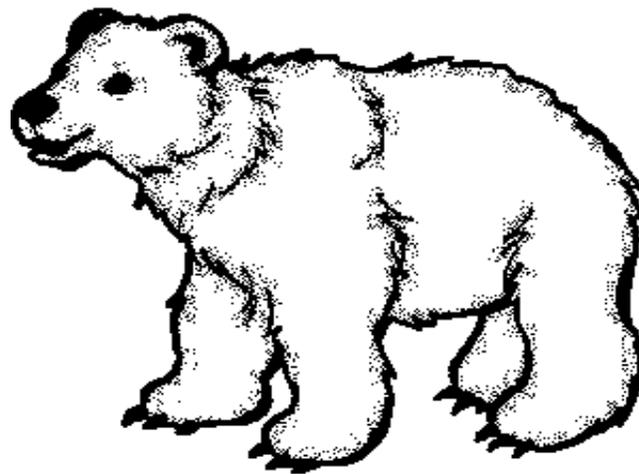


Johnston Elementary School

Student Handbook

2016-17



Home of the Bears

WELCOME BACK!

Dear Parents and or guardians,

It is with great excitement that we start a new school year! I hope you will find the information contained in this packet both useful and helpful as you think about the school year and the expectations that we have as a school and as a district. At Johnston Elementary, we will strive to create the most effective and appropriate learning environment possible for your child. This includes creating a safe, warm, and welcoming environment for your child as well as for you, the parent.

We want to make Johnston Elementary a magical place for all kids. The way to do that is to empower them with knowledge and to teach those skills and strategies that will take them far as they continue to grow and learn. Our goal is for them to become self-sufficient learners, and the only way to do that is to guide them, teach them, and allow them to make mistakes as they learn and grow. We, as a faculty and staff, will work hard every day to provide them with opportunities to learn and master skills as well as challenge them in their thinking. Please know we are here for your child, and will do everything we can to help them become the best they can be!

Maintaining an orderly, yet fun and engaging learning environment is extremely important to us. We will make every effort in working with you as a partner in teaching good self-discipline skills, and character building skills. We will focus on the idea of respect in EVERY aspect of our school. As we know, respect, encompasses all areas of behavior. In going along with our discipline plan, please read up on our PBIS information. This is short for Positive Behavior Intervention System. We know that recognizing the positives in all children will allow them to learn from each other and will teach them important ways of how to be and how not to be. Our PBIS will do this. I think you will find that it is an effective way for us to recognize and encourage all children to grow in a positive way.

Lastly, thank you for allowing your child to be a part of our family here at JES. When we stop and truly think that we, as educators, have the responsibility of making sure these children learn, at this age, what they need to learn in order to be a successful citizen, it is truly humbling. I do not take the position lightly and am truly thankful for the opportunity to be the principal here at Johnston Elementary! I live by the motto that you must treat every child the way you would want your own child treated. When we do this, it always works out in a positive way for the child. Be assured that I will always make decisions based on what is best for our children. As always, if you ever have any questions or concerns, please don't hesitate to call the school.

Sincerely,

Tammy Martin
Principal

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NOTIFICATION: Parent, Teacher, & Employee

The School District of Edgefield of Edgefield County maintains a current asbestos management plan for managing asbestos and controlling exposure in the district facilities. Availability of the asbestos management plan for review is coordinated by initiating a request to the Office of the Superintendent, P.O. Box 608, Edgefield, South Carolina 29824

GENERAL INFORMATION



ARRIVAL: Students should arrive at school no earlier than 7:05 a.m. Adult supervision will begin at 7:05 a.m. each day. If your child wishes to eat breakfast, they will need to arrive no later than 7:15 a.m. Late buses are provided breakfast.

PRIVATE TRANSPORTATION: To help ensure a safe and orderly dismissal from school each day, please follow these guidelines:

- Private transportation students will be dismissed at the front entrance to the school at 2:15
- Students must follow the instructions of the teachers on duty.
- All drivers are required to drive through the line. **Do not park in the parking lot and walk down to pick up your child.** If you refuse to drive through the line, your child will be dismissed after the cars have cleared the driveway.
- Please do not park your car in the driveway and leave it during arrival or dismissal times.
- Please do not check out your child between 1:45 and 2:15 to avoid the line. This is one of the busiest times of our day. After 2:00, you will have to wait until the bell rings.
- If your child has not been picked up by 2:30, you will need to come into the office to sign them out.

