Dear Parents and Students,

It is our pleasure to welcome you to the 2016-2017 school year. The faculty and staff welcome you to our Conder Family. We have an exciting year planned at Conder designed to ensure that we ignite, inquire, and inspire. In 2013 and 2016, L. W. Conder was recognized as a Magnet School of Distinction and received honorable mention for the High Flying School Award for closing the achievement gap. Our 1TWO1 computing program includes all grade levels.

This handbook and calendar of events contains very important information about our school. We encourage you to read it carefully and refer to it often throughout the year. Much of the handbook should be read and discussed with your child. If you have questions about information in the handbook, please contact the school office. Please review our newsletter to verify all activity dates and times in case there are any changes during the school year.

Our faculty and staff eagerly await the opportunities that a new school year brings. We encourage your involvement in this effort and seek your support and cooperation as we work together to make this our best year ever.

Conder provides many avenues for communicating with our families:
- Open Door Policy
- Conder Connection Newsletter
- Navy blue Communication Folder every Friday
- R2TV (Channel12)
- School Webpage
- Marquee
- Twitter® and Classroom Websites
- ConnectED phone messages.

Your principal and teachers encourage you to discuss your comments, questions, ideas, concerns and suggestions with us. The school’s phone number is 736-8720.

Go to our website, www.richland2.org/ce and find the e-mail address of the person you would like to contact. It is the quickest, easiest way to reach any of the staff members.

We often ask your opinion in “The Conder Connection Newsletter”. We value your feedback so that we can continually improve our programs.

Sincerely,

Mrs. Paula China, Principal
Connie May and Dr. Tammer Roberts, Assistant Principals

DISTRICT OFFICE STAFF…787-1910
Dr. Debbie Hamm – Interim Superintendent
Dr. Baron Davis – Deputy Superintendent
Dr. Roosevelt Garrick – Chief Human Resources Officer
Mr. Bob Davis – Chief Financial Officer
Dr. Arlene Ford – Executive Director of Community Relations
Mrs. Nancy Gregory – Director of Teaching and Learning
Mrs. Dawn Whitley – Director of Academic Initiatives
Mrs. Rhonda Goin – Student Data Coordinator
Mrs. Karen Myers, RN – School Nurse
Mrs. Beth Morton – School Psychologist
Ms. S. Harris – Cafeteria Manager
Mrs. Dominique Turner – Attendance / Registrar

Mrs. Paula China – Principal ................................................. 3003
Mr. Connie May – Assistant Principal ................................ 3014
Dr. Tammer Roberts – Assistant Principal ....................... 3006
Mrs. Falecia Dickson – Guidance Counselor ...................... 3103
Mrs. Sherry Brown – School Receptionist ....................... 3000
Mrs. Dianne Caldwell – School Social Worker ................. 3009
Mrs. Rhonda Goines – Student Data Coordinator .......... 3001
Mrs. Valissha Johnson – Bookkeeping ......................... 3002
Mrs. Valissha Johnson – Bookkeeping ......................... 3002
Mrs. Karen Myers, RN – School Nurse ......................... 3007
Mrs. Beth Morton - School Psychologist .......................... 3104
Ms. S. Harris – Cafeteria Manager ................................. 3503
Mrs. Dominique Turner – Attendance / Registrar ............ 3005

MISSION STATEMENT AND BELIEFS

RICHLAND SCHOOL DISTRICT TWO
In partnership with our community, Richland School District Two prepares all students for success by providing meaningful, challenging, and engaging learning experiences.

Beliefs
- We believe that as our students inquire and ask questions about their world, our classrooms transform into centers of learning designed to meet the needs of the 21st century.
- We believe that the latest technologies and authentic experiences ignite the joy in learning.
- We believe that connections and real-world challenges inspire our students to extend themselves into the realm of all possibilities.

CONDER ELEMENTARY ARTS INTEGRATED MAGNET SCHOOL MOTTO
Students Through Arts Reach Success

CONDER ELEMENTARY ARTS INTEGRATED MAGNET SCHOOL MISSION STATEMENT
Conder in partnership with the parents and community will provide meaningful and engaging experiences through the arts and technology.

