

2016-2017 REQUIRED STANDARDS OF IMMUNIZATION FOR SCHOOL ATTENDANCE

Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, "no superintendent of an institution of learning, no school board or principal of a school...may...enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control.... Records of vaccinations or immunizations must be maintained by the institution, school or day care facility to which the child or person has been admitted."

The Department of Health and Environmental Control has declared the following minimum immunization requirements are necessary for a child to be admitted to any public, private, or parochial school, grades five-year-old kindergarten through twelve (5K-12):

Minimum Requirements:^{1,5}

Vaccine for:	Grade	Grade Level Requirements: <i>Grade level requirements apply to all students entering or retained in the grades specified.</i>
Diphtheria, Tetanus and Pertussis	5K – 12	Four (4) doses of any combination of DTP, DT, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday ²
Tdap Booster	7-10	One (1) dose of Tdap vaccine received on or after the 7 th birthday ³ If necessary, this dose of Tdap may be included as one of the doses needed to meet the requirement for Diphtheria, Tetanus, and Pertussis noted above.
Polio⁴	5K-4 5-12	Three (3) doses of oral and/or inactivated polio vaccine with at least one (1) dose received on or after the fourth birthday Three (3) doses of oral and/or inactivated polio vaccine (IPV) with at least one (1) dose received on or after the 4 th birthday OR four (4) doses of oral and/or inactivated polio vaccine (IPV) before 4 th birthday (if all doses separated by at least 4 weeks) - Follow CDC recommendations for students 18 years of age and older⁴
Rubeola (Measles) Rubella (German Measles) Mumps	5K – 12	Two (2) doses of rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least 4 weeks One (1) dose of rubella (German Measles) vaccine received on or after the first birthday One (1) dose of mumps vaccine received on or after the first birthday
Hepatitis B	5K – 12	Three (3) doses of hepatitis B vaccine with the third dose received ≥ 24 weeks of age and at least 16 weeks after the first dose
Varicella	5K - 2 3-12	Two (2) doses of varicella vaccine with both doses received on or after the first birthday and separated by at least 4 weeks or a positive history of disease. One (1) dose of varicella vaccine received on or after the first birthday or positive history of disease

¹When issuing a South Carolina Certificate of Immunization, doses documented on the immunization certificate must be valid according to accepted practice standards for minimum age(s) and intervals.

²For unvaccinated or incompletely vaccinated children 7 years of age and older, refer to currently published ACIP Catch-Up Schedule for number of doses necessary to complete diphtheria, tetanus, and pertussis series and meet this requirement.

³Tdap is routinely administered at 11-12 years of age; however, a dose administered on or after the seventh birthday will meet this requirement.

⁴Routine vaccination of persons 18 years of age and older who reside in the United States is not necessary or recommended, unless in the following high risk categories: 1) traveler to areas where poliomyelitis is endemic or epidemic; 2) laboratory worker handling specimens that may contain polioviruses; or 3) healthcare worker who has close contact with patients who might be excreting wild polioviruses.

⁵Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, students may be exempt from these immunization requirements for the following reasons:

Medical Exemption: The Medical Exemption section of the SC Certificate of Immunization should only be completed when a child has a permanent or temporary medical reason for exclusion from receipt of vaccine(s). The Medical Exemption section must be completed by a licensed Physician (MD or DO) or his/her authorized representative (e.g. Physician's Assistant - PA, or Advanced Practice Registered Nurse - APRN).

Religious Exemption: A religious exemption may be granted to any student whose parents, parent, guardian, or person in loco parentis signs the appropriate section of the South Carolina Certificate of Religious Exemption stating that one or more immunizations conflicts with their religious beliefs. The South Carolina Certificate of Religious Exemption can only be obtained from the Department of Health and Environmental Control

Special Exemptions: A South Carolina Certificate of Special Exemption, signed by the school principal or his/her authorized representative, may be issued to transfer students while awaiting arrival of medical records from their former area of residence or to other students who have been unable to secure immunizations or documentation of immunizations already received. This exemption may be issued only once and is valid for only thirty (30) calendar days from the date of enrollment. Upon expiration of this special exemption, the student must present a valid South Carolina Certificate of Immunization or a valid South Carolina Certificate of Religious Exemption.