Thank you for your cooperation!

ATTENDANCE: The Board of Trustees for Edgefield County, as we do, believes that attendance is a key factor in student achievement. Any absence from school represents an education loss to the student. Students are expected to attend school every day except in cases of illness, family emergency, or other reasons specifically stated in district policy. Students who fail to attend school when they are physically and circumstantially able to do so are truant. Such a student is in violation of the South Carolina Compulsory School Attendance Law for children between the ages of 5 and 17.

Parents/legal guardian excuses are acceptable for up to 10 days of absences.

Excuses received later than three (3) days after the student returns to school will not be honored. You need to make a habit of sending excuses immediately. After 5 consecutive absences due to an illness, only a doctor's excuse will be honored. If a student is absent from school more than 10 days, he/she may not be eligible for promotion to the next grade.

TARDIES: Students will be marked "Tardy" who arrive after 7:45. Tardiness interrupts the class instruction. If a student is persistently tardy, school administrators will notify the parent/legal guardian and take reasonable actions to correct the problem (which may include after-school detention). If the problem is not corrected at the building level and the student continues to receive tardies, he/she will be automatically referred to the district truancy officer. **(Please refer to the District Attendance Policy on the JES website.)**

TRANSPORTATION: Please make every effort to let your child know before he/she comes to school, the arrangement for after-school transportation. If changes must be made, you need to come by the school office and leave the message. **Please do not telephone, as we will not accept phone messages.** This is for the safety of your child.

Children will ride their assigned bus unless the office receives written notification.

SIGNING CHILDREN OUT: Parents are asked to schedule your child's doctor and dental appointments around school hours as much as possible. If it is necessary to pick up your child early, please do so before 1:45 p.m. Children picked up between 2:00 p.m. and 2:15 p.m. will be dismissed with private transportation students. You will have to ride through the pick-up line.

For any student to be allowed to leave early, an adult must come in the office to sign the child out. Only people listed on the registration card as having your permission will be allowed to sign out your child. If someone not listed should come, we will deny access to your child. This is for the safety of your child.

The number of times a child is checked-out early should be held to a minimum. Three or more unexcused early dismissals may be recorded as an absence. **(Please refer to the District Attendance Policy on the JES website).** The administration reserves the right to approve or not approve any early dismissal.

Because every minute of instructional time is very important, please do not call the office and request that we have your child waiting on you in the office when you arrive to pick them up. We ask that you plan ahead to get to your scheduled appointment.

TESTING DATES: It is extremely important that your child be in attendance during our school wide testing dates. Please do not make appointments or plan short trips during testing. **Testing dates TBA.**

SCHOOL NEWSLETTER: Several times during the year, a school-wide newsletter will be sent home with the students. This paper will contain information of interest to all parents. Please encourage your child to deliver this newsletter. You will enjoy it.

INSTRUCTIONAL FEES: Instructional fees are \$25.00 per school year and are due by September 1. This money is used to purchase supplies for classroom use, art supplies, provide special guest speakers, etc.

The collection of instructional fees and fundraiser money is important to our school. The monies provide a major portion of our funding. When someone refuses to meet this obligation, all children suffer. It leaves less money with which to operate. **If you want to work out a payment plan, please talk with the principal.**

Deliveries: The school will not be able to accept deliveries of balloons or flowers during the day. This also includes special occasions such as Valentine's Day. Please refrain from sending these items to your child at school. We ask that you plan for these special deliveries at your home. We appreciate your cooperation in this matter.

FIELD TRIPS: Field trips are planned for each class during the school year at teacher discretion. Before your child can go on a field trip we must have a signed permission slip from the parent along with a "consent to treat" form in case of an emergency.

If for some reason your child cannot participate, it may not be possible to give you a refund. Some field trips require advanced payments (such as plays) for reserved seating. If this is the case, the cost will not be refunded.

Please remember all monies owed the school must be paid by field trip time.

Checks will not be accepted for the costs beginning the 10th school day before the trip.

VOLUNTEERS: Your help is always welcome at JES! If you are interested in volunteering your time and/or talents, please let us know.

