

# 2023-2024

Jesse Boyd Elementary School



## Student Handbook



## 2023-2024 Student Handbook

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Visit our website: <http://boyd.spartanburg7.org>

Facebook page: JBE Elementary School <https://www.facebook.com/pages/JBE/236195263196239?fref=ts>

Twitter page: @JesseBoydSchool <https://twitter.com/JesseBoydSchool>

Youtube channel: Jesse Boyd <https://www.youtube.com/channel/UCqDTMyZV7kYfKjQK0s3aimw>

Instagram page: [Jesse\\_boyd\\_elementary](#)

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Jesse Boyd Elementary School  
1505 Fernwood Glendale Road Spartanburg, SC 29307  
Office (864) 594-4430 Fax (864) 594-6143

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Mr. Jonathan Duvall, Principal

August 2023

Dear JBE families,

Welcome to the 2023-2024 school year! As we enter the 58<sup>th</sup> year of JBE serving our community, it is with great pleasure and pride that I look back on the incredible accomplishments of our faculty, staff, community, and most importantly our students. The rich tradition of innovation, creativity and excellence at Jesse Boyd continues today just as it has for the first 57 years. We are so glad that you have chosen to send your child(ren) to our school and appreciate the confidence that you have placed in our staff to educate your children. We strive every year to provide our students with a rigorous study in Language Arts, Math, Science, Social Studies, the Arts, two World Languages, and technology all the while helping them develop world class skills and life and career characteristics such as creativity, innovation, critical thinking and problem solving, communication, integrity, perseverance, worth ethic, and interpersonal skills.

This year also marks the 15<sup>th</sup> year as a fully authorized International Baccalaureate World School as we offer the Primary Years Program (PYP). The IB program has certainly provided our students with the opportunity to grow as learners and leaders. We continue to be amazed by the work of our students academically as well as their awareness in the world around them and their role as a leader.

Each year our school has taken on a theme. We've been heroes, monsters, ohana, gold medalists, mayors, champions, and more. This year, our theme is "Game On, JBE!" as our students learn and grow to level up in our community as we, together, work as part of a longstanding JBE tradition of excellence. As we do each year, we will celebrate the successes of our students by making them work towards a common goal. Our staff works hard each day to make sure that every experience is a valuable one for our students. I hope you will take the time to read through our handbook. Should you have any questions, please know that I am available to you as I proudly serve as principal of this incredible school. I want to take a moment and say a simple thank you to all in our community-parents, grandparents, community members, volunteers, business partners, staff, and students for all of your selfless giving of time and resources to make sure that every child has every chance for success.

Proudly Serving in Education,  
Jonathan Duvall, Principal

## Introduction

### Mission

JESSE BOYD ELEMENTARY SCHOOL MAKES IT OUR MISSION TO INSPIRE AND EQUIP ALL TO BECOME LIFE LONG LEARNERS AND PRODUCTIVE COMMUNITY MEMBERS THROUGH A CHALLENGING AND SUPPORTIVE ENVIRONMENT WHICH PROMOTES ACADEMIC EXCELLENCE, CONFIDENCE AND CREATIVITY.

### Beliefs

Teachers recognize students as unique, valued individuals who gain the knowledge and skills necessary to apply their learning in meaningful contexts.

Teachers, staff, students, parents, and community members should work cooperatively to enhance the education of children in a changing world using a variety of instructional approaches and technology to meet student's individual needs.

All students, staff, and parents should be treated with respect regardless of cultural and individual differences.

All Staff members are committed to ongoing personal and professional growth to foster the pursuit of lifelong learning for themselves and their students.

### Goals

\*To become a model IBPYP school \*To become a model Balanced Literacy and Science of Reading school \*To become a model school for the use of Instructional Technology

### Motto

Giving every child, every chance to succeed.

### Jesse Boyd Facts

Founded in 1965, our school was named in honor of Jesse Wilson Boyd, a member of the Spartanburg District 7 School Board from 1925 to 1970.

Colors-Blue & White

Mascot: Jesse, the Bulldog

## CURRICULUM AND INSTRUCTION

### Daily Schedule

7:00 School Building opens to bus riders and walkers

7:15 2<sup>nd</sup>-5<sup>th</sup> Grade (lower) car loop opens to car riders

7:30 4K/5K/1<sup>st</sup> grade car loop opens

7:45 -Breakfast ends-All students enter classrooms  
-School day begins- Tardy Bell rings

7:45 INSTRUCTIONAL DAY BEGINS

10:50-1:15 Lunch (students eat with grade levels)

11:00-2:00 Recess (times vary by grade levels)

2:25 Dismissal Process Begins

2:50 Students not picked up by 2:50 must be signed out in the front office. Excessive late picks will result in negative consequences which could include: loss of school choice privileges and/or not participating in school events. Habitual absences or late pick-ups from afterschool activities may result in non-participation.