CONDER DAILY SCHEDULE
7:30 – Buses and Car Riders Arrive at School
   Walkers are escorted at crosswalks.
7:30 – Teachers are in classrooms.
8:00 – School begins.
2:42 – Walkers and After-care programs are dismissed.
2:44 – Car riders and Daycare Vans are dismissed.
2:47 – Buses begin dismissal.
3:15 – Students not picked up are sent to Shining Stars Aftercare
4:00 – Building is closed and telephone is answered by voice mail.

NUMBERS TO REMEMBER
District Office ............................................................787-1910
Conder Main Office ...................................................736-8720
Conder Health Room.................................736-8720 ext. 3007
Conder Cafeteria ...........................................736-8720 ext. 3503
Attendance & Tardiness..................................736-8720 ext. 3005
Conder Fax Number ..............................................803-699-3688
Conder Web Address ............................................www.richland2.org/ce

FOR QUESTIONS ABOUT THE FOLLOWING, CONTACT
Anything related to school or students ...........................................Principal
Instruction, testing, discipline, school buses, textbooks ..........................Asst. Principal
Attendance, enrollment, withdrawal ...........................................Registrar
Fees, newsletter, general questions .............................................Bookkeeper
Student social or emotional problems ........................................School Counselor
Breakfast, lunch money ....................................................Cafeteria Bookkeeper
Medicines, student health problems ..........................................Health Room Nurse
Assignments, grades, progress reports, report Cards,
   Conferences ..............................................................................Classroom Teachers

MORNING ARRIVAL
- Enter through Hunt Club or Brookfield Crosswalk entrance.
- Students should remain on sidewalks and enter side doors.
- Car riders should stay in single line.
- Students are not to be left unsupervised before 7:30 am. Conder does not provide supervision before 7:30 am.
- An Early Program (Early Birds) may be provided for a fee to parents who wish to drop off at 7:00 am. This program is contingent on staffing and parent interest.
- Breakfast is provided to all students from 7:30 am to 8:00 am.

AFTERNOON DISMISSAL
- Car riders are to use the traffic procedures as outlined.
- Cars will be assigned numbers at the beginning of the year. Help your child(ren) learn their car rider number.
- Do not leave cars unattended.
- Two volunteers will assist students walking across Hunt Club Road and across Brookfield at the intersection. A responsible adult or sibling can wait with the volunteers to pick up their students.
- NOTE: Child Development, Kindergarten and 1st Grade students are not allowed to walk to or from school without adult supervision.
- No one is allowed in the building during dismissal.
- All students are to be picked up by 3:15 pm. Please call the office if you know you are going to be late. (803-736-8720)
- Students not picked up at 3:15 pm will be sent to Shining Stars Aftercare.
- There is NO supervision after 3:15 pm.
- NO students are dismissed early after 2:15 pm.

CONDER’S UNIFORM POLICY
Parents at Conder have voted on a uniform policy. The School Improvement
Council has identified these guidelines. We encourage students to wear the uniform every day. The uniform policy is:

- A white or navy collared shirt or blouse (no T-shirts)
- Khaki/tan or navy pants, shorts or skirts (no jeans)
- Appropriate shoes, fastened.
- Conder blue or any other school sponsored t-shirt.
- Students may wear the uniform of a nationally recognized organization. (Girl Scouts, JROTC, Cub Scouts)
- Students must have their shirts tucked in at all times, unless the shirt is a sweater or sweatshirt.
- ABSOLUTELY no sagging pants will be allowed.
- No hats will be worn in the building.
- Flip-flop shoes are not appropriate for school especially for children who have PE and play on the playground. Young students often scrape or cut their feet in this type of shoe.

Repeated violations of the dress code will be treated as disruptive behavior in violation of the student code of conduct. However, dress code violations will not carry over on the student’s discipline record to subsequent years.