BAD WEATHER PROCEDURES: During the school year, if it is necessary to either dismiss school early or not have school because of bad weather, you are asked to rely on local radio or TV for this information. **DO NOT CALL THE SCHOOL TO OBTAIN CLOSING INFORMATION.** This ties up our phone lines and makes it impossible for us to get the information we need concerning closing procedures.

SCHOOL SPIRIT: We are all proud of our school, its accomplishments, and its commitment to excellence. We want to share this pride with everyone. We encourage you to support our school in your conversations in the community. Remember – our best advertisements for our school are YOU and YOUR CHILD!

PARENT-TEACHER CONFERENCES: At JES we want and encourage communication between parents and teachers. Teachers will make contacts through notes, phone calls, etc. Please make sure the school always has your phone number and address. Parents are encouraged to set dates for conferences with teachers throughout the year. Please make an appointment during your teacher's planning period so the instructional program will not be interrupted. Please do not show up during the day unless you are coming to schedule an appointment or already have an existing appointment. We encourage you to attend all school functions.

WITHDRAWAL OF STUDENTS: If you are moving, try to notify the office several days in advance. This will allow us time to complete all the necessary paperwork that is required.

PERFECT ATTENDANCE: A Student must be in attendance for a minimum of one-half (1/2) of the school day in order to be considered for the perfect attendance awards. Children who are tardy five times will not be recognized for having perfect attendance.

In both instances, your child will receive credit for having been in attendance 180 days on their permanent record. The number of tardies will also be recorded.

VISITING THE SCHOOL: We are proud of JES and invite you to visit us. To insure our students' safety and to protect instructional time, we ask that all visitors report to the office upon arriving. Please sign in and receive a visitor pass. When you leave, please stop by the office, sign out and return the pass.

If you wish to speak with a teacher, call us in advance so we may arrange a convenient time.

TOYS: Please do not allow your child to bring iPods, Gameboy, Nintendo, PSP, MP3 players, cell phones (working or not), yo-yos, stuffed animals, etc. to school. These items are easily lost and usually cause a disruption to the instructional program. There are special days throughout the year where certain of these items would be permissible (show and tell, crazy hat day, etc.). If one of these items is taken during class, the teacher will return the item the next day. If it is an electronic device, you will be asked to come to the school to get. If you are not sure, give us a call.

CARE OF TEXTBOOKS AND LIBRARY BOOKS: Students are responsible for all textbooks issued to them and for all library books checked out. Any book lost or damaged must be paid for. A textbook will not be reissued until payment is received. All money collected for lost or damaged books is used toward the replacement cost. If a lost book is later found, the money will be refunded.

CLASS PROGRESS: At JE, we believe that it is essential that parents be actively involved with their child(ren) in the educational process. To do this you must be well-informed. Each teacher has his/her own method of informing and sharing information with parents. No less than weekly you should receive some type of feedback from your child's teacher. Review this with your child(ren). Encourage them to always give their best. If your signature is required, please do so and have your child(ren) return the paper promptly. Have an understanding with your child(ren) that you are excited about seeing their progress and that you expect to be given all papers and correspondence from the teacher. Also, you can check their grades on Power School.

GIFTED AND TALENTED PROGRAM: Every child is eligible to be tested for the Gifted and Talented program pending meeting qualifications. For further information, contact the District Office at (803) 275-4601.

CHANGE OF ADDRESS/TELEPHONE: Please notify your child's teacher and the office if you change your address or telephone number (home or work) during the school year. We sincerely hope we never have to contact you in a case of emergency, but if we do it is extremely important that we always have up-to-date information.

MEDICATION: If your child is taking any medications or should it become necessary for your child to take medication during the school year, the following SCHOOL MEDICATION POLICY will be followed.

Whenever a physician prescribes medication for a student the school encourages the parent to give the medication outside school hours if at all possible. If it is not possible to give all medication at home, please adhere to the following guidelines:

1. In order to avoid unexpected reactions the first dose of medication should be given at home.
2. The medicine should be hand delivered by the parent to the school nurse. The medicine should be brought in the original container with the proper label.
3. A parental note stating the name of medication, dosage and time of dosage, date and parental signature should accompany the medication.
4. The school nurse will administer the medication at school.
5. The medication record will be maintained in the school health room office.

Along with the above guidelines, if a medication must be given on a long term daily basis or must be kept at school due to emergencies (i.e.: inhalers, Epi Pens, etc.) the medicine must be brought in by the parent and signed into a log in the nurse's office and will be kept in the health room for use. Please see the school nurse to obtain proper permission forms.

