.

Students, parents/legal guardians, and employees will be reminded annually that surveillance cameras are in use.

Only individuals with a legitimate educational or law enforcement-related interest will have access to surveillance camera footage. The individuals who have a legitimate educational or law enforcement-related interest will vary from situation to situation.

The school does not consider surveillance camera footage to be directory information under the Family Educational Rights and Privacy Act (FERPA). The district considers surveillance video footage to be a part of the educational record of the students who are the main focus of the video. The footage is not part of the educational record of students in the background or those

who do not play a central role in the action being reviewed. The school retains the discretion to deny any person the right to watch a video.

The school may use surveillance video footage in disciplinary proceedings against students or may release footage to appropriate law enforcement authorities. If the district intends to use footage in a disciplinary proceeding, the district will notify the student's parents/legal guardians and provide them a reasonable opportunity to view the video prior to the proceeding.

Any person who tampers with or destroys a video surveillance camera, equipment or any part of the video surveillance system may be disciplined in accordance with board policy and/or applicable state, federal or local law. Any employee who violates the terms of this policy or, otherwise, misuses a video camera will be subject to disciplinary action, up to and including discharge. Any student who violates the terms of this policy or, otherwise, misuses a video camera will be subject to disciplinary action in accordance with the district's behavior code. Violations of the laws of the United States or the state of South Carolina may also be subject to criminal prosecution.

Any person who has reason to believe that a video camera is being used in violation of this policy, or in an otherwise improper manner, should immediately notify the principal/supervisor of the school. That individual will investigate the allegations and take appropriate remedial or disciplinary actions as necessary.

This policy does not apply to video cameras, digital cameras, webcams, etc., being utilized for reasons unrelated to surveillance activity or to cameras used covertly by law enforcement officers for criminal surveillance in accordance with South Carolina law.

## **PARENT INVOLVEMENT AND COMMUNICATION**

Our goal is to provide parents with clear and concise information. Email, as well as our website, the school's Facebook page, and the school's PTA Facebook page will be used for providing school-wide information. Please make sure you have a viable email address and that you check it frequently (remember to check the spam/junk folder).

Each of our teachers has a school email address, which will consist of their first initial and last name @labcharterschool.org. Parents are asked to use email to communicate with teachers rather than calling the school. Keep in mind, however, that teachers will NOT be checking email continually throughout the day. If it is an emergency, do NOT rely on email; call the main number of the school and speak with office personnel.

Make sure the school has current demographic information on file for your child: address, home phone number, cell phone numbers, work numbers, and email addresses for each parent/guardian, as well as emergency contact information in the event that the parent/guardian cannot be reached.

There is a school messenger system that allows us to send mass emails to all of our parents/guardians.

In the event of an emergency, you will receive a phone call and email. If you receive a phone call and do not answer the call, please check your email before calling the school. If it is an emergency, we will be unable to field phone calls as our focus will be on ensuring that our students are safe.

Parents will have access to their child's attendance and grades at all times through the PowerSchool Parent Portal, as well as email directly to their child's teacher. Logins to the PowerSchool Parent Portal will be sent home with each student within the first month of school.

Students will also receive grade reports on a very specific schedule, which parents will find listed on the school calendar.

### **Notes Required from Parents/Guardians**

- Absence
- Tardiness
- Request for Early Dismissal
- Request to be Excused from Recess or Physical Education
- Field Trips
- Change in Transportation (including riding home with someone else or if another person is riding home with you. A note is required of both parents, a parent of the child with the change in transportation as well as the parent picking up the child)

### **Parent Teacher Conferences**

We encourage constant communication between Lakes and Bridges Charter School's teachers, administrators, and our parents. We will do whatever we can to make this possible. In the event that you would like to schedule a meeting with your child's teacher, please email that teacher directly so that a meeting date and time can be scheduled. There must be a minimum of a 24-hour notice for a conference. There will be designated dates and times of school-wide parent/teacher conferences scheduled at a minimum of twice per school year, which may be in addition to or included in IEP, 504, possible retention, and/or behavioral conferences. We ask that parents not engage teachers in discussions about their child while in the presence of other parents or children.

### **School and Parent Partnerships**

The Lakes and Bridges Charter School Board recognizes the special importance of parental involvement to the success of all students regardless of learning needs, race, culture, gender, and/or economic status. In keeping with these beliefs, it is the intention of the school and district

to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning.

In order to promote parent involvement Lakes and Bridges Charter School will promote the expectation of parents to participate in:

- Activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include LABCS promoting cooperation between the school and other agencies or school/community groups to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Activities that parents will support the implementation strategies in the school's educational process, including enabling families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to do the following:
  - Provide input into school policies.
  - Volunteer time within the classrooms and school programs.
  - Complete surveys related to parent involvement at each school, the district level, and at the state level.
  - Access, upon request, instructional material used as part of the educational curriculum.
  - If applicable, provide information in a language understandable to parents and guardians of the students.

### Student Fees

A supply fee of \$75/student will be required at the beginning of the school year. This fee will cover all necessary consumable supplies needed by the student for the school year, as well as a LABCS shirt. Because a characteristic of dyslexia is difficulty with organization, Lakes and Bridges Charter School will provide all supplies so that there is consistency throughout the school in order to establish and maintain school-wide organization. If a child qualifies for reduced lunch, the supply fee will be \$20. If a child qualifies for free lunch, there will be no supply fee.

### Volunteering

We support and encourage volunteers in our school. Volunteers work in cooperation with LABCS to help meet the needs of the children and the school staff and to represent the community in fulfilling its responsibility to the schools beyond merely tax support. By supplementing and complementing the work of the classroom teacher, volunteers make a difference to many people—the child, the family, the teacher, and the entire community. Volunteers give students a chance to see parents and other interested citizens involved in school activities in a helping relationship.

- **Training:** Each volunteer who will have direct contact with students must complete an online Volunteer Application in addition to receiving annual training from Lakes and



Bridges Charter School. Annual training will address bloodborne pathogens, sexual harassment, and volunteer procedures at a local school.