Many activities take place afterschool. We ask that parents use the information sent home by the club sponsor to ensure students are picked up on time when activity ends.

**Placement of Students:** The Jesse Boyd staff work very hard in placing students into classrooms prior to the school year. Parents may not request teachers but do have the option to discuss placement with the principal any time prior to class placement information being sent to students. No changes in class placement will occur after families have been notified unless enrollment necessitates assigning students to different classes, but every effort is made to limit that change whenever possible.

## Core Curriculum Program

The curriculum of Jesse Boyd is a combination of all the experiences a student has while in school. Subject areas that are taught include:

Reading	Math	Social Studies	Writing
Health	Language	Physical Education	Music
Science	Technology	Library Science	Art

South Carolina State Department of Education, Spartanburg School District 7 and the International Baccalaureate Organization have adopted rigorous curriculum standards which teachers follow when planning instruction. Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.

## Instructional Methods

Instruction is defined as how the curriculum at Jesse Boyd is delivered. Students are grouped heterogeneously. This means that a variety of ability levels will be found in each class. This allows the teachers to instruct in small groups within the class, 1:1, and on occasion, to group students from two or more classes. Students in 4K through 4<sup>th</sup> grade will be in self-contained classes and for much of the year will not change classes for different content areas. Our 5<sup>th</sup> graders do change classes (one being ELA/SS and the other Math/Science). When applicable during an MTSS (Multi-Tiered Support System) time students may switch to a different teacher on their grade level but not as a part of core instruction. A variety of instructional methods are used but at the center of our teaching is an inquiry based model. In this model, students are taught to be independent thinkers, collaborators, and communicators. Students learn big concepts and are able to put together the smaller components of the concept. To that effect, we use a variety of instructional strategies such as balanced literacy, math manipulatives, science investigations, problem based learning, STEM activities, and the use of hands-on learning through

the use of technology. We also understand that children learn at different rates. Every effort will be made to challenge each student by providing instruction at an appropriate pace. Increasing the depth and level of difficulty of study rather than moving into the curriculum of the next grade will challenge students who learn at a more rapid pace.

## Field Trips

Classes will often have field experiences to off campus locations to enhance the learning or to serve as a provocation to learning. Students may participate in field trips if the following criteria are met: (1) Student has not had any ISS or other discipline/behavior offenses since the last field trip/beginning of the 9<sup>th</sup> weeks quarter, (2) Student has no bus offenses, (3) Student has done homework/classwork regularly, (4) Student has no money owed to school library, cafeteria, or any school organization, (5) Student does not have excessive absences or tardy days (6) Permission slip and fees turned in the day prior to the event. Permission slips go home with the student and must be returned the day prior to the field trip. **Teachers may not accept verbal permission over the phone in order for a child to attend.** Field experiences often require a fee to attend. Limited scholarship money is available and must require parent contact to the principal. Often times, parents accompany classes on field trips. Due to space on buses, a limited number of parents are allowed on each trip. A lottery system will be utilized when more parents request to go than space allows. Siblings are not allowed to attend the field trip with our parent chaperones. Parents driving their own vehicles to a field trip may be allowed in some circumstances and locations. There are locations where this is not permitted. If a parent does drive to the field trip, the student must ride on the bus with the class. Riding home with the parent is acceptable; however, no other students are allowed to do so. Parents driving to field trips must be preapproved by the school principal. Any chaperone attending a field trip, must be on the Spartanburg School District 7 approved chaperone list. In order to be

approved for this list, a background check will be done and this process can take up to 2 weeks.

### **Related Arts Program**

Art, Music, and Physical Education are compulsory in grades 1-5 and student must attend these classes. A study of the culture and language of French and Spanish is also provided to our students.

- Foreign Language: Students in 2<sup>nd</sup> grade receive one semester each of French and Spanish instruction. 3<sup>rd</sup>-5<sup>th</sup> grades are given a choice between Spanish and French classes based on schedules.
- Music is offered to all students in 1<sup>st</sup>-5<sup>th</sup> grade twice a week. 5K receives music at least once a week. Band and Orchestra is offered twice a week to our 5<sup>th</sup> graders who elect to take one of these courses rather than General Music in 5<sup>th</sup> grade.
- Art is offered to students in K-5<sup>th</sup> grade once a week.
- Physical Education: PE is offered to students in 1<sup>st</sup>-5<sup>th</sup> grade twice a week. 4K and 5K receive instruction at least once a week.
- Media Center: Students in all grades attend classes in media/technology once a week.
- Guidance: Students in all grades attend guidance once a week if able.