HEALTH PROBLEMS: Please inform the school if your child has any special medical problems such as allergies, diabetes, epilepsy or any other condition that may require special attention.

ILL CHILDREN: If your child becomes ill or is injured at school, we will make every effort to contact you. If we cannot reach you and the illness/injury seems serious, we will use the emergency information you have provided us on the registration card.

LUNCH/BREAKFAST MONEY: Breakfast is offered free to all students. Lunch is available for all, with a reduced price or free for those that qualify. We are not allowed to let children "charge" their meals. Please help us by keeping up with your child's money. We encourage you to pay on a schedule, such as every Monday. This way you always know when it is due and it makes it easier on your child not to have to go to the lunchroom every morning to pay.

Breakfast starts at 7:10 a.m. for private transportation children; bus students upon arrival.

Breakfast is free to all.

Lunch prices are \$2.10 for full pay and \$0.40 for reduced.

(Prices are subject to change.)

IMPORTANT

WHEN SCHOOL HAS A DELAYED START

Edgefield County never calls a delay unless it is in the best interest of students and employees. We understand that parents depend on school starting at a certain time because of your jobs but safety comes first. If it might be dangerous for buses to be on the road we will delay or cancel school.

Each parent needs to have a backup plan for when these things happen. We may have snow or ice later this year and the same thing could occur.

Usually when we have a delay, it is a 2-hour delay. This simply means everything will occur two hours later. If a bus usually picks you up at 7:00 a.m. it should pick you up at 9:00 a.m. If we open the front doors for car riders at 7:05, then we will open the door at 9:05.

You need to plan now for what you will do with your children should another delay occur. Several of you might get together and take turns staying with the children. You might have a neighbor willing to watch them on days with delays. You may need to speak with your job supervisor and find out how your employer wants you to handle such things.

Please remember, when we have a delay, breakfast will not be served. Lunch for that day will be the main menu. We will not offer a choice of sandwich or salad.

It is very important that when you suspect school may dismiss early, start late, or be cancelled you **DO NOT** call the school to find out. If poor weather conditions force schools to close or dismiss early, the information will be posted on the District Website and the parent call system will be initiated. We encourage you to listen to your local televisions and radio station for this information, also. These stations are: Channel 6, Channel 12, Channel 26 and WKSX-Johnston 92.7.

Thank you for understanding and giving your cooperation in this matter.

DISCIPLINE: It is necessary for children to develop self discipline in order to further their learning. JE students are expected to conduct themselves in an appropriate manner at all times. Each student receives a copy of the *Edgefield County Discipline Code* at the beginning of the year.

Please review this code with your child.

In addition to the district discipline code we also have specific behaviors we expect JE students to exhibit throughout the school and bus areas.

- 1. Respect Self**
- 2. Respect Others**
- 3. Respect Property**
- 4. Respect Learning**

When students exhibit these behaviors we give them positive reinforcement through verbal praise, Bear Bucks coupons, stickers, and various special events, etc.

When students fail to exhibit these behaviors corrective measures are taken. These may include, but are not limited to, loss of recess time, loss of privileges for the day, notes home, office visit, or suspension/expulsion.

We spend the first two weeks of school teaching and re-teaching our students these rules and how they apply in every situation in our school and on the bus.

Appropriate behavior is the key to success in school and in life. **WE WANT YOUR CHILD TO BE A SUCCESS AT JES AND IN LIFE!**

When our students exhibit these appropriate behaviors our school is a happier and safer place to be. Please encourage your child to be a good example for others. Your support is vital to our discipline system.

GUIDANCE AND COUNSELING:

Children at the elementary level are busy trying to make sense of the world and discovering their place in it. Teachers are charged with the task of developing academic skills in a widely divergent student body, and parents struggle with how to best support each child's successful development in cooperation with the school. The guidance counselor's role is to help all three groups by providing consulting, coordinating, and counseling services to facilitate student progress. Therefore, the counselor:

- Talks with children individually and in small groups to offer anything from extra support to specific training in a social skill;
- Facilitates the referral process for children who may have special academic needs;
- Attends multi-disciplinary meetings regarding Special Educational Services;
- Consults with parents who may have concerns;
- Works with community agencies (DSS, Lion's Club, DJJ, etc.) to obtain assistance for students and parents;
- Conducts parent seminars; and
- Teaches classroom lessons to all grades.