- **Background Checks:** Lakes and Bridges checks all visitors and volunteers through the National Sex Offenders' Registry (any fee incurred for this check will be paid by the parent/guardian/volunteer). We also require a background check through the South Carolina Law Enforcement Division (SLED) for all persons who chaperone students on field trips and those who escort or supervise students without a district employee present. The chaperone/volunteer will be required to pay \$26 for his/her check. Checks should be made payable to the school. Volunteers who need background checks should arrange to have them completed early in the year. Background checks must be requested and paid for two weeks before the date of any field trip. LABCS does not provide copies of background checks; they are retained for office use only.

### Instructional Equipment, Books, and Materials

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Students must understand that books and materials are expensive, and that they should be cared for properly. Students will be instructed where to print their name and their teacher's name in their books. Books must not be written in or on unless they are consumable books and the teacher has directed that they may be written in. Charges will be made for damaged or lost books and/or materials. Students are responsible for the care of personal and school materials.

Replacement or repair fees will be assessed for damaged books. These fees are meant to discourage the damage of or deliberate defacing of school items. If a book is no longer able to be used by another student, the fee will be the replacement cost of that book.

Parents and students are asked to check the books assigned each year and to record any damage found, as well as to report that damage to the teacher. Any damage found once the book is turned in that has not been previously reported will be charged to the student. If a textbook is lost, parents will be required to reimburse the school for the cost of the book. We ask that all textbooks be covered in order to protect and preserve the covers of the book.

### Student Nutrition

Lakes and Bridges Charter School will not initially provide breakfast and lunches prepared at the school. Students will bring their lunches from home or purchase lunches brought in from contracted sites. Children who qualify for reduced lunch, will have their lunch provided at a reduced price, and children who qualify for free lunch will have their lunch provided at no cost.

## APPLICATION POLICY AND PROCESS

Lakes and Bridges Charter School has been granted the status of an alternative educational campus [SC Charter School Act of 1996; Section 59-40-50(B)(7)] and limits its enrollment to qualified students in rising grades 1-6 whose primary learning disorder is dyslexia/SLD.

Qualified students are those who complete the application process and have characteristics of dyslexia or a related learning disorder, or have demonstrated need for such specific services through (but not limited to) documentation in an IEP, 504 plan, or documentation from previous schools that the student is not meeting grade-specific standards in literacy.

The application of any eligible student will be accepted, and that student admitted if there is space available. If the number of applications received for a grade level during the open enrollment period exceeds the available number of openings, then all the applications for that grade level will be placed in a lottery.

- **Lottery Process:** Beginning January 1 through February 15 of each year, Lakes and Bridges Charter School will accept pre-admission applications. If there are more qualified student applications than seats available, the school will hold a public lottery the first week of March.
- **Waiting List Policy:** A waiting list will be established using the lottery system whenever capacity is exceeded, and the students on the list will be contacted if and when openings occur during the current school year only until the closing of enrollment. The waiting list does not roll over to the following school year. A new application must be completed online during the open enrollment each school year to be included in the lottery.
- **Notification of Acceptance Policy:** Parents/guardians will be notified of their child's acceptance or placement on a waiting list by an official email and letter from the Admissions Committee following the conclusion of the lottery.
- **Acceptance of Seat Policy:** After notification of acceptance, a student registration packet must be completed and submitted by the date set by the Admissions Committee; otherwise, a seat cannot be guaranteed for that student. Newly enrolled students must be present on the first day of school; otherwise, their seat will be assigned to the next student on the Waiting List. Parents must provide proof of grade placement/promotion from their previous school.
- **Age Requirements:** Students who are six years of age on or before September 1 are eligible for entrance to first grade.
- **Enrollment:** Once students are enrolled in Lakes and Bridges Charter School, they do not need to reapply.

- **Siblings:** Once a student is enrolled, a sibling of that student has priority for enrollment provided they meet the requirement for a qualified candidate, and there is space available in the grade level needed.
- **Proof of Residency:** Each year, parents will be required to provide proof of SC residency.

### Proof of Residence.

To ensure that students are eligible for enrollment, Lakes and Bridges Charter School requires the parent/guardian to furnish proof of South Carolina residence. Documents which may be used for this purpose are as follows:

- A copy of the parent's/guardian's current monthly utility bill (electricity, gas, water, etc.) showing the correct billing name and service address; or
- A copy of the parent's/guardian's current cable television or satellite service bill, as long as it shows the service address and billing address;

**Landline telephone bills, cellular telephone bills and pager bills are NOT accepted as proof of residence.**

In the event that the parent(s)/guardian(s) cannot produce any of the above documents and state that they live with someone else (i.e., boyfriend, girlfriend, parents, grandparents, etc.), an Affidavit of Residence must be completed by the parent(s)/guardian(s) **AND** the person with whom they live and properly notarized by school personnel. It should be noted that there are criminal penalties for providing false information on the Affidavit of Residence.

## ATTENDANCE

### Absences from School

A student must provide (within 3 days of absence, or if the student has several continuous absences, within 3 days after the student's return to school) a written excuse from a parent, guardian or health practitioner for all absences other than those approved by the principal for a school-sponsored activity.

A valid excuse must:

- include the date;
- list the student's full name;
- contain the date(s) of the absence(s);
- list the reason for the absence(s);
- list a telephone number of the parent (if needed for verification); **and**
- include the signature of the parent/guardian or a licensed/certified health practitioner.

If a death in the family occurs after the 10th day, an obituary notice must be provided to the school for that day(s) to be excused.

With approval from the principal, students may be absent for a portion of the school day or the entire day for school-sponsored activities, such as field trips, academic competitions, athletic events, or other extracurricular activities. The school will not count the student absent from class/school in such cases.

State attendance regulations require school personnel to conduct a Student Attendance Intervention Conference for every student who accumulates 3 consecutive unexcused absences or a total of 5 unexcused absences. At the conference, the parent or guardian and school personnel will address ways to correct and/or improve the issues.