**ATTENDANCE**

Students are expected to be in school every day except in cases of their own personal illness. If your child will be absent, please call the school office by 9 a.m. Every absence from school requires a written excuse from the parent or a physician. Written parent excuses should have the student’s name, date(s) of absence, reason for the absence, and the parent’s signature. Dental appointments, doctor appointments, illness under the care of a doctor, and extended illness should be covered by an excuse from the physician. Absences are categorized as follows:

- General Absences - Parental Note, No Note, Call From Home
- Excused Absences - Doctor’s Note, Religious Holiday

Students who are absent more than three days without physician’s excuse are considered chronically absent. The school may address general student absences in the following ways:

- Attendance Improvement Plan – Meeting with parent and registrar.
- Referral to the District Social Worker – Social Worker visit to home.

If you have any questions concerning school attendance, or extended absence, you may call the registrar at 803-736-8720 ext. 3005

**TARDY POLICIES**

(LATE ARRIVAL AND EARLY DISMISSAL)

- Classroom instruction begins at 8:00.
- A student arriving after 8:00 is counted as late.
- If a child is late, a parent must come to the office to sign in the child and obtain a tardy pass before reporting to class.

Being tardy causes students to miss important instructional time. It is very important that children are brought to school on time. A written excuse explaining the reason for tardiness is required. Tardiness is also listed in the District Student Behavior Code.

**STUDENT WITHDRAWAL FROM SCHOOL**

If a child’s family changes residence outside of the Conder attendance area, it will be necessary to withdraw the child from Conder. Parents withdrawing a child from Conder are required to come to the school prior to the withdrawal in order to receive a Notice of Transfer Form.

This form has extremely important information for the new school to facilitate proper grade, reading and math placements. Upon withdrawing from school, students should return all textbooks and library books to Conder and pay any fees or outstanding debts.

**TRAFFIC PROCEDURES**

Please remember that we have many students that ride in a car each day. Students will be provided a sign for the car dashboard at the beginning of enrollment. Please post the sign where it can be seen in your windshield. This sign also makes it easy for family members should they need to pick up your children. Conder staff will call your number and your children will come out to be picked up in the car-rider line. We need everyone’s assistance to make our pick-up procedure safe and timely.

Students who are car riders should not be dropped off or picked up in any area other than the designated car rider line. Please drive carefully and watch for children.

**EMERGENCIES AND EARLY DISMISSALS**

Please have an understanding with your child as to what to do in case of bad weather at dismissal time. If schools are being dismissed early because of severe weather or other emergencies, it will be announced over the major radio stations. Please make appropriate arrangements for students to be picked up on half-day dismissal. See page 10 for 2013-2014 half-days.

**ANNOUNCED DELAY IN SCHOOL OPENING PROCEDURES**

No breakfast will be served at school. Watch the Richland School District Two cable television channel (12) or view the district’s website (www.richland2.org) for up-to-the-minute information. If inclement weather occurs during the school day district
administrators will decide if schools will remain open on a regular basis for the remainder of the day. Parents should make plans with their children for such emergencies and listen to the radio, T.V. or RSD2 cable channel 12 for updates. The Principal may also send a message by phone through our ConnectEd phone message program. Please don’t call the school because it ties up the lines for the school personnel.

HEALTH ROOM

Conder has a fully equipped health room with a full-time registered nurse and a health room assistant. Students who become ill during the day (100 degrees temperature or above, vomiting, diarrhea, injured, severe discomfort) will need to go home. Parents will be notified by the nurse or health room aid to pick up their child. There are guidelines posted in the health room for you to view. Please pick up your child as soon as possible. The child cannot return to school until fever free for 24 hours.

PRESCRIPTION MEDICINE OR OTHER MEDICATION

The school does not furnish any medication to students, including Tylenol. Students who need to take medication during the school day must bring the medication to the health room first thing in the morning in the original container with a note from the parent. Medication sent without a permission slip or not properly labeled will not be administered. All prescription medications, including inhalers, must come in the original prescription bottle or box, with the most recent prescription date on the label. Beginning in August, a healthcare provider’s original signature (not a stamped signature) will be required for ALL medication administration in Richland Two schools. This includes prescription, over-the-counter, topical medications, eye drops, cough drops and herbal medications. Medication will only be administered as to the directions on the prescription label unless a physician’s note changes the dose of the medication. For field trips and after school activities, parents must provide medications for students. The only exceptions to this policy will be for emergency medications such as inhalers and Epi-pens. All medications for field trips should be sent to the health room in advance so the nurse can give them to the proper adult chaperones, along with the emergency bag. Students may not have the responsibility for their own prescription and non-prescription medication for field studies. At no time should students keep medication, even aspirin or cough drops, with them during the day. These medications should be turned over to the health room staff. Please direct any questions to the school nurse, at 736-8720 ext. 3007.