To the greatest extent possible, the related arts program is an extension of the learning in the classroom. Our related arts teachers collaborate with the homeroom teachers to provide an additional avenue for student learning.

### **Support Materials**

#### ***School Supplies***

As an instructional method, students are provided with many materials in order to work their way through the curriculum. A school supply list is available for download on the school's website. These materials will be used for instructional purposes and are the responsibility of the parents to provide for their student. Should parents be unable to

provided school supplies, we ask the parent contact our Guidance Counselor, Ms. Pressley.

#### ***Textbooks***

Students in grades K-5 are supplied textbooks through the State Department of Education. By the authority of Section 59-31-290 of the Code of Laws of South Carolina, regulations require full payment for the loss of or damage to any book, ordinary wear and tear excepted. Any damage to or loss of a textbook becomes the responsibility of the parent to pay the price of the textbook. That cost is set by the State Department of Education. Intentional damage may also result in disciplinary action on the part of the school.

#### ***Library Materials***

Jesse Boyd has a well-equipped and computerized media center available to our students. Students are allowed to check out materials from the media center for instructional use. Students will be held accountable for books that are lost or damaged.

#### ***Technology***

All classrooms have technology that is utilized for instructional purposes. Students have access to two computer labs. Each classroom is equipped with a printer and at least two networked computers that provide internet access. Each classroom has an ActivPanel and sound system used for instructional purposes. All teachers have an iPad & MacBook that is used to enhance instruction. Several iPads are in each classroom in 5K through 1<sup>st</sup> grade and every student in grades 2-5 have their own MacBook. Children in grades 4 and 5 are allowed to take their device home after parents have attended a parent meeting as required by Spartanburg School District 7.



### ***General Guidelines for Use of Technology***

- All users are prohibited from attempting to gain unauthorized access to district information systems or data. Students must have permission from a teacher or administrator to use information systems.
- Installing, deleting, attaching, or modifying software, hardware or applications on any information system are prohibited.
- Users vandalizing, modifying or causing damage to information systems will be responsible for the full cost to repair or replace device system. Student may also face disciplinary action. Students in grades 3-5 will have the option to purchase insurance for unintentional damage.
- Use of information systems is a privilege-any breach of this privilege may result in the closure of user accounts, cancellation of privileges, and/or disciplinary action in accordance with Board Policy and the District Code of Conduct.
- All information systems activity is recorded and logged. No file, document, email, or website used, created, or accessed on the network is guaranteed to be private. All files, logs, and activity on district information systems are district property.

Students will routinely use the Internet and other web based resources on Spartanburg School District 7 information systems. Students are prohibited from:

- Accessing, viewing downloading, uploading, or disseminating illegal, commercial, racist, abusive, profane, pornographic, violent, offensive or discriminatory material or messages.
- Attempting to disable evade, defeat, or circumvent district information systems filters, controls, and/or restrictions.
- Knowingly or negligently introducing or disseminating a virus, worm, spyware, malware, or other malignant code into any district information system.
- Unauthorized access to district information systems, and other users' accounts, files, or resources.
- Accessing non-district or unauthorized email, IM, SMS, or other communication device not authorized by the teacher.
- Accessing chat rooms or discussion forums that are not approved by the school staff.
- Divulging personal or another person's private information with an unauthorized person online.
- Duplicating, plagiarizing, storing, or transmitting copyrighted material that violates copyright law.
- Participating in any online behavior or activity that would not be permissible or advisable offline.
- Transmitting information in violation of federal, state or municipal laws.

### ***Personal Electronic Devices***

- Personal information electronic devices, i.e. personal readers, are prohibited for student use without specific approval from school staff. Gaming systems such as Gameboys are prohibited from school.
- While highly discouraged, students **are allowed** to have a cell phone as a need may arise depending on situation before or after school hours; however, the phones must be off and in the students' book-bag at all times during the school day. The phone may not be used during school hours including 7:00-2:30. Should a student have their phone on or on their person, the phone will be given to the school principal for authorized

guardian to pick up. Repeat offenses will disallow the privilege of bringing the cellphone to school and an office referral. Students are not allowed, however, to bring a cellphone with them to field trips.

- Spartanburg School District 7 assumes no responsibility for the safety and security, loss, recovery, repair, or replacement of a personal electronic device when carried onto district premises.
- The principal will determine appropriate disciplinary action for students who violate these guidelines.

### **Digital Citizenship**

Jesse Boyd Elementary teaches our students, through Common Sense Media lessons, to be digital citizens. Common Sense Media is dedicated to helping kids thrive in a world of media and technology. We empower parents, teachers, and policymakers by providing unbiased information, trusted advice, and innovative tools to help them harness the power of media and technology as a positive force in all kids' lives. For more information about Common Sense Media, please contact our Technology Instructional Specialist, Mrs. Kimberly Alverson.