Once a student has accumulated 10 absences -- regardless of the reason -- an excuse is required from a licensed/certified health practitioner for any further absence. That is, no parent-written notes will be accepted to excuse an absence after the student has accrued the 10th absence.

### Truancy

A student who is absent from school or any class without permission may be subject to disciplinary action (e.g. detention, suspension, expulsion, and/or ineligibility for participation in athletics or other school activities). Students under the age of 17 with excessive absences will be reported to the district's Director of Student Services. An absence is considered unlawful if the student is absent without parental knowledge or without an acceptable reason – with or without parental knowledge.

Truancy can have a devastating impact on a young person's education. The South Carolina Compulsory School Attendance Law requires that children between the ages of five (5) and seventeen (17) years attend school regularly. The law mandates that parents assure the presence of their children at school. Section 59-65-20 of the Code of Laws of South Carolina 1976 states: "Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than \$50 or be imprisoned not more than 30 days; each day's absence shall constitute a separate offense . . . ."

What the law means is that for any unlawful absence that a child accrues, the parent or guardian could be fined \$50 or serve 30 days in jail for each unexcused day. Parents are encouraged to work with school staff members to assure that their children attend school. Parental support will make a world of difference in a child's future. If parents make education a priority, so will their children.

## HEALTH ROOM POLICIES AND PROCEDURES

### Student Emergency Information Form

A Medical Information Form must be completed by a parent/guardian. Please be thorough and print all information clearly. This is confidential health information. It is also the way we reach you in case of an emergency at school. If, at any time, **ANY** of the contact information should change, please notify the school office immediately. In an emergency, we must have another person that can be called, preferably two contacts. Please list all medical conditions that we should be aware of and medications that are taken by the student.

### State Immunization Requirements

A child cannot be enrolled at Lakes and Bridges Charter School without a valid SC Certificate of Immunization (DHEC form 2740 or 1148) or a Medical, Religious, or Special Exemption (DHEC form 1126 or 1123). If your child does not have the proper form, you must take his/her shot records to your physician or the county Health Department and they will print, mail or fax a copy to you and/or the school. Our fax number is 864-442-5580.

### Medication Policy

ALL MEDICATION MUST BE IN THE ORIGINAL, UNOPENED CONTAINER.

All PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school. Get a Medication Administration Permission form from the nurse or office to take with you to the physician's office.

All PRESCRIPTION and OVER THE COUNTER MEDICATION must be administered **as labeled** (please read label).

OVER THE COUNTER (OTC) MEDICATIONS may be provided by the parent/guardian if it is in a new, unopened original container, clearly labeled, and is accompanied by a parental signed Medication Administration Permission form. **If it is to be given for more than 14 consecutive days, a physician's authorization/order is also required.**

OTC MEDICATIONS may not exceed package directions for administration. If more is needed, a Medication Administration Permission form will need to be filled out/signed by physician **AND** the parent/legal guardian. For example, if the package directions say for ages 12 and up, the student must be 12 or older in order for them to be able to take the medication without an MD order.

We CANNOT administer any medication after the manufacturer's expiration date.

We can only administer medications with FDA approval.

No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes, but is not limited to, Pepto Bismol, Excedrin, and some OTC cold medications.

Students are not allowed to carry ANY medication on their person without physician permission, parent/guardian permission, and school permission to self-administer and self-monitor (SC Law S144). The ONLY medications that can be in student's possession (with proper authorization) are for asthma, diabetes, and severe allergic reactions. Other than those medications, all medication will be maintained in the health room. Medications that are state approved for self-administering/monitoring are inhalers, insulin, and Epi-Pens for 4th graders and up. These medications must be authorized by the physician and school administration/nurse before being sent with the student.

A Medication Self-Administration form must be completed by the parent/guardian and physician. Medications must be in the original, unopened packaging and appropriately labeled. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, the school may refuse to allow the student to carry his/her medication. It is preferable to also have the medication/inhaler in the nurse's office in case the student forgets it (e.g. inhalers).

All medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian, or a designated adult with a signed Medication Administration Form. If it is a prescription, it also has to be signed by an MD/NP in the original bottle.

In the event that the school nurse is unavailable, other school staff have been trained to assist with medications.

Medication needed on field trips is also covered by this policy and must be given to and administered by the designated staff of Lakes and Bridges Charter School. Medicines to be taken while on field trips must be in a pharmacy-labeled bottle with the exact number of medicines to be given. There are separate permission forms for medications on field trips, which will be distributed before the planned field trip.

### Exclusion from School

The following is a brief sampling of common reasons children should be kept home. There are many more contagious conditions which would merit exclusion. If your child is diagnosed by a licensed health care provider with a contagious condition, please notify the school's nurse. Our first concern is for the wellbeing of each child. If there are changes/concerns regarding your child's health status, please contact the school's nurse. Thank you for supporting our efforts to keep all our children healthy!

### Symptoms for When a Child Should Remain at Home

We will follow the SC DHEC's recommendations. Those can be found at <https://www.scdhec.gov/sites/default/files/Library/CR-010752.pdf>

- **FEVER:** A child who has had a fever of 100 degrees F. or more should stay home for at least 24 hours after fever has passed without the use of fever-reducing medications.
- **VOMITING:** Students who have vomited should remain home for at least 12-24 hours from the last episode and have been hungry for and kept down 2 normal meals.
- **DIARRHEA:** Students who have loose/liquid stool should remain home until normal bowel patterns return.
- **SECRETIONS:** Drainage from a wound, rash, or eyes. Significant runny noses and/or profuse cough need to remain home until the secretions have diminished to a controllable/containable level.
- **GENERAL ACHES/PAINS:** If your child has any physical discomforts (e.g. stomachache, headache, sore throat, etc.), carefully assess your child. Your child should stay home if they have any of the above accompanying symptoms or are too uncomfortable to be able to concentrate in class.