FLORENCE COUNTY SCHOOL DISTRICT THREE

Post Office Drawer 1389 • 125 S. Blanding Street
Lake City, South Carolina 29560
Phone (843) 374-8652 • Fax (843) 374-2946
www.florence3.k12.sc.us

TO: Patrons of Florence County School District Three

FROM: Laura Hickson, Superintendent
Florence County School District Three

SUBJECT: Student Dress Code

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presently, a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of students or others is prohibited.

Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. Individual schools are permitted to specify additional examples of dress or appearance that are prohibited at the schools under this policy.

The following are examples of dress or appearances that are prohibited. The list is not all-inclusive.

1. Exposed undergarments
2. Sagging pants
3. Excessively short or tight garments
4. Bare midriff shirts
5. Strapless shirts
6. Attire with messages or illustrations that are lewd, indecent or vulgar
7. Attire that advertises any product or services not permitted by law to minors
8. Head gear of any kind
9. See-through clothing
10. Attire that exposes cleavage
11. Any adornments such as chains or spikes that reasonably could be perceived as or used as a weapon
12. Any symbols, styles or attire frequently associated with intimidation, weapon or violent groups about which students of a particular school have been notified

If a student's dress or appearance is such that it constitutes a threat to the health or safety or others, districts attention of other students or staff from their work or otherwise violates this dress code, the principal or the principal's designee may require the student to change his/her

dress or appearance. A second or repeated violation of this policy may result in disciplinary action.



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FROM: Laura Hickson, Superintendent
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SUBJECT: Discipline

The School Discipline Code for Florence County School District Three is based on School Laws for South Carolina.

The principal is empowered to take appropriate action against non-students who invade the building, grounds or other school property. Such action will include the right to call in the police authorities and swear out warrants. The authority for such is Article 7, 16-17-420 of the South Carolina Code of Laws: "Disturbing schools -- It shall be unlawful: (1) For any person willfully or unnecessarily (a) to interfere with or to disturb in any way or in any place the students or teachers of any school or college in this State, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon; or (2) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or president in charge. Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than one hundred dollars nor more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days."

The following offenses may lead to suspension or expulsion: theft; the use of obscene or profane language or gestures; the deliberate refusal to obey school personnel when ordered to leave a room or report to the office; an unauthorized walk-out by a student or students from a classroom, school building or campus; physical abuse of a student or a member of the staff of a school; blackmailing, threatening, intimidating, or bullying other students or school staff; possessing any type of weapon such as gun, knife, blackjack or other deadly weapon; distribution on school property of materials unauthorized by the principal; possession, sale or use of drugs or alcoholic beverages; deliberate failure to attend classes after reporting to school; the willful destruction of school property or property on school grounds; any act of disorder which disrupts the conduct of the classroom or obstructs the carrying out of normal school activities within the school building or on school grounds; or smoking.

Possession of a weapon on school premises and possession, use or distribution of controlled substances are considered serious offenses and will usually result on the recommendation of expulsion.

In cases such as theft, physical abuse, possession of a weapon, possession, distribution of use of alcohol or destruction of property, a student will also be subject to other laws and penalties. In these cases, the principal first will attempt to contact the student's parents/guardians to inform them of the offenses and that law enforcement will be notified. The principal then notifies law enforcement and the district superintendent.

Students between the ages of seven (7) and sixteen (16), inclusive, are required to attend school. Failure to comply with this law can result in a fine of \$50 per day or imprisonment for up to thirty (30) days.

Prior to suspending a student for a violation of laws or school policies, the principal is required to give oral notice of the charge against the student and the opportunity for the student to present his/her version. If the student is suspended, the principal will notify his/her parents or guardians in writing, citing the reason for the suspension and establishing a time and place for a conference within three (3) days.