It is the overriding goal of elementary school counselors to provide a planned program of guidance and counseling services based on the developmental needs of children and to help all children achieve their greatest academic, social, and personal potential. Toward that end, the counselor offers classroom discussion and activities to every grade level around the themes of school success, peer relations, conflict resolution responsibility, refusal skills, and problem solving. Guidance classes emphasize understanding and tolerance of individual differences, predicting consequences of various choices, communicating and listening respectfully to peers, and discovering insights necessary to solve problems.

Growing up is not easy, but children who have learned to understand themselves and others, who can express feelings and interact effectively, are most likely to flourish in the 21st century.

We believe that your child's experience at Johnston Elementary School will be one of great joy and learning, as well as some moments of sadness and setbacks; however, we stand together as a family who supports and cares for our own. We encourage you to join us and support us in that mission.

Homework Policy
Johnston Elementary

1. In elementary grades, homework is for the discipline of doing it.
 - a. Sitting down and finding a quiet place
 - b. Teaches study habits
 - c. Opportunity for parents to be involved
2. Homework is only to be practice or review of a taught concept.
NO NEW CONCEPTS
3. All student homework will be checked. Results will be reported to parents according to the method each grade level chooses.
4. No homework on the weekends or during standardized testing.
(School-wide)

Guidelines

- 1st Grade – 15 minutes
2nd Grade – 20 – 25 minutes
3rd Grade – 30 minutes
4th Grade – 30 – 45 minutes
5th Grade – 45 minutes – 1 hour

When a child is responsible to more than one teacher for homework, the teachers will coordinate the assignments so that no student receives excessive assignments on a single night.

If it takes your child longer than the amount of time listed above day after day, **please** speak with your child's teacher as soon as possible.

If you have any questions or concerns about homework, you should immediately speak with your child's teacher. *Together* most problems can be solved!

JES DRESS CODE

In an effort to provide an environment that is conducive to learning we solicit your help in promoting the following:

Students at JES are expected to dress neatly and cleanly each day.

The following rules will be strictly enforced:

-Spaghetti straps will not be allowed.

-Shorts may be worn but are to be no more than 4 inches above the knee for elementary children. Bike shorts or extremely tight shorts will not be allowed.

-Dresses and skirts may be no more than 2 inches above the knees. (Have the student stand with their hands by their sides. If the garment is above their longest finger, it is too short.)

- All trousers will be worn around the natural waist. If the pants will not stay at the waist, a belt must be worn to secure the pants. **Sagging/bagging is not allowed.**

- Inappropriate writings/drawings on T-shirts will not be allowed. This means the shirt must not promote alcohol, smoking, drugs or inappropriate/vulgar sayings, sexual innuendoes, violence, etc.

Hats/caps may not be worn in the building. These will be taken and not returned the next day.

Parents will be called to bring a change of clothing or to pick up their child if the child is inappropriately dressed.

SHIRTS – Tank tops have to have straps 2 inches wide – **absolutely no spaghetti straps.**

Food Services: Students and Adult Charge Procedure

Purpose: To establish the basic structure for handling charge meals.

Families may apply for free or reduced price meals anytime throughout the school year.

Elementary School Students CD-5

Elementary students will be allowed to charge a total of five (5) meals. A letter will be sent home with the student stating that he/she will not be allowed to charge any more meals before receiving the alternative meal. After five charges have occurred, the five charges must be paid in full before the student may have a regular lunch.

Middle School Student 6-8

Middle School students will be permitted to charge three (3) meals. A letter will be sent home with the student stating that he/she will not be allowed to charge any more meals before receiving the alternative meal. After three charges have occurred, the three charges must be paid in full before the student may have a regular lunch.

High School Student 9-12

High school students will **NOT** be permitted to charge meals. If a student does not have money to pay for lunch he/she will be offered an alternative lunch.

Adult Meals

Adults will not be allowed to charge meals **or** Ala Carte items.

Alternative Meal

Students will be given a sandwich and milk. The Food Service Manager will be vigilant in observing any student who is frequently without funds to purchase lunch. Such occurrences may indicate a problem of neglect, which should be called to the attention of the Principal. Upon notification of such problems, the Principal may conduct an investigation to determine if there is cause for further action.