### Individualized Health Plans (IHPs)

Registered Nurses write IHPs to guide how a student's health care needs will be met while at school. IHPs are developed for students who have special health care needs that must be met by school staff during the school day. The nurse works with the student, parents, health care providers, and school staff to develop the plan. Any questions about the IHP, please consult with the school nurse or principal.

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

To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A school decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the Lakes and Bridges Charter School Exceptional Student Coordinator.

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

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

### **Student Records**

The Family Education Rights and Privacy Act (FERPA) requires that student records be maintained confidentially and provides parents and students various rights with respect to student records. In addition, FERPA allows certain types of personally identifiable information, known as "Directory Information," to be released by Lakes and Bridges Charter School without the consent of a parent/guardian or student. Students and parents can review their rights under FERPA at Lakes and Bridges Charter School's website found at <https://www.lakesandbridges.org/school-resources>. Parents may request that Lakes and Bridges Charter School not release any directory information regarding his or her student by notifying the principal in writing no later than the first day of school, August 20, 2018.

### **Access to Student Records**

The Family Education Rights and Privacy Act (FERPA) regulates what may be contained in student records and who may have access to them. Parents of students under 18, or students over 18, have the right to inspect such records and to object to material in them. They also have the right to deny access to those records to anyone except school district employees with a legitimate educational purpose for reviewing them. Both federal and state regulations provide for the transfer of education records

### **Transfer of Records**

Students who are transferring to another school must be checked out of Lakes and Bridges Charter School by the LABCS Exceptional Student Coordinator.

### **Individualized Education Program (IEP) Records**

Requests for Individualized Education Program (IEP) records for a student currently enrolled in a school should be made through the school the student attends. All requests must be submitted in writing to the principal or the Exceptional Student Coordinator.



### Changes in Information

It is always essential for the school to have a student's current address and phone number. Additionally, the school must always have an alternate emergency number so that parents/guardians can be reached.

Our emergency contact system allows us to communicate with all parents by telephone and email to provide timely information about emergencies, school closings, absences and school events. Because the system uses contact information from our student database, parents should always make sure that the school has correct contact information.

### Curriculum and Instruction

Learning to read effectively and efficiently is the guiding and overarching goal for LABCS students. Research reveals that the most important factors in reading instruction are the intensity and fidelity of instruction, the use of assessment to guide instruction, differentiation of instruction to meet individual needs, and teaching to mastery. All teachers and classroom assistants will be trained in multi-sensory, structured language pedagogy, the Orton-Gillingham Approach, and are committed to using evidence-based methods to teach each student the content and strategies that are vital to reading success. Ongoing professional development focuses on innovative practices and curriculum to meet the needs of dyslexic learners. Continuous training in instructional best practices, multisensory instruction, student data analysis, technology, and social skills development ensures that teachers have sufficient knowledge to adjust their teaching to the needs of each student.

Students at LABCS strive to master South Carolina College and Career-Ready Standards (SCCCR) in order to build strong educational foundations that will enable them to succeed in their chosen college and career paths. Recognizing the challenge of providing each student the time and instructional intensity to master foundational reading skills, LABCS teachers infuse literacy and multisensory instruction into every class throughout the school day. In addition to academic classes, students have weekly social skills classes studying the values put forth in *The Leader in Me*, which teaches 21st century leadership and life skills and creates a culture of student empowerment based on the idea that every child can be a leader. Students also have technology instruction infused into all classes with frequent opportunities to learn and practice new skills.

Student progress will be tracked with universal screening benchmarks such as, but not limited to, Measures of Academic Progress (MAP) testing. Progress Monitoring to assess students' academic growth and evaluate the effectiveness of instruction to include standardized and curriculum-based measures, weekly informal testing, and student work. Teachers, administrators, students, and parents will share information regarding students' progress and will constantly track rates of learning and performance.

### **English for Speakers of Other Languages**

Lakes and Bridges Charter School offers the English for Speakers of Other Languages (ESOL) program. The ESOL program provides instruction to Non-English Speaking (NES) and Limited English Proficient (LEP) students using a tutorial model. ESOL services are provided to students according to each student's level of proficiency as determined by the WIDA ACCESS Placement Test (W-APT) and Assessing Comprehension and Communication in English State-to-State (ACCESS).

The ESOL program supplements the services the ESOL student receives in his or her regular classroom. Working collaboratively with the child's classroom teacher, the ESOL teacher prepares an individualized curriculum for each student to meet his or her general language needs. This curriculum reinforces concepts in the student's content area classes but does not replace the content instruction in the regular classroom.

The goal of LABCS's ESOL program is to provide equal educational opportunities to students who have a primary or home language other than English. The goal of the ESOL program is for each student to achieve listening, speaking, reading, and writing proficiency to be successful in all classes.

### **Migrant Education Program**

The purpose of the Migrant Education Program (MEP) is to ensure that migrant students have the opportunity to meet the same challenging state content and students' performance standards that all children are expected to meet. School districts provide educational and support services that assist migrant students to overcome educational disruption, cultural and language barriers, and other problems that result from repeated moves. A "migratory child" means a child who is, or whose parent or spouse is, a migratory worker in the agriculture or fishing industry, and who, in the preceding 36 months, has moved to obtain temporary or seasonal employment in the agricultural or fishing industry. For more information, please contact your school.

### **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act ensures education rights and protections for children and youth experiencing homelessness. The Act ensures that homeless students enroll in school immediately and continue their education with as little disruption as possible. The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence.

Lakes and Bridges Charter School will adhere to the McKinney-Vento Homeless Assistance Act and will respond appropriately to the needs of any student based on parental and/or agency information and communication.

For more information, please contact your local school or the Lakes and Bridges Charter School administrative offices.

### Special Services

It is the goal of Lakes and Bridges Charter School, in conjunction with the Individuals with Disabilities Education Improvement Act and Section 504, to provide full educational opportunities to children with dyslexia and other language-based learning disorders as appropriate.

Lakes and Bridges Charter School strives to ensure that students with dyslexia and other language-based learning disorders develop mentally, physically, and emotionally through the provision of a free and appropriate education that has been individualized and developed in the least restrictive environment.

