

L.E. Gable Middle School

Student Handbook 2023-2024



This agenda belongs to:

Name_____

Address_____

City/Town_____

Zip Code_____

Phone_____

GMS Bell Schedule

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>	<u>Exploratory</u>
HR- 7:45-7:55 Announcements – 7:55 – 8:00			
1 st – 8:00 – 9:05	1 st – 8:00 – 9:05	1 st – 8:00 – 8:45 (PLAN)	1 st – 8:00 – 8:45 (8)
2 nd – 9:08 – 10:13	2 nd – 9:08 – 9:53 (PLAN)	2 nd – 8:48 – 9:53	2 nd – 9:08 – 9:53 (7)
3 rd – 10:16 – 11:01 (PLAN)	3 rd – 9:56 – 11:01	3 rd – 9:56 – 11:01	3 rd – 10:16 – 11:01 (6)
4 th – 11:04 – 12:09	4 th (FLEX)- 11:04-11:20 1st Lunch- 11:23-11:40 Recess- 11:42-11:59	4 th – 11:04– 11:49 (PLAN)	4 th – 11:04– 11:49 (8)
1st Lunch- 12:12-12:29 Recess- 12:31-12:48 Recess- 12:12-12:29 2nd Lunch- 12:31-12:48	Recess- 11:23-11:40 2nd Lunch- 11:42-11:59	5 th - 11:52-12:57	5 th – 11:52 – 1:17 (PLAN)
5 th (FLEX)– 12:51 – 1:07	5 th – 12:02-1:07	1st Lunch- 1:00-1:17 Recess- 1:19-1:37	
6 th – 1:10 – 2:15	6 th – 1:10 – 1:55 (PLAN)	Recess- 1:00-1:17 2nd Lunch- 1:19-1:37 6 th (FLEX)- 1:40-1:55	
7 th – 2:18 – 3:06 (PLAN)	7 th – 1:58 – 3:06	7 th – 1:58 – 3:06	6 th – 1:10 – 1:55 (7)
			7 th – 2:18 – 3:06 (6)

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School District Six Mission Statement

Spartanburg School District Six, where children are always first, ensures the highest quality education for all children by providing a highly qualified staff, a challenging curriculum, first class facilities and a nurturing environment.

L.E. Gable Middle School Mission Statement

The faculty and staff of L.E. Gable Middle School is committed to providing each student a safe and positive learning environment that incorporates first class facilities with modern technology and resources-all serving to empower, encourage, and stimulate students to achieve their highest potential.

Handbook Purpose

Spartanburg County School District Six provides this *Student/Parent Handbook* to each one of our students so that students and their parents can become familiar with our schools' rules and regulations.

The district administrative and/or the Board of Trustees may amend, modify or discontinue at any time the policies, rules and regulations to which it refers.

Registration Information

The following items are necessary for registering new students:

1. Original birth certificate
2. SC Immunization record
3. Current proof of residence – includes deed to property, property tax receipt, realtor contract or rental receipt (verified)

A parent or guardian who has custody of the child must register the child.

Expectations of a L.E. Gable Student

A BOLD Buck is...

Kind

Prepared

Excellent

In Control

Classrooms

<u>B</u>rave Be kind	<ul style="list-style-type: none"> ● Be respectful to your classmates ● Be respectful to your teacher.
<u>O</u>rganized Be prepared	<ul style="list-style-type: none"> ● Have all classroom materials ready for class. ● Visit your locker in between classes. ● Have a charged Chromebook. ● Use E-hall pass if you need to leave classroom.
<u>L</u>eader Be excellent	<ul style="list-style-type: none"> ● Follow rules and directions from the teacher ● Complete all work, all the time, on time. ● Try your best, all the time.
<u>D</u>isciplined Be in control	<ul style="list-style-type: none"> ● Use the restroom before going to class ● Keep hands and feet to yourself ● Keep earbuds and phones hidden and packed away.

Hallways

<u>B</u>rave Be kind	<ul style="list-style-type: none"> ● Use a calm voice level in the hallway. ● Respect other classrooms' learning time. ● Keeps eyes, hands, feet, and objects to yourself. ● Be kind to everyone.
<u>O</u>rganized Be prepared	<ul style="list-style-type: none"> ● Walk on the right side of the hallway. ● Have all supplies ready for your next class.
<u>L</u>eader Be excellent	<ul style="list-style-type: none"> ● Respect your learning time - get to class on time. ● Use your time wisely.
<u>D</u>isciplined Be in control	<ul style="list-style-type: none"> ● Show pride in our school by keeping it clean. ● (If you drop something, pick it up). ● Keep earbuds and phones hidden and packed away.

Restrooms

<u>B</u>rave Be kind	<ul style="list-style-type: none"> • Be kind to one another. • Use a calm voice level in the restroom • Allow for privacy. Knock on the door and wait before entering the stall. • Keep your eyes, hands, feet, and objects to yourself.
<u>O</u>rganized Be prepared	<ul style="list-style-type: none"> • Keep water in the sink. • Place toilet paper in the toilet and not on the ground. • Wait for your turn to use the restroom.
<u>L</u>eaders Be excellent	<ul style="list-style-type: none"> • Wait your turn. • Be quick and allow others the chance to use the restroom. • Report any problems immediately to an adult.
<u>D</u>isciplined Be in control	<ul style="list-style-type: none"> • Flush toilet. • Wash hands with soap. • Return to your class to keep being excellent. • Keep phones and earbuds hidden from others and off.

Cafeteria

<u>B</u>rave Be kind	<ul style="list-style-type: none"> • Keep your place in line, and respect others' places in line. • Place all of your trash in the trash cans. • Keep your food items on your tray unless you are eating them. • Say "Please" and "Thank You".
<u>O</u>rganized Be prepared	<ul style="list-style-type: none"> • Eight students per table. • Keep the aisles clear for others to get to their seats. • Stay at your table.
<u>L</u>eaders Be excellent	<ul style="list-style-type: none"> • Push in your chair when exiting. • Walk to throw away your trash.
<u>D</u>isciplined Be in control	<ul style="list-style-type: none"> • Clean up all trash at your table before leaving. • Walk to your next class after lunch is over. • Eat your food inside before going out to recess.

Spartanburg County School District Six:

Middle School Student Discipline Code

Spartanburg District Six encourages appropriate behavior. Teachers and administrators know that in a well ordered, safe environment students can be free to learn. Every child deserves the right to learn; every teacher has the right to teach. No one has the right to interfere with the teaching and learning process. Students should come to school prepared to learn. They should use their time wisely and be responsible for their own actions. Students must demonstrate respect for self, others, and property. Students are expected to be responsible and accountable for their actions. We expect all students to act with respect toward each other and toward the faculty and staff. Teachers set forth expectations in the classrooms and encourage self-discipline in each student. The following school rules will be strictly enforced:

- 1.The following items are never to be brought to school: knives, guns (not even play guns), sharp tools, firearms, fireworks, glass containers, or any object that may injure others or be used as a weapon. The use and/or possession of tobacco and tobacco related products, including alternative nicotine products such as e-cigarettes, are prohibited. The use of drugs, except those prescribed by a physician, is prohibited. All prescription medication must be brought to the school by the parent/guardian and given to the school nurse.
- 2.Students are expected to walk and talk quietly in the building. No profanity or inappropriate language on school grounds or the school bus is allowed.
- 3.Chewing gum is not permitted on the school grounds or in the school building.
- 4.Skateboards and jam boxes are not allowed.
- 5.Students are to keep hands, feet, and objects to themselves at all times.
- 6.No fighting, hitting, or kicking is allowed.
- 7.No threatening, bullying, teasing, or name calling allowed.
8. Students are not to touch or tamper in any way with another's plate, food, or drink.

Severity Clause: Any student who displays severe disruptive behavior will be referred to the principal for immediate action. Consequences may include suspension from school in accordance with District Six Policy.

Good discipline begins at home. The parent and the school must work cooperatively to ensure that the student's behavior does not interfere with his or other students' learning. Parents will be notified if a student's behavior does not meet the discipline policy. For repeated or severe problems, the principal or assistant principal will handle the problem. Parents will be contacted or sent a discipline referral from the office. Parental support and cooperation are imperative to achieving the best possible learning environment for all students.