INSTRUCTIONAL PROGRAM

Conder’s instructional program focuses on Common Core State Standards through scientific researched based instruction and arts infusion. Students are actively involved in the learning process. Core academic subjects are the primary areas of focus across the curriculum. Writing and technology are integrated through out the instructional program. We are proud of our outstanding art and music programs, as well as our two state-of-the-art computer labs. Our school offers a variety of school-wide programs and activities designed to enhance student learning: Character Education, SMART Night, Author’s Tea, Field Day, SCANA Homework Center, Multicultural Celebrations, Chorus, ACT, S.T.A.R. G.E.N.T.S., A+ Girls, and Book Clubs.

Students achieving at a higher level participate in programs for the academically gifted. Our goal is to equip each student with skills to achieve his/her full potential by providing opportunities that promote achievement and excellence through a partnership with home, school, and community.

HOMEWORK

Homework is an important piece of the student’s education. Students may not receive homework everyday but all students will have some homework to complete. Homework is designed to encourage parents to assist in developing the educational capacity of their children. Therefore parents are asked to become partners with the teacher in designing homework that can be done at home and results in the learning that is needed and valued in the context of Conder’s mission. Talk to your teacher about ideas and activities that you do at home that provide engaging intellectual experiences for your children.

REPORT CARDS

Report cards are issued as a progress report to students and parents at the end of each nine-week period. Prior to the report card being sent home, graded assignments are sent home daily or weekly. Interim reports are also used to keep you informed of your child’s progress. Interims go home every 4 1/2 weeks. Parents can also access student grades and attendance from the web at the Parent Portal. Information can be obtained at the district’s website – www.richland2.org. Students in grades K-5 receive instruction in art, music, physical education, dance, drums, strings, computers and library science on a weekly basis. This is a planned program of instruction in each of these curriculum areas. Students receive “Effort” grades in these classes. The district recognizes that no one grading system accurately reflects a student’s accomplishments.

Conder uses the district grading scale listed below:

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

STUDENT RECORDS

The principal of each school is the legal custodian of all student records for that school. Students and parents/legal guardians will have access to the student’s school record. School records include all materials related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school
counselor, or school psychologist, which are not made available to others, are exempted from the definition of school records. The school district will maintain student records in a confidential manner and will comply with all state and federal laws, including the Family Education Rights and Privacy Act, concerning the publication and dissemination of student records. Discipline records and permanent records are kept separate.

UNIVERSAL BREAKFAST AND LUNCH PROGRAM

Breakfast is served in the classroom and is free to all students. Universal lunch is served each day and is free to all students.

At the beginning of the year, every parent will receive a free/reduced lunch application. Lunch applications MUST be completed by ALL parents.

To receive free lunch at Conder, each parent must do the following:

- Complete the entire application accurately.
- Sign the application and return it to the school.

In order to reduce food waste and food cost in the National School Lunch and Breakfast Programs, we have implemented the “offered verses served” method for grades 2-5 in our cafeteria. This allows students to decline food they do not intend to eat. Students are encouraged to eat full lunches or make wise food choices in order to get a nutritional meal.

Parents are always welcome and encouraged to enjoy lunch and/or breakfast with their child. Please notify the school if you are planning to join us for breakfast/lunch so that adequate amount of food can be prepared. Cost for an adult lunch is $3.40.

ACCIDENT INSURANCE

Richland School District Two is pleased to announce that United Healthcare Student Resources will be providing Student Accident and Athletic coverage to the students and athletes of Richland School District Two. Parents will have the option of purchasing three (3) different benefit plans which will allow them to choose the plan that best suits their individual needs. On-line enrollment will also be available for those parents wishing to enroll on-line at www.k12studentinsurance.com.

Claim forms and instructions on how to file a claim form will be available on-line as well. Additional information on these programs will be sent home with the students if requested.