The Individualized Education Program (IEP) states in writing the special education programs and services to be provided to each LABCS student qualified for such programs and services. Services from a speech therapist, occupational therapist, physical therapist, or school psychologist may be recommended by teachers, students, and/or parents. Procedures for referral are available at the school.

### Technology

The use of technology in the schools is a privilege and, therefore, must be used responsibly. Any student who fails to follow established technology rules will be disciplined according to the level of the offense. The principal and/or designees will use discretion in dealing with the severity of each offense within each level and in dealing with repeat offenders within any level.

### Electronic Devices

With the exceptions outlined below, the Lakes and Bridges Charter School policy prohibits the use of the following electronic devices during school hours: cell phones, iPods, iPhones, iWatches, CD players, digital cameras, electronic games and toys, laser pointers, laptop computers, tablets, iPads, or any other electronic devices. If your child's IEP requires the use of such a device, Lakes and Bridges Charter School will provide the device for use during school hours.

School hours are defined as beginning with the student's arrival on campus and ending when the student has entered their parent's/guardian's/carpool's car to leave for the day. Students must adhere to the school's established communication devices/cell phones protocol as directed. Failure to adhere to the policy established will result in confiscation of the device. Chronic issues of failure to adhere can result in further disciplinary actions.

### Children's Internet Protection Act

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. Lakes and Bridges Charter School has protocols and policies in place to meet CIPA requirements. Those include content filtering and virus protection software; both are updated

daily. Additionally, each network user's activity is always monitored through the filtering and protection system. Lakes and Bridges Charter School students will also receive instruction regarding internet safety.

### Social Media

Almost everyone utilizes social media, such as Facebook, Instagram, etc., to share information about themselves and/or their family. Organizations use social media, such as Facebook, Instagram, etc., to share information about the organization. Lakes and Bridges Charter School will use school-approved and endorsed Facebook and other forms of social media to enable our school community to exchange information with our stakeholders about events at the school and to enable our stakeholders and community to communicate with us.

Lakes and Bridges Charter School will not permit the school's Facebook page to be used as an opportunity to bash the school, students, or teachers. We reserve the right to delete or block individuals who post negative or hurtful comments. At Lakes and Bridges Charter School, we always want to model respectful behavior and civility, and this is as true with our behavior on social media as it is with personal interactions.

### CODE OF CONDUCT

Lakes and Bridges Charter School intends to build a foundation of knowledge and critical thinking skills necessary for children to become independent learners. In order to accomplish this, we must have a learning environment where teachers teach and students learn.

### Expectations for Student Behavior

Lakes and Bridges Charter School students shall:

- Attend school regularly and be punctual.
- Be respectful to adults and fellow students always.
- Obey the expectations of the school, its teachers and staff, and all adults employed at Lakes and Bridges Charter School.
- Be honest in all that they say and do.
- Complete all assignments to a high level.
- Not engage in behavior that disrupts or physically, socially, or emotionally (or similar) injures others at Lakes and Bridges Charter School or elsewhere.
- Show pride in themselves and Lakes and Bridges Charter School by dressing neatly and being well-groomed.
- Show pride in their school by taking care of the facility, books, furniture, and all instructional materials.
- Work well with others and if problems occur, seek advice or help from others.
- Protect the learning environment against all interruptions by reporting to their teacher or the administrators if problems arise.
- Always treat everyone at Lakes and Bridges Charter School with respect and courtesy.

Expectations for conduct will enable all Lakes and Bridges Charter School students and families to understand what we expect of each student while at school and while at school-sponsored activities. Students who are involved in activities at school or outside of school that endanger the health, safety, and physical/social/emotional well-being of others or disrupt the learning environment will be subject to disciplinary actions.

### Dress Code

The use of a uniform dress code provides a common element upon which the culture of a school is built. At Lakes and Bridges Charter School, we want our students to be known by the content of their character and their abilities rather than by fashion.

The dress code is as follows:

### Polo-Style Shirts

Any solid color polo-style collared shirt is acceptable. No stripes, patterns, designs, large logos, or similar are allowed. Polo shirts do not have pockets. A solid, white t-shirt or turtleneck may be worn under the polo shirt during cool weather. The polo shirt must be tucked into the student's pants, skirt, skort, or shorts and worn under the student's sweatshirt, sweater, vest, or jacket should he or she choose to wear one of those items.

### Pants

Pants must be solid color khaki, navy blue, or black for both male and female students. Students are expected to wear their pants at the normal waistline and pants must be hemmed. Pants should not contain any pins or staples as may be evident when first purchased. Furthermore, please be mindful of the following: no baggy pants, no shredded cuffs or rolled up cuffs, no cuffs dragging on the ground, no jeans or corduroy pants of any color, no cargo style pants (this is indicated by an exterior side pocket), no leggings or jeggings, no yoga pants, no design, pattern, logo, or lettering on the pants.

### Shorts

Shorts must be solid color khaki, navy blue, or black for both male and female students. All shorts must be Bermuda length and should not be higher than 2" above the knees. As far as the bottoms, no athletic shorts (jogger, workout, gym, board, jersey knit, terry knit, nylon) are allowed. If in doubt, stay with cotton or cotton blend twill material.

**Additionally, no cargo shorts or pants are allowed. Cargo shorts and pants are defined as having large, exterior folded pockets on the sides of the legs at thigh level. Small, interior pockets on the side are acceptable.**

**All shorts, pants, skirts, skorts, and jumpers can be solid colored khaki, navy blue, or black. No patterns, prints, designs, or similar will be allowed. The waist can be elastic or regular.**

### Skirts, Skorts, and Jumper Dresses

Skirts, skorts, and jumper dresses must be khaki and possess a hem. Skirts and skorts should be worn at the normal waistline. Additionally, please note the following: Skirts, skorts, and jumpers should not be higher than 2" above the knees.

Solid, black or white tights or leggings may be worn under a skirt, skort, or jumper dress in cold weather (tights may not have a design or pattern and may not possess any holes).