Board Approved: August 27, 2008

TITLE I

Title I is a federal program that offers supplemental funds to school districts to ensure that all children have a fair, equal and significant opportunity to obtain a high quality education.

Title I serves our four elementary schools (Douglas, Johnston, WE Parker and Merriwether) and JET Middle School. Each of these schools operates a school-wide Title I program. School-wide programs provide greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance.

Title I funds are allocated to schools based on a per poverty student enrollment allocation. Poverty for Title I purposes is based on the 135 average daily membership and the March free/reduced lunch report.

Once a school receives an allocation, funds are utilized based on the needs of that school. In Edgefield County, Title I generally provides class-size reduction, teachers, teacher assistants, computer-assisted instruction, Response to Intervention personnel, parent involvement activities, Parenting and Family Literacy Program and more.

For further information, please contact Donna Hamilton, Title I Facilitator, at (803) 275-4601.

NEW Intervention for Unlawful Absences

1. Upon a student accumulating three (3) consecutive or a total of five (5) unexcused absences, the student is considered truant. A letter will be sent to the parent/guardian requesting a meeting. Administration will meet with the parents/guardian and/or student to develop a plan to improve attendance.
2. Upon two more unexcused absences, the student will then be considered a habitual truant and a *District Attendance Plan* will be implemented with the District Truancy Officer, parent/guardian and student.
3. Upon two more unexcused absences, the Truancy Officer will schedule a Truancy tribunal meeting to be held at the District Office. Refusal to participate in the tribunal will result in an automatic referral to court.
4. Upon one more unexcused absence, District/School Administration shall send the student (ages 12-17) to the Edgefield County School District Alternative Program for a minimum of 45 school days. Refusal to attend the Alternative Program will result in an automatic referral to court.
5. Once at the Alternative Program, if a student accumulates an additional unexcused absence, the Truancy Officer will refer parents/guardian and student to court.

STUDENT RECORDS

The School District of Edgefield County is required by the Family Education Rights and Privacy Act to provide annual notice concerning privacy rights in regards to the maintenance and/or release of student records. This notice is being sent to parents of all enrolled students and to those eligible students who are currently enrolled who are 18 years of age or older. The following is a summary of your rights under this act. If you have questions about this, please contact the principal of your child's school.

1. Student's "educational records" are those records directly related to a student and which the school district or a party acting for the school district maintains.

A. "Parent" refers to a parent, a guardian, a person acting as parent, a surrogate appointed in accordance with policies under Programs for the Handicapped or a student who is 18 years of age or over, or a student who is attending an institution of post-secondary education on a full-time basis.

B. Whenever a student is eighteen years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student unless the school district has received notice that a court has awarded legal guardianship beyond the age of majority. The school will document such notice.

C. In maintaining student records, the schools will follow applicable state and federal regulations.

2. Parents of students currently in attendance and eligible students currently in attendance in the School District of Edgefield County have a right to:

A. Inspect and review student's education records;

B. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

C. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that federal law and regulations authorize disclosure without consent;

D. File written complaints concerning alleged violations of the Family Educational Rights and Privacy Act.

Written complaints should be sent to:

The Family Educational Rights and Privacy Act Office
Department of Education
330 Independence Avenue, S.W.
Washington, DC 20201

The Office has the responsibility for investigating, processing, and reviewing alleged violations. The office will refer appropriate cases to a review board for adjudication.

E. Obtain a copy of the district's policy adopted under 99.6 (This policy may be requested from the Office of the Superintendent, Edgefield County Schools, P.O. Box 608, Edgefield, SC 29824, (803) 275-4601.

3. Schools will treat each student's education records as confidential and primarily for local school use. The exception to this rule is for directory information, which includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

A. The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information so it serves the best interests of students.

B. Within 15 days after receipt of this annual notice of privacy rights, the parent of the student,

or the eligible and currently enrolled student, has the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information. The parents/eligible student's notification must be in writing. The written notification will become a part of the student's education record. The principal of the school the student is attending is responsible for notifying appropriate personnel of the request, filing the request in the student's cumulative folder, and making the folder as specified by the superintendent or his designee.

If you object to the disclosure of directory information concerning your records or those of your child, please notify the principal of your school or your child's school as soon as possible in writing.