The provisions of this code apply to conduct during the normal school day, on school-owned vehicles, and during school-sponsored activities that take place after normal

The Gable Middle School student discipline code applies to student conduct occurring away from school and school-related activities when such conduct affects or threatens the safety and well-being of students or staff in the school setting, substantially affects or interferes with the rights of students or staff in the school setting, or otherwise presents an actual or reasonably foreseeable risk of materially or substantially disrupting the orderly operations and discipline at school.

away from school and school-related activities regardless of, and prior to the final disposition of, any pending civil, criminal, or other proceedings involving the student.

Level One: Disorderly Conduct

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Cutting Class/ Cutting School	1 st offense (Adm) 2 nd offense (Adm) 3 rd offense (Adm)	1 day ISS-3 days OSS 2 days ISS-5 days OSS ISS/OSS
Possession of tobacco products or tobacco paraphernalia (smokeless tobacco, e-cigarettes, lighters, matches, etc.)	1 st offense (Adm) 2 nd offense (Adm) 3 rd offense (Adm)	1 day OSS 3 days OSS 5 days OSS
Giving false information to a school official or Forgery	Any offense (Adm)	1 day ISS to 5 days OSS depending upon the circumstances
Abusive language or obscene gestures directed toward another student	1 st offense (Adm) 2 nd offense 3 rd offense	ISS 1-3 days ISS/OSS 3-5days OSS Consequence depends on the severity of offense
Dress Code Violation	1 st offense (Adm) 2 nd offense 3 rd offense	Parent conference and student stays in ISS until problem is corrected 1 day ISS and must put on proper clothing 2 days ISS and must put on proper clothing
Disrespect or rudeness to school official	Any offense (Adm)	Parents notified, 1 day ISS to 5 days OSS depending on severity
Deliberate refusal to obey school/classroom rules	1 st offense (Tchr) 2 nd offense (Adm)	Parent conference and teacher detention Up to 7 days ISS/OSS depending on severity
Illegally walking out of class	1 st offense 2 nd offense	1 day ISS/OSS 2-5 days OSS
Failure to attend teacher detention hall	Any offense	ISS
Failure to attend administrative detention	Any offense	ISS
Disturbing ISS/any misbehavior in ISS/ refusing to work in ISS	Any offense	OSS, must successfully complete ISS upon return from OSS

Horseplay (unruly conduct inside or outside of building, running, tripping, yelling) any actions that may endanger self or others	Any offense	1 day ISS-3 days OSS
Verbal Altercation	Any offense	ISS/OSS
Public Displays of affection	1st offense 2nd offense 3rd offense	1 day ISS 2 days ISS 3 days ISS *depending severity
Accessing inappropriate websites	Any offense	2 days ISS-5 days OSS and loss of computer/device privileges

Level Two: Disruptive Conduct

Violation	Teacher (Tchr) Administration (Adm)	Consequences
Fighting, instigating a fight, or contributing to a fight	1 st offense 2 nd offense 3 rd offense	3-5 days OSS 5-10 days OSS 10 days OSS and possible recommendation for expulsion
Vandalism	Any offense	Restitution and/or 1 day ISS to 10 days OSS
Stealing	Any offense	Restitution and/or 1 day ISS to 10 days OSS
Use or possession of alcohol or illegal drugs	Any offense	10 days Possible recommendation for expulsion
Distributing, selling, using, or possessing “look alike drugs”	Any offense	10 days OSS Possible recommendation for expulsion
Possession of drug paraphernalia	Any offense	10 days OSS Possible recommendation for expulsion
Threats, abusive language, or gesture against staff	Any offense- the consequence depends on the severity of the offense	OSS or recommendation to board of

		trustees for expulsion
Intimidating, harassing, threatening or physically abusing a student	Any offense – the consequence depends on the severity of the offense	ISS, OSS, or recommendation to board of trustees for expulsion
Deliberate failure to obey school personnel or agents	Any offense – the consequence depends on the severity of the offense	ISS, OSS, or recommendation to board of trustees for expulsion
Furnishing, selling, or possession of <u>controlled substances</u> (drugs, narcotics, or poisons)	Any offense	10 days OSS Possible recommendation for expulsion.
Verbal threats to another student	Any offense – the consequence depends on the severity of the offense	ISS, OSS, or recommendation to board of trustees for expulsion
Tampering with food and/or drink	Any offense	1-10 days OSS Referral to SRO Restitution Possible recommendation for expulsion
Using device to record or post videos or photographs	Any offense	Up to 10 days OSS Possible recommendation for expulsion.
Use or distribution of tobacco products	1st offense 2nd offense 3rd offense	3 days OSS 5 days OSS 10 days OSS
Violation of district medication policy	Any offense	Up to 10 days OSS Possible recommendation for expulsion.

Level Three: Criminal Conduct

Violation	Teacher (Tchr) Administration (Adm)	Consequences
Assault and battery	Any Referral to Administration	<p>Suspension from school</p> <p>Recommendation to board of trustees for expulsion</p> <p>Restitution (if applicable)</p> <p>Other sanctions as approved by local school authorities</p> <p>See board policies JCD, JCDA, JCDAB, JACDAC, JE, JDA, JDD, JDE, JCAC</p>
Extortion		
Bomb Threat		
Possession, use, or transfer of dangerous or illegal weapons		
Sexual offenses		
Vandalism (Major)		
Theft, possession, or sale of stolen property		
Arson		
Furnishing or selling unauthorized substances, as defined by local school board policy		
Furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)		

SPARTANBURG SCHOOL DISTRICT SIX
School Bus Discipline Code
Middle School

Responsibility for safe transportation of students is shared by administrators, bus drivers, parents and students. **Riding a bus is a privilege – not a right.** This privilege must not be abused. Necessary action will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, disciplinary action will be taken to correct the situation. All bus riders must cooperate fully with the bus driver and observe the bus rules.

The school principal or designee has the responsibility to investigate and enforce the bus discipline code. Bus drivers shall report to the principal or designee any student whose conduct interferes with safe driving or who acts disruptively. The parents will be notified by phone and/or mail of bus incidents.

Standards for student conduct and disciplinary procedures have been established and will be administered by school officials. The privilege of riding a bus will be denied when student behavior may lead to accident, injury or disruption. When a student is suspended from riding a bus, the student is suspended from **all** buses and will not be allowed to ride any bus until the suspension is over. In incidents involving students from different schools, the administrators in charge of buses at each school shall consult with each other to resolve the problem. The school bus stop is also considered an extension of the school. Therefore, school bus discipline will be enforced according to district policy.

Bus referrals for students in grades 6 through 8 are cumulative. Beginning in grade 6, any student who has been removed from the bus for the remainder of the school year can be removed from the bus for the remainder of the next school year for **any** misbehavior on any bus. All bus referral records of rising ninth grade students who have been suspended from a bus for a school year will be forwarded to the high school. **A referral that occurs at the end of the school year may be carried into the next school year.** The director of transportation and the school principal will monitor those students who have had chronic problems on buses.

The provisions of this code may apply to conduct on any school district or state owned vehicle during transportation to and from school and school sponsored activities.

Level 1: Disorderly Conduct

Disorderly conduct is defined as those activities which tend to impede orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following **depending upon severity.**

- Disorderly conduct on bus
- Getting on or off bus at an unauthorized stop without permission
- Eating and/or drinking on the bus
- Littering on the bus
- Standing or sitting improperly while the bus is moving
- Violating any safety procedures
- Riding a different bus without permission from the principal
- Continually making loud noises - yelling, etc.
- General horseplay

- Encouraging others to misbehave
- Use of cell phone or electronic recording devices

Consequences

1st referral - warning and contact parents

2nd referral - in-school punishment and contact parents

3rd referral - suspended from bus up to five days and contact parents

4th referral - suspended from bus up to ten days and contact parents

5th referral or more - suspended from bus for ten or more days

Level II - Disruptive Conduct

Disruptive conduct is defined as activities which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others on a school vehicle or may cause damage to property. Discipline records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include, but are not limited to the following depending upon severity:

Violations

Possession and/or using any tobacco product on the bus

Throwing objects on or out of the bus

Refusing to sit in assigned seat

Using profanity, abusive language, or obscene gestures toward others

Having head, arms, hands, etc. out bus windows and/or doors

Using rude, discourteous behavior directed toward others

Defacing property (writing, marking on the bus.)