### Sweatshirts and Sweaters

A solid sweatshirt or sweater is acceptable and must be worn on top of the polo. Sweatshirts and sweaters must not:

- be worn inside-out;
- be worn alone; or
- possess any design, pattern, logo, or lettering.

### Outerwear

Jackets for outdoor wear can be the student's choice of design or pattern; however, outerwear may NOT be worn inside the building and must be taken off upon entering the building and placed in the student's cubby or hung on a peg.

### Shoes, Socks, and Belts

Students are permitted to wear footwear made of canvas, plastic, rubber, leather, fake/faux leather, or leather-like synthetic compound with either a rubber sole or leather sole, which includes dress shoes, casual shoes, and athletic shoes. Please note the following:

- shoes and laces must be a solid, non-neon color
- belts must be solid black or brown and have plain buckles (no symbols or initials)
- belts cannot be more than one waist size larger than student's waist
- shoes must match
- bedroom slippers, shower shoes, stilettos, and wedges are not permitted

### Additional Prohibited Items

- no distracting fashion trends (to be determined by administration)
- no sunglasses or other eyewear, unless it is prescription eyewear
- no wallet chains or jewelry that can cause a safety hazard
- no piercing other than in the ears
- no extreme hair styles/colors which are disruptive/distracting to the educational process (to include bandanas and other accessories)
- no clothing that displays inappropriate material (to be determined by administration)

### Recess/Playground Rules

1. Team play is allowed if the teacher chooses.
2. A teacher must supervise team games.
3. Individuals may play games involving the practice of skills.
4. Always stay in view of the teachers.
5. Wait your turn for use of equipment.
6. Treat others with respect.
7. Always stay inside the recess area.
8. Ask for permission from the adult in charge to leave the playground area.
9. Listen for the lineup signal.
10. Students are to throw only recess balls.
11. Aggressive play is not allowed.
12. Appropriate language is to be used at all times.
13. Use recess equipment appropriately.
14. Students should not exclude others from group play or games.

### Restroom Rules

1. Leave all classroom materials outside of restroom (pencils, pens, books, paper, etc.).
2. Use good manners (RESPECT).
3. You must have permission and a pass to use the hallway restrooms.
4. Only one student in a stall at a time.
5. Leave restroom neat and tidy (paper in the trash, no excessive water splashed on counter or ground, etc.).
6. Always leave lights on.

### Hallway Rules

1. Walk down the right side of the hallway so that others can pass on the opposite side during class and group changes.
2. Talking should be allowed at a whisper only to respect others in the learning environment.
3. Follow teacher directions for where hands should be (at sides, behind back, etc.).
4. Keep hands, feet, and objects to self.
5. Keep hands and objects away from student work and displays to keep our school environment neat and inviting.

### School Telephone and Messages

1. Please do not ask for a teacher to be called to the telephone during school hours, except for an emergency. Phone the office manager or the teachers' direct line and leave a message for the teacher to call you.
2. Student calls are done on a limited basis and with the help of an office staff member. Calls will not be made to get permission to go home with someone else. Only emergency-oriented calls will be made.



3. Do not attempt to discuss confidential matters over the telephone. Please call and arrange a conference with the teacher or principal.
4. Please do not call between 3:00-3:30 pm and ask for a message to be delivered to a student, except in an emergency. Talk over plans for a students' transportation home prior to his/her leaving home in the morning. Please call prior to 3:00 pm if you have a change in plans that your child should know. This will give our staff time to locate and give the message to your child.

### Toys/Contraband

Personal toys, radios, music players, handheld audio/game systems, etc., are not allowed at school unless the teacher requests that certain items be brought to school for a specific purpose. If a teacher does request this, a written request will be sent home with the student, as well as through the teacher communication, Bloomz. **Any type of weapon or toy weapon is strictly prohibited. These items become the property of South Carolina Law Enforcement and will NOT be returned to students or parents.** Any of these items, or any items that may injure anyone or cause a disturbance, are not allowed at school and will be taken from the student. If a parent/guardian wishes to reclaim these items, they may come to the school for them. The school will not be responsible for any item that is damaged or disappears at school.

### Weapons

While on school grounds, in school buildings, or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons.

### Heelies

"Heely" shoes, with wheels inserted, are not allowed at school. If the shoes are worn to school with the wheels inserted, then the student will be asked to remove the wheels and the wheels will be kept in the office for the parent/guardian to retrieve. If the wheels cannot be removed, then the parent/guardian will be called to bring another pair of shoes.

### Animals

All animals should be kept at home unless the principal has granted prior permission. This is due to allergies and the general safety for our students.

### School Parties

Teachers may recognize students' birthdays, but birthday parties are not permitted. Personal party invitations may only be given out at school **ONLY** if there is an invitation for all students in the class. Cupcakes may be served during lunch if a parent/guardian chooses to send them. If a



student receives flowers, balloons, etc., at school, the items may be picked up from the office after 3:25 pm.

### Morning Arrival Procedures

Parents who bring students should observe all traffic signs and rules given by the school.

1. For students who are in the Early-Stay Program and being dropped off between 7:15 and 7:45, must be dropped off at the drop-off side of the building on the Frank Parrott Road side of the building.
2. Do not let children out of the car in the parking lot that forces them to cross a lane of traffic, unless you are accompanying them on foot. If you are going to walk your child across, you must park in a lined parking space to avoid blocking traffic of other parked cars.
3. All cars must enter the parking lot at Hwy 93/East Main Street and follow the arrows to the back side of the school facing Frank Parrott Road; this is the side of the building for drop-off.
4. Students should not exit the car or enter the building until a staff member is on duty to monitor them.
5. Students exiting the car on the driver side of the car must wait for a staff member to come around the car and escort them to the sidewalk.
6. All car rider students will enter the building through the car line doors at the side of the building on Frank Parrott Road and proceed to the designated arrival area.
7. Follow all instructions or directions by the staff member on duty if requested to do so.

