



**Liberty STEAM Charter School - Primary Academy**  
Scholar & Family Eagle Guide  
2024-2025

**School Contact Info**

Phone: (803) 774-0191

Fax: (803) 774-0196

Website: <https://www.libertysteamcharter.org/>

Facebook: <https://www.facebook.com/libertysteamcharter/>

Instagram: @libertysteamcharter

**School Hours**

Our school day is as follows:

7:30-7:55 am – Welcome & Breakfast

7:56 am- Scholars are tardy

7:30am-3:30 pm – School Day

3:10-3:40 pm – Dismissal

3:41-Scholars are late dismissal

Dear Primary Academy Families,

Welcome to Liberty STEAM Charter School! We are so excited you are part of our team and family! On behalf of our entire faculty and staff, we are thrilled to partner with you this year and look forward to a very successful year.

At LSC, we work hard to ensure your child is safe, welcomed, and excited about learning! We know every single child can succeed at the highest levels, and it is our job to ensure they have every opportunity for the best future.

College may seem far away, but getting on the right path starts as early as kindergarten, and is a key step in the right direction. We use research based instruction to help your child build strong early literacy and math skills while helping them to grow their independence and practice the life skills they will need to be successful in their future college or career.

In order for your child to achieve his or her goals—staff, families, and scholars must partner together and each of us must do our part to create and maintain an environment in which every child can succeed. This handbook has been designed to communicate important information about our school and the fundamental practices we must follow to ensure each scholar can thrive. Please review this handbook and keep it handy so you may refer to it as needed. This information will be presented to your child during the first few weeks of school. Also, please note this handbook will be updated and revised each year and is subject to modification throughout the year if necessary. We will update you if a policy or procedure changes during the year.

It is with equal parts joy and honor that we partner with you in educating your child. Please contact us if you have any questions about the information in this handbook or anything else! Here's to a wonderful year of GAME ON. We are excited to spend our time inventing, learning, and dreaming!

Sincerely,

LeAndrea Montgomery  
Primary Academy Director

## **I. School and Organization Overview**

### **School Overview**

Established in 2020, Liberty STEAM Charter is the first public charter school in Sumter County. We will offer a kindergarten through 12th-grade STEAM-focused, project-based, and personalized learning model that is innovative and unlike any other school in South Carolina. We are currently growing to accommodate 1,500 scholars amongst four distinguished academies.

The LSC model is designed to prepare our scholars with the academic foundation to pursue college or university studies. Furthermore, our model is designed to ensure that LSC scholars leave high school with real-world skills and habits to succeed in industry careers that offer meaningful salaries.

### **LSC's Mission**

Liberty STEAM Charter works to provide all scholars with equal access to a world-class K-12 education in an academically rigorous and scholar-centered learning environment, creating graduates who will be thoughtful and engaged citizens, prepared to take on the leadership challenges of the 21st century.

### **LSC's Vision**

In partnership with our families and the community, our vision is to provide real-world interdisciplinary, personalized, and project-based learning experiences through a STEAM-based academic program where graduates become the next generation of leaders, employers, and employees who contribute to the economic well-being of their communities and families.

### **Core Values**

We know the following skills are crucial for our scholars to be successful in school and in life. We strive to teach and reinforce our core values daily at Liberty STEAM Charter School; our core values are growth mindset, power of a team, stand up and own it. We expect scholars to practice each of these skills each and every day.

For parents, this means we ask you to...

1. Ensure that your child gets to school on time every day (after 7:56 am you are late) and allow them to stay the whole day, every school day.
2. Pick your child up on time (by 3:41 pm).
3. Send your child to school in their LSC school uniform every day.
4. Read with your child nightly for 20 minutes and add to the Million Word Challenge log, ensure they complete all homework assignments, and sign any required documents.
5. Read all notices that are sent home, return requested paperwork within the stated time frame, and return calls as soon as possible.
6. Contact your child's teacher if there is a problem or if there is a way that we can better care for your child.
7. Attend all required report card conferences during the year.
8. Attend as many fun and informative events at school as possible (Community Culture Celebrations, parent engagement events, chaperone field trips, etc.).
9. Ensure that your child gets at least 10 hours of sleep each night.
10. Commit to living the Core Values along with our children.
11. Complete at least 10 volunteer hours per family/per year. This can be done in a variety of ways.