### **Grading Guidelines**

Kindergarten and 1<sup>st</sup> grade assessments are skill based and made in accordance with the SC Readiness and SC standards of learning. Students are assessed on their obtainment of skills every nine weeks with ratings that will be shared and explained on the report card. If there are questions, please contact your child's teacher.

Guidelines for students in grades 2 through 5 reflect the philosophy that grades should reflect accomplishments of the student in the classroom to the greatest extent possible. In essence, grades that could be earned are as follows:

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

Parents can access their child's grades and attendance at any time through the web-based *Parent Portal*. To obtain a user name and password for the portal, please see Maria Barry in the office for this information.

### **Report Cards and Progress Reports**

Report cards will be sent home 4 times a year. In addition to all subject areas, students are graded in habits and attitudes. The teacher should be notified if your child does not receive a report at the end of each nine week period. Please consult the school's calendar for the dates those will be going home.

Progress reports, in grades 2-5, will be sent home in the middle of each grading period.

### **Student Led Conferences**

Conferences are important to the education of the students and are important to the education of the students and are encouraged as a means of communication between the school and home. At Jesse Boyd, our students in grades 1-5 lead their own conferences reporting on their progress, their goals, and their strategies. Students in kindergarten will only have student led conferences in the spring. Other teacher-parent conferences may be initiated at any time either by the teacher or the parent.

### **4K Parent Workshops**

Workshops for our 4K parents will occur throughout the year, with the first occurring on Meet the Teacher night in August. 4K teachers will share future dates with families.

### **Special Services**

#### ***Students with Special Needs***

Spartanburg School District 7 and Jesse Boyd Elementary offers a comprehensive program of special education and related services for students with disabilities. To access these services, students must meet federal, state and district guidelines. Services include, but are not limited



to, evaluation, consultation, itinerant, resource/self-contained classes, homebound, special day school, and various related services. To refer a student for special education services under the IDEA or Section 504 of the Rehabilitation Act of 1973, or for further information, please contact Patricia Pressley, the guidance counselor, at 594-4430.

### ***ESOL students***

Students who are non- or limited English speaking students are provided support through our ESOL services. Students are given supported in their acquisition of English, while honoring their first language, and provided additional instruction in content from the classroom. Whenever possible the ESOL services are provided within the classroom of the student.

### ***Odyssey***

Odyssey consists of a series of programs provided by Spartanburg School District 7 to meet the needs of students who have qualified for gifted and talented services in grades 3-12. Students are identified for Odyssey services through testing in grades 2 through 5. For more information about qualifications and/or services of Odyssey, please contact the school principal.

## **POLICIES AND REGULATIONS**

### **Equal Opportunities in Education**

No student in Spartanburg School District 7 shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin; and no student shall be denied a free, appropriate education due to any handicapping condition.

### **Civil Rights of Minors**

No student shall be subject to sexual harassment during the school day or any extracurricular event. A violation of this policy will subject the violator to disciplinary action.

### **Bullying**

A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child, or on a school bus or other school-related vehicle, at an official school bus stop and that:

- (a) A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- (b) Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. Disciplinary action as outlined in the Elementary Code of Conduct will be taken for students engaging in bullying activity.

### **Immunizations**

All students must have a South Carolina Certificate of Immunization from the doctor or Health Department before entering school. Parents are advised to review their children's immunization records to verify their compliance with the new state regulations. Students may not enter school without having their immunizations current. If you have any questions, please call the school nurse here at school.

### **Attendance**

**School attendance is essential to being a successful student.** South Carolina law requires that children must attend school and have ten (10) or less unexcused absences. Students must be in attendance for at least half the day (11am) to be counted present. Even though an absence may be excused, students must attend school in order to be counted as present. State Truancy Law states that on the 3<sup>rd</sup> unexcused consecutive absence or the 5<sup>th</sup> non-consecutive unexcused absence, a truancy intervention plan must be written and put into place. We are only allowed to accept parent notes for up to 10 absences and beginning with the 11<sup>th</sup> absence, we must have a medical note from a doctor in order to excuse the absence.

Excused absences require a statement from the parent. Excused and unexcused absences are explained below:

### *Excused absences:*

1. Absences due to personal illness where the student's health or the health of others would be endangered.
2. Absences due to a serious illness or death of a family member.
3. Absences due to recognized religious holidays of the student's faith.
4. Absences not mentioned above which arise from an emergency situation beyond the control of a parent or student may be appealed to the principal and superintendent for recording as an excused absence.