Disobeying bus driver/refusal to cooperate/dishonesty

Harassing, threatening, intimidating another passenger

Consequences

1st referral - in-school punishment and contact parents

2nd referral - suspended from bus for up to five days and contact parents

3rd referral - suspended from bus for up to 10 days and contact parents

4th referral - suspended from bus for 45 days and parent conference

5th referral - suspended from bus for remainder of school year and parent conference

*Level II violations may also result in out-of-school suspension, in-school suspension, and/or restitution of property as stipulated in the discipline codes of individual schools.

Level III – Violent or Criminal Conduct

Violent or criminal conduct is defined as those activities which result in violence or injury to oneself, another person or property, or which pose a direct and serious threat to the safety to oneself or others on a school vehicle. These activities usually require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the board of trustees. Violations may lead to students being removed from the bus immediately. Principals or the transportation director will work with parents in arranging transportation home for the day. Acts of violent or criminal conduct may include, but are not limited to, depending upon severity:

VIOLATIONS

- Physically abusing or hitting another passenger

- Fighting on the bus
- Vandalism-destruction of seats or interior and/or exterior part of the bus
- Hitting or physically abusing the driver
- Using profanity, threatening or abusive language or obscene gestures directed toward the driver
- Possessing, using, or distributing explosive/fireworks, including snap and pop, on the bus
- Carrying weapons
- Carrying any object that might be used as a weapon on the bus
- Possessing, using, or distributing alcohol, drugs and/or look-alike drugs on the bus
- Criminal behavior directed at passengers and/or driver (example: extortion, assaults, sexual offences)

CONSEQUENCES

Any referral – suspended ten (10) days or more or remainder of school year and conference with parents

Any referral – suspended ten (10) days or more or remainder of school year or restitution and conference with parents.

Any referral – suspended from bus for the remainder of the school year and conference with parents.

Level III violations may also result in out-of-school suspension, recommended expulsion, notification of law enforcement authorities, and/or restitution as stipulated in the discipline codes of individual schools.

APPEAL

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offenses, the student must remain off the bus for at least 45 school days. If the parent wishes to appeal the removal after 45 school days have been served, the parent should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus driver regarding reinstatement and inform the parent of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code.

If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off of the bus with no appeal under this code.

59-67-245: Interference with Operation of School Bus; Penalties

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities.

Public Relations

Spartanburg School District Six values student achievement and understands the significance of student recognition. Therefore, the District Six Office of Communications may share information regarding student achievement, awards, artwork and activities to members of the press. Videography, photography, and names may be used on our website, social media accounts or in news stories, district publications, or for similar purposes. **If you prefer that your child not participate in any public relations activities, please notify the school office in writing.**

Harassment, Intimidation, and Bullying

The School District Six Board of Trustees recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, harassment, intimidation, and bullying are prohibited on all school premises, on school buses, at official school bus stops, and at all school-sponsored events.

For the purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

1. harming a student physically or emotionally, damaging a student's property, or placing a student in a reasonable fear of personal harm or property damage; or
2. insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

Consequences for students who engage in harassment, intimidation, or bullying may include, but not be limited to, mandated counseling, in-school suspension, out-of-school suspension, and expulsion from school, based on the severity of the incident.

A school employee, student, or volunteer who witnesses or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the building principal. All reports, including anonymous reports, or complaints must be investigated promptly and thoroughly by the principal or other appropriate school official. Reprisals or retaliation against a person who reports an act of harassment, intimidation, or bullying is prohibited. However, persons found to have falsely accused another person of harassment, intimidation, or bullying will be subjected to the consequences specified in the student code of conduct including suspension from school.

Information regarding this policy must be included in each school's student handbook and incorporated in the district's employee training program. See Board Policy JCAD.

Student Discrimination

Students who believe that they have been discriminated against on the basis of their sex, disability, or any other reason have the right to appeal to their principal. The principal, or his/her designee, will conduct an investigation of the complaint and render a decision. If the student is not satisfied with the decision of the principal, the student may appeal to the Director of Personnel (Title IX Coordinator) for issues related to alleged discrimination based on sex, or to the Assistant Superintendent of Special Services (Section 504 Coordinator), for complaints related to discrimination based on disability. If the matter is still unresolved, the student may submit the complaint in writing to the District Superintendent for further consideration. The Director of Personnel, Assistant Superintendent for Special Services, and the District Superintendent may be reached at 864-576-4212, 1390 Cavalier Way, Roebuck, SC 29376.

Trespassing/Disturbing School (S.C. Code 16-17-420 and 16-11-520)

Anyone on any school campus without a visitor's pass is trespassing. Anyone who interferes with or disturbs in any way or in any place the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools. Administrators will contact the proper authorities about trespassing/disturbing school violations.

Threats

It is unlawful for any student to:

Knowingly and willfully deliver or convey to a teacher, principal, or other school district or school official any letter or paper, writing, missive, document, or verbal or electronic communication that contains a threat to take the life of or to inflict bodily harm upon the teacher, principal, school district or school official, or members of their immediate families if the threat is directly related to the teacher's, principal's, or school district or school official's professional responsibilities; or

Make threats to take the life or inflict bodily harm upon any student, staff member, or any other person by using written, verbal, electronic, or any other form of communication whatsoever.

School officials will report such student threats to law enforcement authorities.

Additionally, students found to have made such threats may be subject to disciplinary consequences in accordance with board policies and applicable law, including, but not limited to, being suspended, expelled, or placed in an alternative educational setting.

School officials may immediately remove a student from the school if there is a reasonable belief the student has engaged in such actions and the student's presence poses an imminent risk or danger to the safety and well-being of others and/or causes a significant disruption to the learning environment and climate.

Students found to have made such threats will have to comply with outlined requirements as determined by the administration as a condition of returning to a school building for their educational instruction, which may include, but are not limited to, risk assessments, mental health evaluations, counseling, intervention and monitoring plans, behavior plans, and re-entry meetings.

Sexual Harassment

In accordance with the district code of student conduct, engaging in sexual harassment of either male or female students, staff, or visitors on school property or while under the jurisdiction of the school is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action. The action may include suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school or while riding a school bus.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (a) a District employee conditioning the provision of an aid, benefit or service of the District on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");
- (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or (c) sexual assault [as defined in 20 U.S.C. 1092 (f)(6)(A)(v)], dating violence [as defined in 34 U.S.C. 12291(a)(10)], domestic violence [as defined in 34 U.S.C. 12291(a)(8), or stalking [as defined in 34 U.S.C. 12291(a)(30)].

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual violence, and other verbal, non-verbal, or physical conduct of a sexual nature by an employee, student, or third party. Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent, a teacher, guidance counselor, principal, Title IX Coordinator, or any other school official. See Board Policy JCAC.

Dress Code

Proper dress at all times is required. **Shorts and skirts should be the appropriate finger-tip length.** Student's fingertips should not extend past the hem of the garment when arms are by their sides. No tank, spaghetti strap, midriff, tube or halter tops. Sunglasses will not be permitted at school unless medically prescribed. For the safety and security of students and staff, a student's face must be visible at all times on school property and at school-related activities for identification purposes (except for approved medical face coverings that cover the mouth and nose without concealing the student's entire face or head). Appropriate footwear must be worn at all times. Rubber flip-flops or heelys are not appropriate for school. Hats and caps should not be worn inside the building. Symbols, slogans or designs that tend to disrupt school will not be permitted.

Inclement Weather

When inclement weather has the potential to impact the safety of students and staff, District Six may make weather-related schedule changes. If it is necessary to call for a delay, closing, or early dismissal, District Six will utilize various communication methods in order to notify parents and students. This information will be disseminated using our emergency notification feature on the District Six app. This can be downloaded on the App Store or Google Play. Please download the District Six app and enable the notifications feature in order to receive important weather-related schedule changes. We may also utilize the all-call parent notification system. The district will also provide schedule-changes to our local television stations. The district will also post delays, closings, or early dismissals on Twitter (@spartdistrict6) on Facebook(@spartanburgdistrictsix) and on our website (www.spart6.org).