LOST AND FOUND

A lost and found bin is maintained at the school. To help minimize lost articles, please put your child's name on all clothing which may be taken off, such as jackets, sweaters, hats, gloves, etc. In addition, be sure to put names on book bags, lunch boxes, and other personal property. Unclaimed items are donated to the area's charitable organizations during the Winter Break and two weeks after school ends for the year.

SHINING STARS AFTERCARE

Conder Elementary Arts Integrated Magnet School offers an after school program for parents interested in childcare between the hours of 3:00 p.m. to 6:00 p.m. A schedule of the cost per week has been established to cover operating expenses. This information can be obtained in our main office.

Our program offers parents a low cost opportunity to have their child remain in a school setting supervised by a quality staff. A well-planned set of activities and snacks will be provided for the children attending the program. We look to provide a balance between activities related to the academic program and those geared along recreational lines.

VISITOR POLICY

We hope you will feel welcome when you visit Conder Elementary Arts Integrated Magnet School. Our school policy for visiting during the school day is based upon our desire to provide a secure environment for the students and staff, as well as an environment conducive for learning. To insure that this occurs, our practices include the following:

- Permission to go to any area other than the main office must be secured from the administration or the office staff. Visitors will be asked to wait in the office or will be directed to the classroom, depending on the situation.
- All visitors are to check in the office using the LOBBYGUARD system. LOBBYGUARD uses a photo ID to check in visitors. Visitors should bring in a (valid drivers license, state issued ID, or military ID). All visitors should check out in the office when leaving.
- Visitors have permission to visit only those areas approved by the office staff for the specified amount of time. We recommend no more than 20 minutes.
- Visitors may not interrupt, disturb or otherwise interfere with the school's instructional program.
- Visitors may not photograph or audio-video tape students without the prior permission of the principal.

SCHOOL CELEBRATION POLICY

We are only allowed to have two designated celebrations during the school year: Winter Break and End of the Year.

Please send items for these celebrations prior to the day of the event or first thing that morning so that we don’t disrupt the instructional day. Refreshments should be aligned with the district’s health initiatives. Healthy snacks for students are
encouraged. Examples include pretzels, fruit drinks, vegetable sticks, and water. 

Please do not bring party items, cakes, cupcakes, balloons, or play items for your child’s class or lunchtime.

COMMUNICATION

Communication is an important part of our learning partnership. Materials, which are sent home, will serve several purposes. These materials provide information about your child's progress at school, serve as a request for needed information, announce upcoming events at the school and in the surrounding area, and to highlight special accomplishments of students and staff. They also provide calendar items and the weekly lunch menu.

This information will come to you through the school newsletter or through our ConnectEd phone messaging system through which the Principal will send messages by phone. Conder also uses Twitter® and Facebook®. Parents may sign up with the school and their child’s homeroom teacher.

Please be sure to read the newsletter and have accurate phone numbers/email so you won’t miss out on anything important!

PARENT-TEACHER CONFERENCES

We encourage communication between home and school. One way to facilitate this communication is through parent-teacher conferences. Teachers are required to meet with parents of each student at least once during the school year. Teachers are available for conferences before and after school, or during their planning period, all on an appointment basis. You may call your child's teacher's phone extension or send a note with your child to set up a conference. Please schedule from Tuesday – Thursday since Mondays are staff meetings.

PTO / SCHOOL IMPROVEMENT COUNCIL

The Conder PTO / S.I.C. is composed of elected parents, appointed parents, and elected teachers. The assistant principal and principal serve as ex-officio members. Elections for the Council are held in September of each school year. Members of the Council provide parent input regarding all aspects of the school operation. Suggestions, ideas and feedback are welcomed from all parents. The school will share all meeting dates.

CONDER EDUCATIONAL FOUNDATION

The Conder Educational Foundation is a group of parents, teachers, administrators, and community members who work together to promote educational programs at Conder. The Foundation provides support for our children, staff development, and programs which enhance the educational process.

VOLUNTEER PROGRAM

Working as a school volunteer can be exciting and fun. As a volunteer, you can meet the needs of children in many ways. The list on the next page indicates some of the areas in which volunteers work at Conder:

   Classroom Helpers       Picture Days
   Advisory Committees Fundraisers   Transporting music equipment
   Reading and Math Tutors       Lunch Buddies

Get involved as a volunteer! There's a special place, which only you can fill. Call the school for more information and we will forward your name and phone number to our Volunteer Coordinator.