### *Unexcused absences:*

1. Willful absences without the knowledge of parents.
2. Absences without acceptable cause
3. Any absence without a written statement from the parent.
4. 11 or more absences without a medical excuse.

### **Tardiness**

Being at school on time each day is important to the educational process. Instruction begins at 7:45am. If tardy, parents will need to come sign student into school. Students with more than 5 tardies in one 9 week period may be excluded from participation in school events such as rewards and field trips. Excessive tardies will result in a tardy intervention plan and/or referral to the District Truancy Officer. If a student is tardy more than five times during the year, they will not be eligible for perfect attendance awards.

### **Attendance Meetings/ Family Court**

Students with more than the maximum missed absences and/or tardies will be required to attend an Attendance Intervention Plan with their parent/guardian. If attendance and/or tardies continue to be unlawful, a referral to Family Truancy will be made.

### **Religious Holidays**

Requests to honor specific religious holidays should be made in writing at least one week prior to the event to the school principal.

### **Arrival**

School begins each day 7:45am. Doors are opened to walkers and bus riders at 7:00 am and car riders starting at 7:15am. Our objective is to provide safe drop off procedures for the children while maintaining an orderly flow to minimize our length of time of heavy traffic in mornings. We ask for your assistance in this matter as no hurry is ever worth the risk of injury or great harm to a child.

### **To increase safety we ask that all parents adhere to the following guidelines for car riders:**

- Only allow students to exit cars when school personnel are outside at the traffic circle.
- We ask drivers to slowly approach the traffic circles, adhering to the School Resource Officer's or traffic guard's instructions at all times.
- Use extreme caution and do not pass stopped vehicles unless instructed to do so by school personnel.
- Have all papers signed, book-bags, packed, and materials together prior to getting in car line.
- Have children only exit from the passenger side of the front or back seat.
- Have your music turned down in order to hear any instructions that may be given.
- Continue to pull forward after your car door has been shut by a safety patrol member.
- **Never drop off a student in the front parking lot or front loop.**

### **Please adhere to the following guidelines for walkers/bike riders:**

- Students must cross the street/driveway at the crossing guard/traffic light only.
- Students are to remain on the sidewalk and enter the front of the school where a school representative will meet them.
- Parents are not allowed to drop off your student in a car in the front of the school as walkers. This is a safety hazard.
- Students who are bike riders are asked to bring a lock for their bike and lock their bikes onto the bicycle racks that are made available on the parking lot side of the cafeteria.

We encourage all parents to walk their child into school on the first day of school. We ask that after the 1<sup>st</sup> day all students in grades 1-5 come to school in their normal procedure of walking/biking, bus rider or car rider. Parents of students in 4K and 5K are encouraged to walk their student in for the first day, but after that day we ask that parents begin a normal morning routine. We call this INDEPENDENCE DAY. This helps with independence as well as safety. Parents may on occasion need to walk into school with your child to assist in carrying things or for school business. We ask that all parents doing this park in the front parking lot of the school, sign in, and accompany your child to their class. We also ask this occur prior to 7:45am. Please understand that teachers all have morning duties and once the tardy bell rings at 7:45am, they are unable to meet with parents. At this point supervision is their main priority.

Please note that according to state law, bus transportation to and from school is provided for children in the JBE school zone who live more than 1.5 miles from school. For more information on Bus Transportation, please contact the Spartanburg School District 7 Bus Transportation Office at 594-4423 and/or fill out the application online.

**Dismissal:** We begin dismissal at 2:25 pm each day. We have six areas of dismissal: daycare vans, buses, a walkers/bikers area, and 2 car loops. Our highest priority to ensuring each child gets home safely. In order to assist us we ask you to follow the guidelines listed below:

- In your beginning of the year packet, an authorized pick up list is included and we ask you carefully complete this document. Any individual picking up a student must be on the authorized pick up list. Any changes to that list must be made in writing. Please advise anyone on that list that they may be asked to show identification.

- If a student is leaving JBE in a car, the student must exit the school via the car line. Parents are not allowed to park in the front circle to pick up students.
- For safety reasons, no student will be dismissed from the main office after 2:00pm.
- If a student is to leave school in a way different from his/her normal procedure, a note must be brought from home and given to the teacher. While we understand the convenience of email, oftentimes teachers only check their email during their planning periods or may be absent.
- Students are not allowed to wait in the office to be picked up early. A student will be called to the office once a person on the authorized pick up list has arrived. Please make plans to arrive in time for appointments to allow your student the time to get to the office.
- Should a student not be picked up by 2:50, the student will need to be picked up in the main office. Students with excessive late pick-ups may have school choice revoked and/or may not be able to participate in school celebrations.
- Several days during the school year, we will have ½ days of instruction. On these days, we begin dismissal procedures at 11:25am.
- Occasionally, we will close the school early due to weather. At the beginning of each year, parents are asked to complete an inclement weather form for this type of procedure. We take extreme caution in these situations and we ask that you fill out that sheet carefully.