During inclement weather, the superintendent, administrators, and transportation personnel stay in constant communication with the National Weather Service, and frequently check road conditions. It is our goal to make decisions in a timely manner in order for parents to plan ahead. However, weather is not always easily predictable. If possible, a decision will be made the evening before. If a decision cannot be made at that time, we will attempt to make a decision to close or delay by 6:00 am.

A Change in Transportation Home

Please make sure after school bus/car/walking arrangements are made before your child leaves each morning. **If there is a change from the normal routine, you must send a note to your child's teacher.** Children will not be allowed to verbally change their method of going home. In the absence of a note, the child will be sent home the normal way. Should an emergency arise during the day, please call the school office. Calls should be made before 2:00 pm, if at all possible.

Tardies

A student will be considered tardy if not in the classroom when the tardy bell rings at 7:55 am. Promptness in reporting to school is vitally important. Children who are frequently tardy in the mornings create a time-consuming process that disturbs the learning environment. Attendance, lunch count, and early assignments are affected by tardy students. Tardies and absences are indicated on a child's permanent record. Please note: Students arriving late due to bus schedules are not counted tardy and may eat breakfast. Students who accumulate ten tardies and/or ten early dismissals will not receive public recognition for perfect attendance.

Parents, please teach your child the responsibility of being on time for school.

Middle School Tardy Policy

1st – 4th Offense – Level One Discipline Code

5th Offense – Administrator Action

10 Tardies – Tardy Warning Letter

15 Tardies – Letter will be sent and a conference will be scheduled

20 Tardies – Referral to Truancy Court

Early Morning Arrival

Students may enter the building at 7:05AM. Bus riders report to the cafeteria, and car riders report to the gym if they arrive before 7:40 AM. After 7:40 AM, students will report directly to homeroom. Students may not go to the classroom areas until 7:40 AM.

Exceptions will be made for students making up work or receiving written permission from their teachers.

Assemblies

School assemblies are a part of school life at Gable Middle School. Programs of culture and special interests enrich the curriculum. Pep Rally assemblies honor scholarship and leadership. Proper behavior is a requirement for a good assembly program. Students should enter assemblies quietly, participate orderly and courteously, and leave in an orderly manner. Booing, whistling, and other acts of discourtesy towards speakers or performers will not be tolerated.

Emergency Drills

The safety of your child is our greatest concern. All outside doors will remain locked at all times. The school has a security, health, and safety plan. The school holds regular emergency drills to teach students to respond calmly in the event of an emergency. Fire drills are conducted once a month, severe weather drills and active shooter drills are conducted once each semester, and bus emergency evacuation drills are conducted once a year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. During tornado drills each classroom goes to a designated area within the building. All children are taught to sit with hands covering their heads. During earthquake drills students take cover under a desk or table, and are taught to hold on to the legs of the table or desk. See Board Policy EBBC.

Detention

Students who are tardy to class or homeroom, those who misbehave in class, or those who hamper the regular class program for any cause may be assigned to one of our Detention Halls. If students are required to stay for an Administrative Detention hall, they will be notified a day in advance and arrangements for transportation must be made by the student. Afternoon detention takes place from 3:10 PM – 4:00 PM. Any student who fails to stay for an assigned detention will be subject to ISS or possible OSS.

Money

Students are advised to bring only enough money to school to take care of their needs and obligations. The school is not responsible for lost or stolen money.

Visitors

In order to keep students safe, school principals will take whatever action is necessary to prevent unauthorized persons from entering school buildings or from loitering on school grounds. District schools use a system called “School Check IN” to help ensure that no

unauthorized person enters a school. Each visitor must check in and out when in a school, regardless of the time of day.

To check in using the system, a visitor feeds his driver's license through a scanner. The scanner "reads" the driver's license, runs a quick background check and prints out a stick-on visitor/volunteer badge that displays the visitor's photograph and name as well as the date, time and purpose of his visit. Should the system "flag" an individual for any reason, the system will automatically and privately alert the front office staff and the school administrators. Appropriate action will be taken. When the visitor leaves the building, he returns to the school's check-in station, clicks on the "visitors" icon, locates his or her name and clicks on "check out."

All visitors to the school who serve the school in a volunteer capacity by performing tasks in the school building or accompanying students on field trips of any length will be subject to background checks utilizing the South Carolina Law Enforcement Division, DSS Registry and National Crime Information Center. See Board Policy KM.

Early Dismissal

No student will be permitted to leave school during the school day unless a parent/guardian or other approved person comes to the school for the student or unless prior arrangements have been made. The parent/guardian or other approved person must come to the office and sign the student out during school hours. In case of extenuating circumstances, the principal will use his or her judgment in excusing a student. If a student becomes ill or is hurt at school, the parent/guardian and/or doctor will be contacted before the student is dismissed. Schools do not accept incoming telephone calls or written notes for the purpose of dismissing a pupil from school early. Students may have written the notes themselves or had a friend write them. Sometimes students' friends even make telephone calls. The district does not have permanent early dismissals for students except ones approved by a special committee established to review hardship cases at each school. Exceptions are limited to students involved in school-sponsored work-study programs and students enrolled in college courses. Students excused to leave school for any part of a day must sign out before departing. Early dismissal only occurs at class changes or lunch/recess in order to limit interruptions to class. Schools do not dismiss students during the last instructional period of the day. For a school to dismiss a student during the last instructional period of the day, there must be a family or medical emergency. Any other reason for dismissal during the last instructional period of the day must be pre-approved by a school administrator.

Speech and Language Screenings

Speech-language therapists are trained in identifying deviations, delays, or disorders in a child's articulation. The speech-language therapist also evaluates and treats language delays and disorders, as well as stuttering and voice concerns. If a teacher or parent has concerns about a child in any of these areas, he or she should contact the school's speech-language therapist and request a ***speech screening***. A screening will be completed after written permission from a parent or guardian has been obtained.

Family Trips During the School Year

At times, families may need to take business or family trips during the school year. **Parents should notify the teacher and principal in advance.** The teacher may be able to send work to be completed during the trip. Upon returning from the trip, it is the responsibility of the parent to send a written excuse for the days absent. It will be left to the discretion of the principal as to which days are excused. The principal may assign a project which could include a journal and/or pictures to showcase the educational experience.

Character Education

The district integrates character education in the curriculum. Our goal is to enable students to identify and demonstrate character traits appropriate to social, school and work settings. The district encourages the development of respect and responsibility toward self, others and the world through the teaching and modeling of character traits.

Media Center

Gable's Media Center is an integral part of Gable Middle School. The media center is open for student use at 7:25 AM. Students may obtain passes for use before school in the cafeteria. Since the media center has a flexible schedule, students are allowed to use resources individually, with small groups, and with an entire class.

The media center has an up-to-date collection consisting of over 12,000 books with access to an online catalog. Students are provided with the latest technology, including CD-ROM and periodicals, laser disc software, three closed-circuit television channels, and video cameras. Students can check-out materials for two-week periods. Reference materials may be checked out for overnight use.

Principal's Honor Roll

Each nine weeks, the Honor Roll recognizes students who receive a numerical grade of 90 or above in each subject. Honor Roll for the year is based on students maintaining a 90 or above **each nine weeks in each subject area**.

A/B Honor Roll

Each nine weeks, the A/B Honor Roll recognizes students who receive a numerical grade of 80 or above in each subject. The A/B Honor Roll for the year is based on students maintaining an 80 or above **each nine weeks in each subject area**.

Meal Prices:

All Spartanburg County School District Six students will receive meals at no cost during the 2023-2024 school year.

Substitute Teachers

A substitute teacher has the same authority as a regular classroom teacher. Students must accept the responsibility for cooperating with a substitute teacher.

Lost and Found

Lost and found is located in the cafeteria. Every two weeks all unclaimed clothing articles are given to a charity organization, and all unclaimed books are returned to the book room. When a student comes for a book he/she should have the book number. Items found should be turned into the main office.

School Telephones

The school telephones are maintained for business purpose only. Please do not ask to use them except in cases of emergency.

Leaving School Grounds

Once a student has entered the school grounds, he/she may not leave without permission. If a student does leave without proper authorization, he/she will be subject to suspension.