### Afternoon Dismissal

Parents who pick up students should observe all traffic signs and rules given by the school.

1. For your child's safety, students will be given a card with the last name of each child being picked up in the car. Cars without cards will be asked to park and go into the office to show ID. For carpools, cards will be given with all the students' names on it for each member of the carpool.
2. Students will be waiting in the designated pickup area for their car to enter the pickup zone (this is the same area as morning drop off). When their name is called, students will move on the right side of the sidewalk as far away from the cars in line as possible, to one of the loading stations to enter their car with the assistance of a staff member.
3. Students will be loaded in cars by teachers. All cars in the loading zone will be loaded before they can depart the loading zone and exit the parking lot at Frank Parrott Drive. When all students in the line are loaded, car number one will be given the signal by the staff member stationed there.
4. No students will be picked up outside of the loading zone unless approved by administration before dismissal time.
5. Students loading on the driver side of the car must be escorted to that side of the car by a staff member before moving into that lane of traffic.
6. This procedure will be repeated until all students have been picked up.

7. Parents are not to walk up to get students from the dismissal area. Please remain in cars and load as directed.

## **Bullying**

Lakes and Bridges Charter School prohibits the bullying or intimidation (to include physical, social, emotional, and similar) of a student by another student always. It is very important that information in all situations be weighed and evaluated, but bullying has become an issue in schools that severely compromises the well-being of the student(s) involved. In the event a student has been accused of or committed the offense of bullying or has been the victim of bullying, the school will notify the parent(s), guardian(s), or other person(s) having control or charge of such student and disciplinary actions will be taken as appropriate.

We are including below information in this section on bullying, taken from the South Carolina Department of Education. It is important for all of us to know and understand just what bullying is, as well as the consequences for this act. In every setting – school, work, and life in general – people do things to one another that might be construed as bullying. Thus, we believe that by educating everyone regarding South Carolina Law concerning bullying, we will all be better informed.

## **What Is Bullying?**

“Bullying” can occur in various forms:

- If a student tries or threatens to injure another student, and he has the apparent present ability to do so, that is bullying.
- If a student purposely shows force in a way that gives another student reason to fear or expect immediate bodily harm, that is bullying.
- If a student intentionally uses words (written or spoken) or a physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate, those words or physical acts are considered bullying if:
  - They cause another student to experience substantial or visible physical, social, emotional, or similar harm;
  - They substantially interfere with a student’s education;
  - They are so severe, persistent, or pervasive that they create an intimidating or threatening school environment; or
  - They substantially disrupt the orderly operation of the school.

## **When Can My Child Be Disciplined for Bullying?**

Bullying is not limited to acts that occur on school grounds. Your child may be disciplined for bullying that occurs on school transportation (if available), on transportation made available for school purposes, and at school-related functions or activities. With the advent of technology, your child may also be disciplined for “cyber-bullying” that takes place through a computer, computer system, computer network, or other electronic technology of a school system.

### **Investigation and Parental Notification**

Schools should take seriously reports that bullying has occurred. The South Carolina Department of Education's model policy on bullying requires that a school have in place a procedure to timely investigate to determine whether bullying has occurred. Thus, if your school receives a report that your child has been involved in bullying, the school will likely take steps in response. The model policy also requires that the parent or guardian of the accused student be notified at an appropriate time during or after the investigation, or immediately if an injury has occurred.

### **Discipline and Punishment**

South Carolina has some of the strongest punishments for bullying. Penalties may vary from school to school. Some of the recently revised school codes provide that disciplinary action will be taken, ranging from counseling, in-school suspension, short-term suspension, and long-term suspension, to expulsion, or referral to an alternative school.

### **How Can I Help My Child?**

The consequences to bullying are serious. You can help your child by reviewing your school's code of conduct to understand what is considered bullying and what is at stake in terms of disciplinary action. Talk to your child to discuss how to avoid engaging in bullying behavior.

You can also help us by reporting behaviors that you feel are of a bullying nature to your child's teacher immediately. It is important to remember that some behaviors are age-related. Children do tend to pick on one another at various times in the developmental process. Our job as adults is to both teach children who are picking on others how to interact more positively, as well as to teach children how to cope with negative situations, while at the same time being able to recognize negative behaviors that have an impact on a child's well-being. In the end, if as a parent, you feel your child is at risk as either a person who treats others negatively or who is treated in a negative fashion, please make us aware of the situation so that we can monitor it here at school.

### **Disciplinary Action**

The word "discipline" comes from a Latin word meaning "instruction" or "to teach." Thus, discipline should be used to enable an individual to reflect and acknowledge wrong-doing, receive the appropriate consequences for that wrong-doing, and have an understanding so that the event does not occur again. We recognize that the first and best teachers of our Lakes and Bridges Charter School students are their parents for all things. Unfortunately, sometimes young people do make mistakes when they are away from their parents. Lakes and Bridges Charter School faculty and staff will work tirelessly to provide an environment where teachers can teach, and students will truly want to learn. Discipline will be handled in a progressive manner with each infraction building toward a more severe consequence.

Examples of behavior that warrant disciplinary intervention and/or consequences are included in the Student Code of Conduct Matrix below

### **STUDENT CODE OF CONDUCT MATRIX**

The student code of conduct matrix, which is designed to assist schools and districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and the SDPC student code of conduct handbooks.

#### **Level I Behavior (Behavioral Misconduct)**

Level I behavior is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles and during school-sponsored activities.