OFF-CAMPUS FIELD STUDIES

Students at every grade level have opportunities throughout the year to go on off-campus field studies. Teachers send out information about these studies well in advance to provide parents opportunity to sign permission forms and send in fees. Parents are expected to check with students about upcoming studies or call the teacher.

Students will not be allowed to attend off-campus field studies unless a signed permission form is returned to the school by the due date. If a parent chaperones a trip; siblings are not permitted to attend with the field study.

CHARACTER EDUCATION PROGRAM

The comprehensive developmental guidance program at Conder is an integral part of the total school curriculum and is for all students. The guidance program assists students in learning the skills and attitudes necessary to be successful in life. Some of the purposes of the program are to help students understand themselves and others better, to learn to study more effectively, to solve problems, and to make good decisions. The purposes are accomplished through classroom guidance activities, small group guidance, and individualized counseling. Teachers and parents may refer students for counseling. The goal is to address the needs of the whole child.

For questions please call 736-8720 Extension 3103.

MEDIA CENTER

The Media Center is open 30 minutes before and 30 minutes after school hours for students’ use. The media staff provides aid for students interested in research and leisure time reading. The Media Specialist also coordinates learning experiences with classroom teachers by providing a variety of books and materials. Parents are welcome to visit the Media Center and assist their child in selecting books to read.

SCHOOL SAFETY

Conder Elementary uses a school-wide expectations and procedures policy for all students and staff. This policy believes that each child deserves the right to learn and each teacher deserves the right to teach. Inappropriate behavior that infringes on
these rights will not be tolerated by the staff of Conder. Students displaying appropriate behavior as outlined by school-wide expectations may be rewarded by all Conder staff.

Students not meeting expectations may be addressed by all Conder staff. Most behavior problems will be handled by the classroom teacher and student. If the problem continues, parents will be notified, and if necessary, the problem may be written on a discipline notice and referred to the principal or assistant principal. Parental support is vital in dealing with a continuing behavior problem. Parents and teachers working cooperatively can improve classroom behavior and avoid the need for more severe consequences such as after school detention, suspension, or expulsion from school.

Violence and aggressive behavior cannot and will not be accepted at Conder. Parents must reinforce this idea at home as well as support the school staff to provide a safe, secure environment.

**GENERAL SCHOOL RULES**

Conder has adopted school-wide expectations. As a school, we model life-skills and procedures for students to become successful model citizens.

- Students are to respect themselves and each other.
- Students are to respect school property and the property of others.
- Students are to follow life-skills as displayed in classrooms and hallways.
- Students are to stay in supervised areas at all times.
- Students are to follow school-wide procedures as posted in all areas of the building.
- Students are expected to follow classroom procedures at all times.

**CLASSROOM PROCEDURES**

All classroom teachers follow the school-wide procedures in regards to a common approach to student expectations. Teachers review expectations with students and parents are encouraged to reinforce expectations at home.

**CONSEQUENCES FOR NOT FOLLOWING PROCEDURES**

When a student jeopardizes his/her own or others’ ability to learn, the teacher and staff may use many strategies that include:

- Reminders and teacher interventions.
- Parent contact and/or conference.
- Time out.

Principal or Assistant Principal’s action may consist of the following:

- Formal conference with student.
- Time-out in the office.
- Conference with parents before child is allowed back into class.

- In/Out of school suspension or parent may shadow the student for a day.

**BUS TRANSPORTATION**

Bus routes are published in the State newspaper, the district website, and we have a chart in the office for your convenience.

Children living over 1.5 miles from school are eligible for bus service. Questions pertaining to the correct bus to ride and the time of arrival of that bus should be directed to the Transportation Office 736-7771. Bus Transportation cannot be furnished for children wishing to go home with their friends. Rules for riding the bus will be issued to students. Disciplinary reports from bus drivers will result in denial of the privilege of riding the bus for a period of time. An accumulation of disciplinary reports will result in the complete withdrawal of the privilege of riding the bus.