Student Council Procedures

Each year, 6th, 7th, and 8th grade students will elect student body officers for President, Vice President, and Secretary/Treasurer. Also, each grade level will elect a Class President to represent their grade on Student Council. The student with the most number of votes for each office will be declared the winner. In the event of a tie, a run-off election will be held. After student body officers and class officers have been elected, each homeroom will elect a Homeroom Representative. The student that receives the most number of votes in each homeroom will be declared the winner.

Make-Up Work Procedures

Any time a student is absent from school he/she will be given five (5) days to make up his/her work unless he/she is out for an extended period of time. The five (5) day limit will be extended to accommodate your child's schedule. EXCEPTION: ANY TEST OR PROJECT ASSIGNED AND DUE ON THE DAY A STUDENT IS ABSENT MUST BE MADE UP OR TURNED IN ON THE DAY THE STUDENT RETURNS TO SCHOOL. We will make every effort to allow enough time to complete assignments. However, it will be the student's responsibility to find out what he/she missed and to make arrangements with the teacher to make up any missed work. Please do not call the school to get assignments. Thank you for your help in this matter.

Traffic Safety

Parents providing transportation for students should enter and leave the school grounds following the general flow of traffic when picking up or dropping off students. Please adhere to all procedures and only pick up and drop off in designated areas. Certain faculty and staff members are on duty during the morning and afternoon hours to ensure the orderly and safe flow of vehicles and people to and from school. **ALL students not involved in after-school activities should be off school grounds by 3:30 PM. Any students remaining after 3:30 will be taken to a classroom near the main office, where they must sit until a parent comes in to get them.**

Flexible Scheduling

Gable Middle School follows flexible scheduling. This enables individual teachers to adjust the length of a class on a given day. For example, a science class may be extended to allow students to have a long lesson on the nature trails. All teachers in the team agree to the change in the schedule. Adjustments are made to ensure that students are receiving adequate instruction in their other subjects.

Grading System

District Six schools use the following grading scale:

A 90-100

B 80-89

C 70-79

D 60-69

F Failing (Below 60)

P Passing (Only Special Education Certificate Credit)

I Incomplete

NC No Credit (Excessive Absences)

Report Cards

Report cards in grades 6-8 are sent home four times a year (see school calendar for dates).

Report cards need to be returned to the homeroom teacher, signed, the first day after report cards are issued during the school term.

See Board Policy IHAB.

Personal Electronic Devices

Students, with parent permission, have the privilege of limited use of personal electronic devices on school and district property in a manner that does not interfere with the learning, safety, and well-being of students and staff.

Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. District employees will not be responsible to store, support, safeguard or troubleshoot any student-owned personal electronic devices. The district, its trustees, administrators, and employees shall not be responsible or liable for the theft, loss, data loss, damage, destruction, misuse or vandalism of any student-owned personal electronic device brought onto district or school property. Students who possess and use personal electronic devices will do so for instructional and educational purposes and will be expected to comply with the Spartanburg County School District Six Network Code of Conduct at all times. Students may use personal electronic devices in authorized areas of the school prior to and after the school day, and during other non-instructional times, as established by the school principal, provided such use does not violate district or school policies.

Recording sound or video/images at any school in Spartanburg School District Six, on any Spartanburg School District Six property, or on district-owned vehicles is strictly prohibited without the consent of the principal and will result in substantial disciplinary consequences. This misuse includes the posting of video or images obtained through cameras, phones, and other electronic devices to websites or social networks. Students who are involved in any unauthorized recording, videoing or posting of unapproved videos or images may face loss of privilege to possess and use a personal electronic device, suspension, alternative placement, possible recommendation for expulsion, and/or referral to law enforcement officials.

See Board Policies JCDA and IJNDB

School Board Policy JCDA

Descriptor Term: PERSONAL ELECTRONIC DEVICES Descriptor Code: JCDA

Issued Date: 6/3/2013 Rescinds: JCDA Issued: 8/3/2009

For the purposes of this policy, a personal electronic device is any device that emits any audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, I-Pods, I-Pads, tablets, computers, radios, pagers, any devices that allow the possessor to access the internet, or any similar device or any accessories to any such device. This policy is intended to allow students the privilege of limited use of personal electronic devices on district and school property in a manner that does not interfere with the learning, safety, and well-being of students and staff. Students may possess and use personal electronic devices while at school or school-sponsored events only as follows:

- Parent/Guardian and student has signed and submitted a Spartanburg County School District Six Personally Owned Electronic Device Acceptance of Responsibility, Appropriate Use, and Permission Form.
- The devices remain silent and are not visible or in use during instructional time or during any school-sponsored event or activity. However, teachers and school administrators, at their

discretion, may allow students to use personal electronic devices for instructional and educational purposes, provided such use is in accordance with the district's technology use policies. These devices shall remain silent and not be visible or used in testing areas, unless and except as expressly approved by the teacher or other person responsible for administering the test. Students with documented disabilities or exceptional needs who may require the use of personal electronic devices during the school day may coordinate the use of such devices in the classrooms and other areas of the school with their teachers and school administrators as outlined in their individual education plan and/or their 504 accommodation plan.

- Students may use personal electronic devices in authorized areas of the school prior to and after the instructional day, and during other non-instructional times, as established by the school principal, provided such use does not violate district or school policies.

- These devices have the potential to cause a disruption in the educational process by interrupting instruction and/or by being used for unethical or illegal purposes. These prohibited purposes include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking and distributing unauthorized photographs or recordings of other people. When someone takes or distributes pictures or recordings of individuals without their permission, he/she risks invasion of privacy and harassment lawsuits. The individual may also face criminal prosecution. These devices can also be used to reproduce copyrighted material, so their misuse can lead to penalties under copyright laws. For these reasons and to safeguard the instructional integrity of the school setting and protect the well-being of the students and staff, the display or use of these devices is prohibited except for designated locations and at designated times in the school where student use of these devices is permitted, as established by the school principal and provided such use is in accordance with the district's technology use policies and does not violate any district or school policies.

- These devices are not permitted to be on, used, or visible in any area where students or staff have an expectation of privacy, including, but not limited to, health rooms, restrooms, locker rooms, dressing rooms, school offices, or in any other areas of any school or district property where use is not expressly authorized. These devices shall not be used to capture, record, transmit, or receive any images or audio of any student or employee without prior notice and consent from that student or employee.

- Students are prohibited from using personal electronic devices to access, view, download, upload, share, transmit, or receive any obscene, pornographic, threatening, harassing, or other inappropriate material via the internet, electronic mail, text, or instant messages, or other forms of electronic communication. Students are prohibited from using these devices for any activity prohibited by the district's code of conduct or to circumvent district network security and internet blocks or filters, to access or view internet sites that are otherwise blocked from student access at school, or for any unauthorized access to or inappropriate use of the district's computer network. The district and its schools reserve the right to monitor student access to the district network and any online activities conducted on district and school property.

Students who interrupt the educational process through the display or use of these devices, who possess or use these devices without authorization, or who use these devices for any purpose or in any manner that violates any district or school policies, may be subject to disciplinary action in accordance with the student discipline code, including, but not limited to, confiscation of the device and revocation of the student's privilege to possess and use such devices on school property. Any confiscated device may be subject to search if there is a reasonable suspicion that the student was using the device for any unethical or illegal purpose. Additionally, any student who uses one of these devices for any unethical and/or illegal purpose may be subject to referral to law enforcement and criminal prosecution, and the confiscated device may be turned over to law enforcement authorities. When a device is confiscated and held in the possession of school officials, it will be returned to the student,

or if the student is a minor, to the student's parent/guardian, at a reasonable time determined by the school principal. Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. District employees will not be responsible to store, support, safeguard or troubleshoot any student owned personal electronic devices.