### **Student Conduct**

Students are expected to follow the Essential Agreements at all times while at Jesse Boyd Elementary and at JBE sanctioned events. All Essential Agreements are to be followed to help create an environment conducive to the learning process. Students exemplifying the IB attitudes and Learner profile will always follow these agreements.

### **Discipline**

While our philosophy here at JBE is to reward students for doing the right thing, occasionally students do make unfortunate choices. When these times occur and it is out of the scope of the classroom teacher, the student may be referred to the office. Spartanburg School District 7 has a discipline code that will be followed by JBE students and District policy

will be followed in assigning consequences for any discipline infractions. If this occurs, parents will be notified. Often times, the discipline referral will be followed phone conversation or with a parent/teacher conference.

### **ISS/OSS**

Some discipline infractions will result in ISS (or In-School Suspension). Students report at 8:00am and are dismissed at 2:00pm. Teachers provide work for the students to complete with the ISS teacher during this time. The ISS teacher also counsels with the student on his/her infraction and formulate a plan to avoid a reoccurrence. If a child is absent on the day he/she is due in ISS, they will serve the ISS on the next day the student attends school. Students not complying with the rules of the ISS teacher may be suspended from school. While not often, out of school suspension (OSS or Out-of-School Suspension) will be assigned. This must be followed by a parent conference.

### **Dress Code**

The general rule for the JBE dress code is that appropriate and non-distracting attire shall be worn in the educational setting.

#### *Appropriate attire:*

- Skirts, shorts, and skorts must be at least fingertip length standing
- Clothing that is appropriately sized for the student
- Shirts that cover the mid-section of the body, not be transparent, and have sleeves or a sleeveless shirt that comes to the edge of the shoulder
- Appropriate shoes that allow the students to participate in active learning

#### *Inappropriate attire:*

- Tank tops, halter tops, tube tops, or tops with string straps unless worn with a shirt underneath or a sweater or jacket coverup.
- See through garments or tights worn as pants
- Muscle shirts
- Hair and/or Body paint
- Skirts or dresses shorter than fingertip length
- Biker shorts, low rise pants, or gym shorts
- Any clothing or jewelry advertising tobacco, alcohol, drugs, or violence, that is suggestive, or demeaning to other people
- Clothing or hair color that is distracting to learning

- **Rips in clothing higher than fingertip length.**

### **Concerts, Ceremonies, and Honor's Day**

- Before any special event, parents are notified of appropriate dress for the event. Students not following the guidelines for this will be unable to participate.

### **Dress Code statement**

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or ask the student be picked up from school. Parents will receive a letter when this occurs. Repeated violations of the dress code will be treated as a disruptive behavior in violation of the District's Behavior Code. Any parent needing assistance with clothes is asked to speak to the principal as the school does have a clothes closet.

### **Media Policy**

Occasionally, our students, faculty, and staff may be photographed, interviewed, and/or identified for publication, broadcast transmission, and/or electronic display by the news media or school and district officials. All releases will be performed in accordance with school district policy and privacy laws. As such, only directory type information will be provided such as name, grade, and recognized activity, etc. If you have any questions or concerns, or do not wish your child to be photographed, please contact your school principal immediately or indicate this on your student information sheet.

### **Prohibited Items**

Any item that may be a hazard to the safety of children or that may interfere in any way with the school environment may not be brought to school. The school cannot accept responsibility for personal items that are lost, damaged or misplaced.

### **Sale of items**

The sale of any items by students to students on school property is not allowed unless it is related to school-sanctioned projects for groups such as Beta Club or Student Council.

### **Wellness Policy**

In accordance with the Spartanburg School District 7 Wellness Policy, JBE is committed to providing a school environment that promotes and protects children's health and well-being. In doing so we ask the following guidelines be followed:

- Any food served during the school day will adhere to food safety and security guidelines.
- Parents may provide food during the school day **for their child only**.
- Students will be provided with daily physical activity time in the form of PE or recess.

The school is provided limited exceptions to the nutrition, not safety, guidelines and will use them if deemed necessary.

### **Parties/Celebrations**

Class parties will be held at Halloween, before the Winter Holiday and Valentine's Day. Any food brought in for parties must be commercially purchased.

Classes may not have birthday parties, individual parties or parties for teachers during the school day. Parents are encouraged to come eat lunch with your student on his/her birthday; however, you can no longer provide a special treat for the class unless it is on the approved snack list and you have approved this with the teacher prior to lunch.