Students need to be at the bus stop on time. Students who are frequently late to their assigned bus stop may receive a disciplinary report and lose riding privileges.

**SCHOOL BUS CONDUCT**

To assure safety on school buses, it is essential that students and parents recognize the necessity for all bus riders to cooperate fully with the bus driver and observe the rules that they remain seated on buses and conduct themselves in an orderly manner both on the bus and at the bus stop.

The bus driver may stop the bus at any time misbehavior or threatened misbehavior poses a hazard to safe driving.

The principal and assistant principal have the authority to deny any student the privilege of riding a school bus for cause in accordance with Section 59-670240, Article 3, S.C. School Transportation Law.

When the principal or assistant principal is notified of an incident, they can take the following action:

- 3rd Level One Occurrence / 1st Level 2 – 1 day bus suspension.
- 4th Level One Occurrence – 3 to 5 day bus suspension.
- Level Three Occurrence – Suspended from riding for rest of year.

Parents will be notified in writing using the School Bus Incident Report of all complaints received and action taken.

Additional information about bus transportation can be found in the RSD2 Back to School Parent Guide.

**HARASSMENT, INTIMIDATION OR BULLYING**

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student’s ability to learn and the school’s responsibility to educate its students in a safe and orderly environment.
Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

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

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Procedures for reporting complaints of sexual harassment, intimidation, or bullying can be found on the district website.

COLLABORATION AND CONFERENCE ½ DAYS
Richland School District Two has planned half days for elementary schools. The half days are for academic and professional planning:
- September 22, 2016
- October 13, 2016
- December 2, 2016
- January 13, 2017
- February 17, 2017
- April 7, 2017
- May 31, 2017
- June 1, 2017

- Students will be dismissed at 11:30am
- Breakfast & Lunch will be served.
- After care program will be open (Shining Stars Aftercare) except the last two days of school.
- Buses will run at 11:30am.

The last two days of school (May 31 and June 1) may be scheduled as half days by the District. If these days are scheduled as half-days, Conder will follow the following schedule:
- Students will be dismissed at 11:30am.
- Breakfast and lunch will be served.
- No after care programs.
- Buses will run at 11:30am.

IMPORTANT DATES AT CONDER
August 15 ........................................................................ Conder Open House
August 17 ........................................................................ First Day of School
August 30 ........................................................................ ESOL Orientation
September 16 ................................................................. ESOL Family Night
September 20 ................................................................. Grandparent’s Breakfast
October 12 ...................................................................... Picture Day
October 24-28 ................................................................ Red Ribbon Week
November 10 ................................................................. Curriculum Night
November 16 ................................................................. Make-up pictures
December 5 ................................................................. Winter Concert @ RNE
January 27 ..................................................................... STEAM Day
February 2 ................................................................. Class Pictures
February 11 ................................................................. SMART Night
March 2 ................................................................. Career Day
March 24 ................................................................. SMART Night
April 6 ........................................................................ Strings Grade Level Recitals
April 18 ......................................................................... Spring Pictures
May 16 ........................................................................ 1st and 2nd Grade Strings Recital
May 18 .......................................................................... 3rd, 4th, and 5th grade Strings Recital
May 20 ......................................................................... Mother/Daughter Tea
May 22-23 .................................................................... PE Field Days
May 31 ......................................................................... 5th Grade Promotion @ RNE
June 1 ........................................................................ Last Day of School & Report Cards

2016-2017 DISTRICT CALENDAR • SCHOOL HOLIDAYS
August 17 ..................................................................... First Day of School
September 5 ................................................................. Labor Day (Holiday)
October 13 ................................................................. Teacher In-service (Student Holiday)
October 14 ................................................................. Holiday
November 8 ............................................................... Election Day
November 23 - 25 ..................................................... Thanksgiving Holidays
December 19 - January 2 ........................................ Winter Break
January 16 ................................................................. Martin Luther King Day (Holiday)
February 20 ............................................................ Presidents’ Day (Holiday)
April 10-14 ................................................................. Spring Break
April 17 ........................................................................ Holiday
May 29 ......................................................................... Memorial Day Holiday
June 1 ........................................................................ Last Day of School