Computer/Network Code of Conduct

Use of the network shall be in support of education and research that is consistent with the mission of the district. Network use is limited to those students who have completed the training and have a specific educational objective to research. Users must adhere to the following rules of conduct:

1. Use of the network shall be in support of education and research that is consistent with the mission of the district. Network use is limited to those students who have completed the training and have a specific educational objective to research. Users must adhere to the following rules of conduct: Use the network in such a way that your use does not disrupt its use by others.
2. Maintain your personal files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.
6. When accessing information that requires a password, protect your password from others and refrain from using the password of others.
7. Refrain from destroying, modifying or abusing computer hardware or software. Hacking the system is not permitted.
8. Refrain from using the network for commercial purposes.
9. Respect the privacy of others.
10. Protect yourself by not giving your personal information such as your last name, home address, phone number, or social security number.

The district reserves the right to deny access to any user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

District Owned Device Damage Fees

Every student issued a district owned device will be held to the fee list below that covers loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The district and/or school will assess the device damage. If the device or the accessories are deemed to be intentionally or negligently damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. See below for anticipated repairs or replacements costs:

Screen replacement	\$75.00
Power adapter with cord replacement	\$25.00
Chromebook replacement (lost/stolen/broken beyond repair)	\$300.00
Windows Laptop replacement (lost/stolen/broken beyond repair)	\$300.00
Broken keyboard	\$25.00

(Costs are estimates and subject to change)

Lost or Stolen Equipment

If any equipment is lost, the student or parent/ guardian must report the loss to the school immediately. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian may be billed for lost equipment.

If the equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian in a timely manner. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/ guardian will be responsible for the full cost of replacement.

The district/school may use its discretion to replace a student device if and only if it is determined by the district/school that the student acted in a reasonable manner when storing and taking care of the device and acted in good faith to find the device, such as filing a police report and reporting the loss or theft to the district/school. The district/school will not be obligated to replace a student device in the case of negligence and failure to use diligence with district property.

Release of Student Information

Parents are permitted to examine permanent records of their child(ren). An appointment can be made through the school office to see the permanent record.

Individual student records (grades, test scores, evaluations, etc.) are not available for public inspection. This information is available to the student's parents, legal guardians, or to the individual student of legal age. However, general information relating to students can be released as directory information, upon request, at the discretion of the student's school principal. This information includes the student's name, age, sex, grade, subjects of study, awards earned, participation in officially recognized activities and sports, weight and height of members of athletic teams and various other public information. ANY PARENT OR GUARDIAN WHO WOULD PREFER NOT TO HAVE THIS GENERAL INFORMATION RELEASED WITHOUT PRIOR CONSENT SHOULD NOTIFY THE SUPERINTENDENT IN WRITING. The use of any information by Spartanburg School District Six is solely for the promotion of the student's welfare. Any questions concerning student records should be addressed to the guidance office. See Board Policy JR.

Damaged or Lost Textbooks

Free textbooks are provided by the state. It is the student's responsibility to care for the books and keep up with them. We encourage students to put covers on all textbooks. However, should the student lose a textbook belonging to the state or district, the student must pay a replacement fee based on the price of the textbook, unless special arrangements are made through office the school. Damage fees will be assessed if a book is damaged. The district does not issue a new book until the student pays for the damaged or lost book.

Fundraising/Student Solicitations

Fundraiser or Fundraising Activities refer to a school or district sponsored activity or event that uses students to generate funds. Fundraisers or fundraising activities can come in the form of group or individual; the former refers to funds raised for the mutual benefit of a particular organization or team, while the latter refers to funds that are being raised to help subsidize or pay for an individual student's costs. Fundraisers or fundraising activities generally involve or use students to generate funds or monies for the organization, team, or individual. Monies raised from fundraiser or fundraising activities contribute to the organization or team, and as such, cannot be refunded to an individual. If a trip or event is canceled, the school cannot issue a reimbursement from the fundraiser or fundraising event to the student or guardian. Schools will keep fundraising activities to a minimum to avoid interfering with the efficiency and effectiveness of the education program. Students in

grades K-8 shall not participate in fund raising activities which involve selling items, soliciting contributions, soliciting pledges, or taking orders. Students may act as couriers between school and home for information, order blanks, and materials about fund-raising activities sponsored by the school and school-related organizations. Fund raising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the school's improvement. The principal will approve and supervise each campaign. No student or organization may sell items, advertise services, or distribute written materials on school premise without the permission of the principal. It is recommended that schools avoid participation in fundraising or corporate incentive programs that promote a message inconsistent with the wellness goals of the District. See Board Policy JK.

Gifts

Since students come from different economic backgrounds, the District adheres to the following guidelines regarding gifts:

- Students may not be asked to contribute to a gift for a teacher. If a group wants to present a gift, they must handle those arrangements outside of school.
- Students will not draw names for the exchange of gifts on holidays or at any other time. See Board Policy JL.

Secure Entrances

Students entering the building should do so ONLY through designated secure entry points. Upon entry, students will be screened using a detection system. Students who cause the system to alarm will be subject to search before being allowed to enter the school building. Visitors entering the building will likewise be screened and will be subject to search.

SPARTANBURG COUNTY SCHOOL DISTRICT SIX ACADEMICALLY GIFTED AND TALENTED HORIZONS TESTING TIMELINE 2023-2024

The Horizons program is designed to meet the needs of academically gifted and talented students in Spartanburg District Six. Horizons classes emphasize the use of higher level critical and creative thinking skills in an interdisciplinary curriculum. Placement is determined by meeting state-mandated criteria in at least two out of three dimensions.

All students in grades two through four will receive group-administered aptitude tests and numerous achievement tests throughout the year as part of the screening process. All students in grades two through eight will participate in achievement testing throughout the school year. Referrals are accepted in March for students in grades five through seven to be considered for Horizons eligibility.

If a student in grades two through five meets the required standard of 93rd percentile or above on an aptitude test or the required standard of 94th percentile or above in total reading or total math on an achievement test, they will participate in the Performance Task Assessment administered in February/March. Parents of those students eligible to participate in this test will be notified prior to the administration.

If a student in grades five through eight meets the required standard of 93rd percentile or above on an aptitude test or the required standard of 94th percentile or above in total reading or total math on an achievement test, overall grade point average (GPA) of 3.75 on a standard 4.0 scale in the academic content areas of English, math, science, and social studies is considered.

Students' Grades 2 through 8 who are newly identified to participate in Horizons will receive a notification letter by the end of June. All parents will have the opportunity to review their child's test scores at individual parent/teacher conferences held at the beginning of the school year.

All second through eighth grade students will automatically be screened throughout the year as part of the district's testing program. More information on the Horizons program is located on the District Six website.

Art and Music Visions

The Spartanburg School District Six Art Visions program is provided for artistically and musically gifted students. Musically and artistically gifted children display abilities, talents, and potential for accomplishment so outstanding that they require special provisions to meet their educational needs. Artistically and musically gifted/talented students usually possess several of the following traits:

- High quality of work and task commitment in one of the arts
- Arts involvement and interest either in class or on their own
- Willingness to explore arts problems
- Flexible thinking - uses many approaches to solving a problem
- Creative potential
- Goes beyond the obvious - sees unusual relationships
- Thinks of doing projects in his/her spare time
- Examines and observes things very thoroughly
- Likes to elaborate on an idea or add details
- Takes work seriously and completes it
- High energy level
- Self-direction

Spartanburg School District Six will accept nominations for the Visions Artistically and Musically Gifted and Talented Program during September 11-29, 2023. Music Visions- Grades 2-4, Art Visions – Grades 2-8. Students may be nominated by parents, teachers, staff members, or self-nominated. Art and music nomination forms are available in the school office and on the District Six Arts website. Nomination forms must be returned by September 29, 2023. Parents can access information about the Visions program in the student/parent handbook, on the district website, and/or in school and classroom newsletters.

Special Services

A full continuum of special education and related services are available to students with disabilities. This continuum includes services to students in a regular classroom; small group instruction in a resource room for a portion of the school day; small group instruction in a self-contained class for the majority of the instructional day; instruction in a separate program located outside the district; and instruction provided in the home for students who are unable to attend school. Related services include those services that are necessary for the student to benefit from special education such as counseling, nursing, occupational and physical therapy. Parents or teachers who suspect that a child has a disability should contact the student's guidance counselor to discuss the screening and evaluation process for determining eligibility for special education. Psycho-educational evaluations to determine eligibility are conducted by school psychologists at no cost to parents.