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FROM: Laura Hickson, Superintendent
Florence County School District Three

SUBJECT: Bus Routes and Rules

Listed below are some important state guidelines with which you need to be familiar regarding bus transportation in Florence County School District Three:

- Buses shall be routed in the most direct way over publicly maintained highways and streets to provide service within three-tenths (0.3) mile of each child in grades K-12 who qualifies for transportation.
- School bus stops on each route shall not be closer than two-tenths (0.2) mile apart at safe points.
- It is the policy of the State of South Carolina not to assume the responsibility of transporting any students living within one and one-half (1 ½) miles of the school they attend; such distance is to be determined by the most direct route over publicly maintained roads or streets.
- State law prohibits anyone other than students, school officials or law enforcement officers to board a school bus.
- In consideration of the tight schedule under which the school buses operate, students must be at the bus stop at the designated time and be ready to board the bus with the least possible delay. Buses will not wait for those who are late.
- Students may ride only the bus to which they are regularly assigned. They may not ride any other bus home with friends for any reason unless a note from home is sent to the principal and he/she in turn clears it with the transportation office.
- Students may not bring animals, food, drinks, weapons, explosives or other dangerous materials on the bus.

For more details or other information about the school buses and transportation, contact Mrs. Sharon McClam, transportation supervisor, at 374-8652.



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FROM: Laura Hickson, Superintendent
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SUBJECT: Inclement Weather/Media Announcement

In case of severe weather and the possibility of school closing, Florence County School District Three reminds administrators, faculty, staff, students and parents of the following procedures:

1. Announcements will be made to television stations – WPDE TV-15, WBTW-TV13 and WMBF TV-10 – and radio stations – WMXT 102.1 FM, WHLZ 100.5 FM, WYNN 106.3 FM, WCMG 94.3 FM, WBZF 98.5 FM and WPDT 105.1 FM.

Announcements will also be made on the district website (www.florence3.k12.sc.us), the district Facebook page (<https://www.facebook.com/Florence-County-School-District-Three-179194855550132>), as well as the district mobile app (available in the Google Play store and iTunes store – search “Florence County SD 3.”)

2. Decisions about school openings will be made after District officials receive information from the Sheriff’s office, weather station and District personnel who inspect road conditions.
3. Announcements to the public will be made no later than 7:00 a.m.
4. A siege of telephone calls presents a real problem to school officials; therefore, students and parents are strongly urged not to telephone, but to stay tuned to their radios and/or televisions or check school websites for the official information.
5. Days lost because of emergency closing of schools for any reason must be made up at times designated by the district.



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TO: Patrons of Florence County School District Three

FROM: Laura Hickson, Superintendent
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SUBJECT: Federal Program Complaint Resolution Procedures

The South Carolina Department of Education (SDE) has the authority to hear complaints and appeals regarding federal programs.

Organizations or individuals may file a complaint alleging the state, school district or consortium of districts is violating a federal statute or regulation that applies to any of the following programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Education Agencies)
2. Part B of Title I (Even Start Family Literacy Programs)
3. Part C of Title I (Migrant Education)
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At-Risk of Dropping Out)
5. Part E of Title I (Comprehensive School Reform Demonstration Program)
6. Title II (Eisenhower Professional Development Program)
7. Subpart 2 of Part A of Title III (State and Local Programs for School Technology Resources)
8. Part A of Title IV (Safe and Drug-Free Schools and Communities)
9. Title VI (Innovative Education Program Strategies)
10. Part B, Subpart 4 of Title III (Emergency Immigrant Education)

Organizations or individuals may appeal a decision by a LEA or consortium of districts regarding an alleged violation of a federal statute or regulation that applies to the above listed programs within thirty days of receiving the decision by the LEA or consortium.