Any student party invitations may not be distributed unless they are distributed to every member of the class or each of the same gender in the class. Floral/balloon deliveries for students are not allowed at school.

### **School Telephone Policy**

The main office of JBE is staffed from 7:30am-4:00pm daily. Messages can be taken for teachers. Classroom instruction will not be interrupted for messages. Teachers are also unavailable to come to the phone between 7:40 and 2:45. Use of the telephone by students is limited to emergency calls about school business only. Calls for permission slips, forgotten homework, going home with a friend, etc. will **not** be permitted. Due to protection of instructional time, students are also not permitted to take phone calls from parents.

### **Classroom Disruption**

The Education Improvement Act states that class interruptions are only permitted for emergency situation. Teachers will not be interrupted during instruction except in the case of emergency. Teachers check their emails during their planning times, prior to lunch, and afterschool. In order to help us eliminate interruptions to classrooms we ask that:

- Parents send notes or emails to teachers requesting phone calls or conferences.
- Every effort be made to send lunch with your child to school rather than dropping lunch off in the main office.
- Methods of transportation be secured before dropping your student(s) off in the morning.

### **Visitors**

Parents and community members are always welcome in our school. Please maximize student safety and security and minimize interruption of instructional time by adhering to the following procedures:

- All visitors are asked to adhere to the student dress code when visiting the school.
- All visitors during the school day and for events will pass through a security check which includes metal detectors.
- Enter through the main office. All exterior doors are locked with the exception of the main office. An "ignore the door" policy exists and students and teachers are not allowed to open any other door for you.
- Sign into the office/check into the computer system and wear your badge or sticker during the length of your stay.

- When in the school volunteering, we ask that classroom instruction be minimized.
- Parents are not allowed to go into the classrooms unless it has been prearranged with the principal or teacher.
- When students are being picked up early, parents are to wait in the office until their children are dismissed from their classrooms.
- Parents eating lunch with their children are allowed to go to the lunchroom when they arrive, but not to their child's classroom.
- Spartanburg School District 7 is smoke free within the building and on the grounds. Parents are asked not to smoke or engage in the use of E-cigarettes while on the grounds of JBE.
- All cell phones should be turned off or on vibrate while in the school building.

### **Volunteers**

Our school volunteers provide vital support for our programs. PTSO helpers, tutors, club sponsors, reading buddies, community service members, and special guests are only of the few opportunities we have to host volunteers. We welcome the support we receive. Volunteers must be on the approved volunteer list through Spartanburg School District 7. To obtain approved status, a volunteer must complete a Volunteer Form, which can be obtained through the main office or in your back to school packet, and be approved through a background check.

### **Custodial Rights Issues**

Jesse Boyd recognizes that issues related to the legal and physical custody of students can be complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their child's academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the legal guardian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of

custody should not take place during school hours or on school property. **Concerns regarding custody and visitation should be directed to the School Principal.**

### **Department of Social Services**

South Carolina law states that educational professionals are mandated reporters of child abuse or neglect. Mandated reporters must report abuse or neglect when, in their professional capacity, they receive information giving them reason to believe that a child's physical or mental health has been, or may be, adversely affected by abuse or neglect. A decision to report must be based upon a reasonable belief that a child has been, or may be, abused or neglected. Thus, mandatory reporters need not have conclusive proof that a child has been abused or neglected prior to reporting abuse or neglect to the proper authorities.

Occasionally, DSS caseworkers will come to our school to speak to students. Once proper identification is established, DSS caseworkers will be allowed to speak to students per Spartanburg School District 7 procedures and SC law. It is the obligation of the Department of Social Services to contact parents regarding any notification of visits.

## **General Information**

### **School Nurse/Health Room**

Jesse Boyd Elementary school is staffed with a full-time registered nurse. Our nurse provides screenings, assessments for chronic and acute illness and administers first aid. The nurse is available to consult with parents as needed, regarding health concerns of students. Parents are asked to contact the school nurse if a child has any special nursing care needs that must be provided during school hours. Parents are encouraged to keep the school nurse informed of significant health concerns and diagnoses for their children. It is essential that the nurse have current work, cell and home phone numbers and any other means whereby parents/guardians can be contacted should the need arise. Emergencies can occur at any time. It is imperative that the nurse be able to reach a parent/guardian during the school day. Administration of medications must accompany a doctor's order and a permission form must be filled out from the parent.