Homebound Instruction

Students who cannot attend school because of an accident or illness may be eligible for homebound instruction. A licensed physician must certify that the student is unable to attend school and may profit from instruction given in the home. Homebound instruction must be requested through the Director of Health Services at the District Office. See Board Policy IDDC.

Vision, Hearing and Dental Screenings

Hearing and vision screenings are conducted on all seventh grade students by the school nurse. Healthy Smiles of Spartanburg conducts dental screenings on all seventh grade students. Parents will be notified of any problems found during the screening process.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. Their rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.** Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.** Parents should submit in writing to the principal the part of the record they want changed and specify why it is inaccurate. If the principal decided not to amend the record as requested by the parent, the principal will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Six Board of Trustees; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on a special committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by School District Six to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

Health Room

The health room is operated daily by a licensed school nurse under the direction of the Director of Health Services. The health room is equipped to render emergency care for injuries or illnesses occurring at school and for caring for the student until a parent or proper medical personnel can assume responsibility. It is the responsibility of the school nurse to evaluate students with health needs, administer first aid and medications according to district policy, and to refer students for additional medical attention as needed. All student health and medical issues and procedures will be handled and performed by the school nurse. See Board Policy JCFC

Criteria for Being Sent Home When a Student is Sick

Spartanburg School District 6 follows the DHEC School Exclusion guidelines for school attendance. These guidelines were current at the time of printing and are subject to change, based on the latest data. Any updates will be posted on our district website. There are times when a student should not be in attendance at school for his/her own welfare and for the protection of other students. Students should remain home or be sent home from school if they have any of the following:

- COVID-19 or Flu-like symptoms.
- Fever - oral temperature of 100 degrees or higher, with or without other symptoms. A student must be fever free, without fever reducing medications, for 24 hours before returning to school.
- A cold in the contagious stage (severe nasal discharge that is not clear in color)
- Any communicable disease (chicken pox, measles, shingles, etc.)
- Undiagnosed rash, skin eruptions, MRSA (staph infection)
- Vomiting – (2 or more episodes within 24 hours)
- Diarrhea – (3 or more loose or watery stools in a 24-hour period)
- Untreated head lice or scabies. District Six follows a “no nit” procedure for students returning to school after diagnosis of head lice.
- Strep throat - must be on antibiotics for 24 hours and be fever free, without fever reducing medications for 24 hours, before returning to school.
- Conjunctivitis (pink eye) - may return once on antibiotic eye drops for 24 hours and without discharge from the eye.

Accidents and Emergencies

Every effort is made to prevent accidents. However, in case of an accident, first aid will be administered only by the school nurse or other authorized school personnel. If it is serious, every effort will be made to contact the parent/guardian. If however, we are unable to reach the parent/guardian, the school will follow the directions on the student health form to secure an individual to pick up the student. If a student requires medical attention beyond the scope of the school nurse and the school is unable to reach the parent/guardian, the school will call 911 and notify the parent as soon as possible.

Medication Guidelines

1. **Prescription medicines, including over-the-counter medication prescribed by an authorized licensed provider will be given at school only when**

prescribed by an authorized licensed provider and with signed parent consent. The signed permission must be kept on file with the School Nurse and is valid for the period specified on the form or expires at the end of the current school year.

2. A parent/ guardian must bring the medication to the School Nurse in the original container with the prescription label attached. **Students are not allowed to transport medicine to or from school.** If you anticipate your child needing to take medicine at school, you may ask your pharmacist for two prescription bottles.
3. Please note that DHEC regulations prohibit the schools from keeping more than a thirty-day supply of medication at a time. Please plan to provide a one month supply and plan refills accordingly.
4. Asthma inhalers need to be kept in the school health room. The inhaler must be brought to the School Nurse in the manufacturer's box with the prescription label attached. The student will be allowed to use the inhaler, with nurse supervision, as instructed by the authorized licensed provider. If other arrangements are needed, please contact the School Nurse.
5. All emergency medications: insulin, glucagon, Epinephrine auto-injectors, etc., will need to be arranged through the school nurse.
6. The school will stock a limited number of over-the-counter medications that may be administered, by the School Nurse, to students with written parental consent. The parent/guardian must, on an annual basis, designate permission for each medication on the registration Health Form. Parents/guardians will be responsible for providing any needed over-the-counter medications, with written consent, not provided by the School District.
7. Over-the-counter medications may only be given as recommended by the manufacturer on the label and/or package insert. Any request for a medication dosage that exceeds this recommendation must be submitted with a written order from the child's authorized licensed provider.
8. Herbal medicines, food supplements, alternative medicinal products and other items that do not have FDA approval require a written order from an authorized licensed provider.
9. Each school maintains epinephrine auto-injectors in junior and adult strengths. School Nurse and other designated personnel may administer an epinephrine auto-injector to a student or other individual on school premises who is experiencing anaphylaxis.

**These guidelines have been implemented for the protection of all children.
Your cooperation is greatly appreciated!**

Immunization Requirements

All students must have a South Carolina Certificate of Immunization signed by a licensed physician or from the Health Department stating that the student is complete on all required immunizations before entering school. The school nurse can transfer out of state immunization records to the South Carolina Certificate of Immunization. When a student transfers from another school, the permanent record will be checked for a completed immunization form. If immunizations are not complete, the student will be required to obtain the needed immunizations before entering school.

Attendance

The South Carolina Compulsory Attendance Law, Section 59-65-10, states that all parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this State. Section 59-65-20 of the Compulsory Attendance Law states that 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 fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

Attendance Regulations

Any student who is absent from school must present a written excuse, signed by his/her parent/legal guardian or documentation of a medical appointment. The school administration will keep all excuses confidential. If a student fails to bring a valid excuse to school within 3 days of the absence, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the student will be referred to the school administration for appropriate action.

The district will consider students **lawfully** absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- The student has a doctor, dentist, or orthodontist appointment and brings a note to that effect from the physician.

The district will consider students **unlawfully** absent under the following circumstances:

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.
- Absence that is not covered by a written excuse within three (3) days after the absence.

Truancy Intervention Procedures

The following intervention procedures will be implemented to encourage student attendance:

3 Consecutive/5 Total Unexcused Absences – A student is considered truant if he/she accumulates 3 consecutive or 5 total unexcused absences. A letter will be sent to the parent/guardian to request an intervention conference. A written intervention plan must be completed with the parent/guardian.

7 Unexcused Absences – Students ages 6-11 are considered truant and students ages 12-17 are considered a habitual truant if he/she accumulates 7 unexcused absences and the Spartanburg County Truancy Intervention Plan has been completed. A referral to Spartanburg County Truancy Court may be made at this time. If interventions mandated by Spartanburg County Truancy Court are violated, then the student will be referred to Family Court.

Additional Unexcused Absences – Students ages 6-11 are considered truant and students ages 12-17 are considered a chronic truant if he/she accumulates any additional unexcused absences after the student has been referred to Family Court and placed on an order to attend school. **Truancy status is coded as a discipline incident in the student's discipline record.**

Academic Promotion and Retention

Retention in Kindergarten: Decisions regarding academic promotion/retention will be made

by using certain criteria to determine student readiness and success for the next level. The school's MTSS team will consider: 1) maturity level, 2) mastery of kindergarten skills to include state standards, 3) ability to function independently, 4) attendance.

Retention in Grades 1-2 and 4-5: Decisions regarding academic promotion/retention will be made by using certain criteria to determine student readiness and success for the next level. The school's MTSS team will consider: 1) progress toward meeting academic and IEP goals, 2) progress toward meeting academic standards as required by the state, 3) age/maturity, 4) state and district test results, 5) attendance, 6) academic history.

Retention in Grade 3: Decisions regarding academic promotion/retention will be made using guidance from ACT 284 (Read to Succeed) from the State. Specifically, Section 59-155-160 states that any 3rd grade student who fails to demonstrate reading proficiency at the end of their 3rd grade year as indicated by their state summative assessment score, must be retained in 3rd grade. A student may be exempt from this mandatory retention through "good cause exemptions" identified by the State.

Retention in Grades 6-8: Decisions regarding academic promotion/retention will be made using certain criteria to determine student readiness and success for the next level. The school's MTSS team will consider: 1) progress toward meeting academic and IEP goals, 2) progress toward meeting academic standards as required by the state, 3) age/maturity, 4) state and district test results, 5) attendance, 6) academic history. Students must pass a minimum of two core academic subjects and at least one of the core academic subjects must be English Language Arts or Math.