Complaints and appeals must be in writing containing the following information:

1. A statement that the state or subgrantee has violated a requirement of a federal statute or regulation that concerns a covered program;
2. The facts on which the statement is based; and
3. The specific requirement of law or regulation allegedly violated.

Complaints and appeals must be filed with the State Superintendent of Education at the South Carolina Department of Education, 1429 Senate Street, Columbia, South Carolina 29201.

Upon receiving the complaint, the SDE will conduct an investigation to determine the merits of the complaint. That investigation may include on-site investigation, as determined by the SDE.

The SDE will send a letter confirming receipt of the complaint within ten (10) business days of receiving the complaint. This notification may also include a request for additional information from the complainant.

The SDE will make a final decision regarding the complaint within sixty (60) days, except under exceptional circumstances that warrant an extension. In such cases, the SDE will notify the complainant that an extension of time has been issued. The State Superintendent of Education will make this determination.

The Deputy Superintendent, of the division as appropriate for the federal program in question, will issue a final decision on the matter within the timeframe set forth. The final decision will include a summary of findings and the nature of corrective action, if any, to be taken including applicable timelines.

LEAs are required to disseminate, free of charge, adequate information about this complaint procedure to parents and appropriate private school officials or representatives.



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TO: Patrons of Florence County School District Three

FROM: Laura Hickson, Superintendent
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SUBJECT: The Family Educational Rights Privacy Act (FERPA)

This is to advise you that pursuant to the Federal "Family Educational Rights and Privacy Act of 1974" (FERPA), and its implementing regulations, as well as District policy and regulation parents/guardians or students under 18 years of age and students over 18 years of age ("eligible students") are entitled to certain rights with respect to a student's education records. These rights are set forth below:

1. Parents/Guardians and eligible students have a right to inspect and review the student's education records defined by law to include those records, files, documents, and other materials which contain information directly related to the student and are maintained by the District or by a person acting for the District. A parent/guardian or an eligible student shall make a request for access to that student's education records, in writing to the Building Principal of the school at which the student is, or was last, in attendance. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.
2. Parent(s)/guardian(s) and eligible students are also entitled to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to ask for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Parents/guardians and eligible students are also entitled to notice of any decision by the District not to amend a student's education records as requested by the parent/guardian or eligible student, and of their right to a hearing regarding the District's denial of a request for such an amendment. Any questions concerning the procedure to be followed in making a challenge and/or requesting a hearing should be directed to the Superintendent.
3. Parents/guardians and eligible students have a right that student education records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of such parents/ guardians or eligible students except:

- a. as directory information unless the parent/guardian or eligible student objects by October 1 of each school year. District student directory information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student. Parents/Guardians and eligible students may refuse to let the District designate any or all of the above information about the student as directory information. Any parent or eligible student who objects to the release of any or all of this information without consent must notify, in writing, the principal of the school where the records are kept by September 12, 2009. The objection must state what information the parent or student does not want to be classified as directory information. In no objection is received by September 12, 2009, the information will be classified as directory information until the beginning of the next school year;
 - b. to another school district in which a student seeks to enroll or intends to enroll, upon request by such district;
 - c. to individuals employed by the District either as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities, and individuals with whom the District has contracted to perform a special task. (i.e., the school attorney, auditor, medical consultant or therapist) who have a legitimate educational need for access to such records. A legitimate educational need for any of these individuals to access a student's records without prior written consent of a parent/guardian or eligible student will be deemed to exist only when it can be shown that such access and disclosure is necessary for any such individual to fulfill his/her professional responsibilities, or
 - d. as otherwise expressly permitted by law.
4. Parents/guardians and eligible students have a right to obtain a copy of the district's policy and accompanying- regulation pertaining to the confidentiality of student education records. A copy of said policy and regulation may be obtained from the Building Principal of the school at which the student is, or was last, in attendance.

If you feel that your rights under the "Family Educational Rights and Privacy Act of 1974" have been abridged as a result of alleged failures by the District to comply with the requirements of FERPA, you may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.