<b>OFFENSES</b>	<b>INTERVENTIONS</b>	<b>CONSEQUENCES</b>
1. Classroom Tardiness (unexcused)	A. Teach/Re-teach Behavior Expectations  B. Reinforcement of Appropriate Behavior  C. Explicit Instruction in Replacement Behavior  D. Clarification of Expectations  E. Student Problem-Solving Worksheet  F. Peer Buddy/Peer Tutor  G. Modify or Supplement Assignment/Activity  H. Adjust Classroom Environment  I. Proximity Control	A. Verbal Reprimand
2. Cheating (assignments and/or assessments)		B. Withdrawal of Privileges
3. Lying		C. Class Points Deducted
4. Abusive language between or among students		D. Detention
5. Failure to comply with directives from school/district personnel, or agents (to include volunteer aides, chaperones, substitute teachers, or guest speakers)		E. Silent Lunch
6. Inappropriate use of communication device (including, but not limited to cell phones, tablets, computers, and music player) not issued by or allowed by the school		F. Parent/Guardian Contact
		G. Parent/Guardian Shadowing
		H. Intervention Plan/Behavior Contract
		I. Administrative Detention
		J. Community Service Assignment
		K. Laps at Recess

7. Bringing toys to school	J. Referral to School Wellness Facilitator  K. Seat Change  L. Teacher/Student Conference  M. Parent/Guardian Contact  N. Teacher/Parent/Student Conference  O. Referral to Administration (Behavior has occurred 3 times)  P. Other Interventions Approved and Communicated by Administration	L. Other Consequences Approved and Communicated by School Administration
8. Out of Uniform		
9. Out of Bounds (classroom)		
10. Unprepared (lack of materials)		
11. Excluding others or encouraging others to be excluded		
12. Blurting Out (not raising hand/getting teacher attention appropriately)		
13. Minor disrespect (rolling eyes, sucking teeth, stomping feet, etc.)		
14. Laying hands or objects on others and/or others' personal property		
15. Chewing/eating gum, candy, and other snacks without permission		

### Level II Behavior (Disruptive Conduct)

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the mental/social-emotional/physical health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavior misconduct (Level I Behavior) may be reclassified as disruptive conduct (Level II Behavior) if it is repetitive in nature across the school setting, even after interventions and/or consequences have been employed. The provisions of this regulation apply not only to within school activities but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

OFFENSES	INTERVENTIONS	CONSEQUENCES
1. Violation of a Level I intervention plan and/or behavior contract	A. Level I Interventions may also be used  B. Administrator/Student Problem Solving Meeting  C. Peer Mediation  D. Schedule Change  E. Staff Mentor  F. Behavior Contract  G. Social Skill/Behavior Group  H. Referral to Outside Agency  I. Abbreviated Day  J. Temporary Loss of Leadership Role	A. Temporary Removal from Class or Activity
2. Hit, kick, push, punch, grab, slap, etc.		B. In School Suspension
3. Vandalism (minor)		C. Out of School Suspension
4. Stealing (minor)		D. Expulsion
5. Out of Bounds (school)		E. Restitution of Property and Damages, where Appropriate
6. Abusive language towards others (staff, visitors, students)		F. Parent/Guardian Contact
Repeated refusal to comply with school personnel or agents (volunteer aides, chaperones, substitute teachers, guest speakers)		G. Parent/Guardian Shadowing
7. Possession or use of unauthorized substances as defined by law and/or local school board policy.		H. Administrative Detention
8. Illegally occupying or blocking in any way school property with the intent to deprive others of its use		I. Community Service Assignment
9. Unlawful assembly		J. Confiscation of items given to law enforcement or parents/guardians or not returned.
10. Disrupting lawful assembly		K. School Probation Contract
11. Inappropriate use of technology (e.g., bullying, harassing, or intimidating others students or school		L. Referral to Law Enforcement
		M. Other Consequences Approved and Communicated by School Administration

employees, plagiarizing copyrighted materials, and accessing inappropriate websites)		
12. Cutting class		
13. Use of forged notes		
14. Bullying		
15. Gross disrespect		
16. Threats to Others (minor)		
17. Fighting		
18. Possession of any type of "dangerous weapon" found on person or in personal belongings or personal space (knife, blackjack, metal pipe or pole, razor, bullet, metal knuckles, firearm, or any other device or object that can be used to inflict bodily harm or death)		
19. Gambling (trading or selling of items by students is prohibited)		

### **Level III Behavior (Criminal Conduct)**

Criminal Conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply to within school activities, but also to student conduct on school transportation vehicles, and during other school sponsored activities.

OFFENSES	CONSEQUENCES
1. Assault and battery that poses a serious threat of injury or results in physical harm	A. Out of School Suspension  B. Expulsion  C. Restitution of Property and Damages, where Appropriate  D. Abbreviated Day  E. Referral to Outside Agency  F. Other Sanctions as Approved by School Administration
2. Extortion	
3. Threat of the use of a destructive device	
4. Possession, use, or transfer of dangerous weapons	
5. Sexual Offenses/Sexual Harassment (staff and/or students)	
6. Vandalism (major)	
7. Theft, possession, or sale of stolen property	
8. Arson	
9. Furnishing or selling unauthorized substances as defined by law and/or local school board policy	
10. Furnishing, selling, or possession of controlled substances	
11. Illegal use of technology (e.g. communicating threats of destructive device, weapon, or event with the intention of intimidating, threatening, or interfering with school activities and maliciously transmitting sexual images of minors other than images of the student or images transmitted with the uncoerced consent of the individual in the images)	
12. Organizing a situation with 2 or more people that intentionally affects the mental/social-emotional/physical health or well being of others (staff or students)	



13. Bribery	
14. Gang Activity	



## **STUDENT, PARENT, AND TEACHER AGREEMENT OF UNDERSTANDING**

Since the information and policies described in the handbook can be subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand I have entered a school relationship with Lakes and Bridges Charter School voluntarily. I understand that it is a privilege to attend Lakes and Bridges Charter School and that I am expected to follow all the procedures, rules, and code of conduct provided to me in the student/parent handbook. I understand that I should consult with my teachers or school administration regarding any questions or concerns not answered in the handbook.

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Student Signature

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Date

Since the information and policies described in the handbook can be subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I hereby acknowledge, by my signature below, that this Student/Parent Handbook describes important information about Lakes and Bridges Charter School. I have reviewed the information with my child and will fully support the school's policies and procedures for running the school. I understand that I should consult with school administration or the school board regarding any questions or concerns not answered in the handbook.

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Parent Signature

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Date