See Board Policy IHE.

eLearning

eLearning refers to a formal learning activity where students and teachers are separated due to inclement weather or other unforeseen circumstances. This type of learning offers both teachers and students a way to stay connected and continue learning while they are apart. The South Carolina Department of Education approved the District's eLearning plan in June 2020. For an eLearning day to count as an instructional day, the state requires students to complete a minimum number of instructional hours set at each level (elementary, middle, and high). A teacher's work hours, at a minimum, must mirror the same requirements. eLearning lessons will address academic content or skills that would have been addressed if school had been in session in a traditional setting. At all grade levels, lessons provided should require a minimum of 200 minutes of instruction (video, reading, and listening); the remainder of the time is for student engagement, studying and work completion. Students will have up to 5 days to complete and submit any assignments given on an eLearning day.

Services Available to Students with Special Health Care Needs Parent Notice (IHPs, 504, IDEA, Homebound): Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or Ms. Judy Edwards, Director of Health Services, at 864-576-4212.

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

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your school guidance counselor or Dr. Alan Eggert, Assistant Superintendent of Special Services at 864-576-4212.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Dr. Alan Eggert, Assistant Superintendent of Special Services at 864-576-4212 to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact Ms. Judy Edwards, Director of Health Services, at 864-576-4212.

Health and Wellness

District Six is committed to a healthy school environment that offers children nutritious food choices, provides sequential and interdisciplinary nutrition education, and connects meaningful physical activity to students' lives outside of physical education. The district's

wellness policy limits student access to unhealthy snacks and beverages. Elementary students do not have access to snack or beverage machines. However, schools do not allow the sale of foods of minimal nutritional value. These are foods that provide little or no contribution to daily nutritional requirements. This initiative does not apply to the machines in teachers' lounges and workrooms, accessible only by adults. Even though elementary school students do not have access to these foods through vending machines, the district wants to make sure that teachers are mindful not to distribute these unhealthy foods to students as rewards and that cafeterias do not sell them as extra snacks. It is important that our PTOs and other school organizations know that students are not to receive these foods during the school day or on field trips. A student may bring foods/beverages of minimal nutritional value from home for his or her own use. The student, however, may not sell these items to other students. See Board Policy ADF.

Snack Guidelines

We are committed to providing school environments that promote and protect children's health, well being and ability to learn. We are soliciting your help and cooperation when food and treats are used in school-wide celebrations as well as in classroom events. Please adhere to the following guidelines for snacks and treats that are fun for kids, safe for our children, and support the healthy living commitment of the School District for classroom celebrations:

- All snacks or treats for school wide or grade level celebrations must be approved by the administration as part of a PTSO school sponsored event.
- All snacks or treats must be commercially prepared and packaged so that we may see the ingredients listed.
- We are requesting parents notify the teacher several days before treats are sent to school for parties and celebrations so that alternative treats may be prepared for students who may have food allergies.
- If providing class snacks for non-birthday purposes, class snacks should be healthy. (see below examples)*
- In classrooms where a student has a food allergy, there will be additional safety precautions to follow and additional class snack recommendations given.
- Parents should ensure that all food allergies are listed (and kept up to date) on their child's school health form.
- Parents may consider a non-food treat such as pencils, erasers, ruler, etc.
- Food products may be used in the classroom as part of the instructional curriculum. Parents will be notified the Friday before food is to be used in the classroom.

*Healthy Snack Ideas: fruit, yogurt, celery, carrots and light ranch dressing, 100% fruit juices, air-popped popcorn, baked chips, pretzels, fruit roll-ups, flavored applesauce, rice cakes, dry cereal, graham crackers, Gold Fish, Nutri-grain cereal bars, animal crackers, baked Chips Ahoy cookies, baked OREO cookies, Teddy Grahams, and Rice Crispy Treats.

Title IX Non-Discrimination Statement

It is the policy of Spartanburg School District Six that no person shall, on the basis of race, age, sex, color, religion, national origin, immigrant status, English speaking status, veteran status, disability, or other legally protected status, be denied the opportunities and benefits of, or be subjected to unlawful discrimination in, any education program or activity operated by the

District. In addition, no person shall, on any of these bases, be excluded from participation in, denied the benefits of, or subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational

program or activity. The district shall make reasonable accommodations for qualified individuals with disabilities upon request.

Discrimination on the basis of sex includes sexual harassment. In accordance with Title IX of the Education Amendments of 1972, the District prohibits and will not tolerate sexual harassment against its employees, students, and other persons. The District has designated a Title IX Coordinator to receive and respond to inquiries and complaints regarding sex-based discrimination, including sexual harassment.

Employees, students, parents, and other persons may contact the following individuals with any questions or concerns about, or to make a report or file a complaint regarding, discrimination, harassment (including sexual harassment) or retaliation:

Director of Personnel / Title IX Coordinator:

- Beth Haun, Director of Personnel (Haunbd@spart6.org)
- 1390 Cavalier Way/Roebuck, SC 29376
- 864-576-4212

Assistant Superintendent for Special Services (Section 504, ADA)

- Dr. Alan Eggert (Aeggert@spart6.org)
- 1390 Cavalier Way/Roebuck, SC 29376
- 864-576-4212

Information pertaining to the District's grievance procedures and processes may be found in our Board Policy Manual.

Spartanburg County Public Virtual Program

In an effort to expand educational opportunities for students, school districts across Spartanburg County have collaborated to offer a virtual program aimed at providing a high-quality web-based learning initiative. The Spartanburg County Public Virtual Program is a comprehensive, standards-based program that can be easily accessed anywhere an internet connection is available. Parents/guardians can determine if their child is a good candidate for the virtual program after speaking with their school counselor and principal. Students must maintain daily work completion and exhibit success in the SCPVP in order to remain in the program.

Emergency Communication

We understand the importance of timely communication to families when there is a school emergency. In an emergency situation, our first priority will always be to ensure the safety of those on campus and then we will work to provide accurate information to families as quickly as possible. Communication to families for most emergency situations will come from the district office. It is important to understand that there are many moving pieces as a school emergency unfolds. Oftentimes, we are working with law enforcement and emergency personnel to provide accurate information that does not compromise student safety. We ask for your patience as we work through the appropriate procedures to communicate relevant information to families. If there is an emergency, we ask that you please do not come to the school, unless directed to do so. This is for the safety of everyone involved. In some cases, we may need to evacuate the school. Reunification sites have been established, but we do not publicize those locations prior to an emergency in order to maintain student safety. We will inform families of the time and place to pick up their child through the district communication channels.

COMMUNICATION DURING AN EMERGENCY

We understand the importance of timely communication to families when there is a school emergency. In an emergency situation, our first priority will always be to ensure the safety of those on campus and then we will work to provide accurate information to families as quickly as possible.

Communication to families for most emergency situations will come from the district office. It is important to understand that there are many moving pieces as a school emergency unfolds. Oftentimes, we are working with law enforcement and emergency personnel to provide accurate information that does not compromise student safety. We ask for your patience as we work through the appropriate procedures to communicate relevant information to families. If there is an emergency, we ask that you please do not come to the school, unless directed to do so. This is for the safety of everyone involved. In some cases, we may need to evacuate the school. Reunification sites have been established, but we do not publicize those locations prior to an emergency in order to maintain student safety. We will inform families of the time and place to pick up their child through the district communication channels.

• Direct Parent Email/Phone Call

- During emergency situations, the district will send notifications to the parent email and phone number on hand. Please be sure this information remains accurate at all times.

• Social Media

- Accurate information and updates about emerging situations will be posted on the district's official social media sites, Facebook and Twitter.

• District Website

- During extended emergency situations, updates will typically be posted to the school and/or district website: www.spart6.org. Please check the website frequently for the latest information.

• News Media

- We actively work with news media during emergency situations to share accurate and helpful information. Please watch for OFFICIAL information from the district or first responders on news media.

• District Six App Notification

- We will utilize the app notification system in case of a District-wide emergency.
- Please be sure to download the app and turn on notifications.