## **Emergency Situation and Drills**

Jesse Boyd is committed to providing a safe environment for students, staff, and visitors and conducts annual safe school audits for our school. We work closely with national, state and local safety officials for our school to be prepared to prevent and respond to any type of emergency. We have developed a comprehensive Emergency Response Plan that covers a wide variety of emergencies that serves as our guide to help staff and our public safety partners respond swiftly should a crisis occur. In the case of a school emergency, parents will be notified and updated by phone and/or email using our Bright Arrow communication system. It is critical during those times that parents follow the directions given to them on the Bright Arrow messages. Because students practice these drills regularly, parents should be aware of these terms – all of these terms are subject to change:

- **Lockdown:** all school interior doors are locked, students are confined to their classrooms, and no entry or exit of the school is allowed. During an internal lockdown the front office door is also locked. This occurs if there is a threat or possible threat inside the school or on/near school property.
- **Lockout:** all school exterior doors are locked. Students are not contained to their classrooms, but only travel with their teacher. The front door is locked, but parents are admitted in with proper identification. This occurs when the school has been made aware of a threat outside of school.
- **Fire drills:** students exit the building to a designated position on the grounds of the school located in an area that is enough distance away for safety purposes and to allow emergency vehicles to arrive.
- **Shelter in place:** there may be an instance when the school may need to be evacuated due to fire or an environmental issue. The evacuation site that will be utilized in the case of an emergency is Spartanburg High School—parents will report to the cafeteria at SHS to pick up students. Due to the off campus location we do not practice this drill with students.
- **Weather Alert:** Severe weather emergencies such as tornado, severe storms, and earthquakes are potential dangers. Procedures are practiced for proper shelter in these emergencies.

## **School closing or delays**

Emergency school closings, dismissals, and delays will be announced on most local radio and TV stations, via the school's Bright Arrow parent notification system, the school's website, Facebook, Instagram, and Twitter feeds. The school will use the inclement weather form in the event of an early dismissal to assist with transportation home for your student.

## **Money**

Students will occasionally need to bring money to school for lunch, field trips, book fairs, fundraisers, etc. We ask that any money being brought to school is placed in an envelope or a plastic baggie with the student's name and the purpose of the money.

## **Change of Address/Phone Numbers**

Current address and phone numbers must be on file in case of an emergency. Notify the office if you change your address or your home, cell or work numbers. The school will not release your phone numbers to anyone. If you move out of the JBE zone during the school year, every effort will be made to have your child finish the year at JBE barring no significant attendance or behavior issues.

## **Lost and Found**

A lost and found area is maintained in our School Nurse's office area. Any money, jewelry, or clothing found on school property should be turned into the office. Children should be reminded to check in the office for missing items. To help minimize lost articles, students' names should be on the items of clothing which may be removed for the student's comfort such as jackets, sweater, coats, scarves, hats, and gloves. Unclaimed articles are donated to the local children's shelter in December and in June.

## **Breakfast and Lunch**

Our school cafeteria sells hot breakfast each day from 7:15-7:45. Students coming in after 7:45 may take their breakfast to the classroom. The cost of breakfast is \$1.80 for full pay and \$0.30 for reduced pay. Lunch is served at scheduled times from 10:50-1:15 daily. The cost of lunch is \$2.55 for full pay and \$0.40 for reduced pay. Parents may also eat lunch in our school cafeteria for the cost of

\$3.60. A monthly menu will be sent home with selections as well as placed on the school's website. Any last minute changes to the school's menu will be placed on the school's Facebook and Twitter feeds.

### **Optional Insurance**

K-12 Student accident insurance plans are available for purchase by parents. You can enroll at [www.k12studentinsurance.com](http://www.k12studentinsurance.com) or by calling 1-877-574-6288. Information concerning this plan should be directed to the Spartanburg School District 7 District Office by calling 864-594-4400.

## **SCHOOL COMMUNITY**

### **SIC**

The School Improvement Council is composed of parents, teachers, students, and community members. The Principal serves as an ex-officio member. All parents are encouraged to submit any suggestions to the principal who will then bring up the topic in SIC meetings. Elections for SIC will be held once a year in October. Nomination forms will go out in September. Participation is encouraged.

### **PTSO**

Jesse Boyd has established a PTSO to enhance and support the educational experience at Jesse Boyd Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to support the students, teachers, and administrators through volunteer and financial support. Every parent, grandparent, or guardian of current students, teachers and staff of JBE are welcome to

be a member. Our PTSO president is Krystal Gurganus and she can be contacted via [jesseboydptso@gmail.com](mailto:jesseboydptso@gmail.com) or [jbepsto@spart7.org](http://jbepsto@spart7.org) or by calling the school and leaving a message for the PTSO. Our PTSO also has a Facebook page!

### **Volunteer Opportunities**

Jesse Boyd has several opportunities to volunteer with tutoring and/or with other school events. Please contact our guidance counselor, Ms. Pressley for signing up for those events.