For teachers and staff, this means we promise to...

1. Do our absolute best to ensure that your child is safe, learning, and growing as much as possible!
2. Get to know you and your child so that we can help them be successful.
3. Greet you and your child by name, with a smile, a handshake or hug, and positivity.
4. Return your phone calls and emails within 24 hours.
5. Keep you updated about school information and events through notices home, ClassDojo, Remind, phone calls, our website, social media, and posted signs at school.
6. Send scholars' N.E.S.T. binders home every night except for Fridays.
7. Make ourselves available to meet with you by appointment.
8. Commit to living the Core Values along with our scholars.

## II. Academic Program

### Academic Program Overview

We use researched based best practices to ensure that our scholars are using the highest-quality curriculum and instruction in the country.

### Kindergarten - First Grade Curriculum and Overview

For literacy, we believe in an approach that is based on the science of reading that infuses foundational literacy practices, reading comprehension and volume of reading. To accomplish our vision, we use the knowledge building curriculum *HMH Into Reading and Writing Program*, Daily Small Group Phonics/Reading Lessons, Phonemic Awareness instruction, Independent Reading time, Modeled writing, and computer-based programs (RAZ Kids, IXL, Epic Books, etc.) For math, we believe excellent mathematics instruction reinforces the Common Core shifts in mathematical practices by balancing scholars' conceptual understanding of mathematical principles with application and fluency practice. To accomplish that vision, we have chosen the Eureka mathematics curriculum in addition to the IXL on-line system.

| Grade                                 | ELA  | Math  | Social Emotional  | Enrichment   |
|---------------------------------------|--|---|---|--|
| <b>Kindergarten &amp; First Grade</b> | <b>HMH Into Reading</b><br>Phonics/Phonemic Awareness instruction Reading (small group instruction), Partner and Independent Reading, Modeled Writing, Computer-based reading programs | <b>Eureka Math</b><br>Whole group fluency review, Small group instruction, IXL computer-based instruction | <b>Fly Five Curriculum</b><br>SEL groups, Eagles Take Flight Mentor Program, Check-in/Check-out Partners, SELweb assessment | <b>SIPPS Reading Intervention &amp; Bridges Math Support</b><br><br><b>Music: Quaver</b><br><b>STEAM: Project Lead The Way</b><br><b>Spanish: Calico</b> |

### Assessments

At LSC Primary Academy, we believe that we must have a deep understanding of our scholars' learning and areas for growth at all times. Therefore, frequent and ongoing assessments are a fundamental part of our academic program. In addition to unit and module assessments that accompany the curriculum, MAP assessments are given three times throughout the school year, weekly mastery checks are used in math and reading, and literacy screeners are completed three times a year to help guide literacy instruction. Fly Five Curriculum grounded in the five core social and emotional competencies; cooperation, assertiveness, responsibility, empathy, and self control

(C.A.R.E.S.). Each grade level will have a set of the skills that they will be taught based on the C.A.R.E.S. SEL Standards. In addition, all scheduled SCPCSD and State required testing, such as the Kindergarten Readiness Assessment, will be followed.

### **Extended School Year**

LSC Primary Academy will go to school longer than traditional public schools so that we can ensure that our scholars are making the most progress possible in one school year.

### **Reading at Home Every Night**

Reading is the most important way for our scholars to increase vocabulary and build knowledge about the world around them. Each night, ALL scholars are expected to read for 20 minutes with a family member. There is a reading log for parents/guardians to fill-out nightly as scholars work towards their Million Word Challenge goal. Additional supplemental reading materials are available for all scholars. The goal is to have scholars read books with fluency and for enjoyment.

### **Homework**

Homework and reading at home is a fundamental component of our Liberty STEAM Charter School program. The purpose of homework is not only to review and reinforce skills and concepts, but also to devote a specific period of time to learning in the home environment. A routine home study time and place for scholars to complete assignments should be established.

Each night, Monday-Thursday, every scholar at LSC will receive homework. All scholars will complete 20 minutes of reading each night, and a written assignment related to a core subject. We ask that you read with your child during this time, either reading to the scholar, listening to the scholar read aloud, or having the scholar read independently, if they are able. Then, log the books read on the Million Word Challenge reading log. In addition to reading, all scholars will receive a N.E.S.T. Binder to take home each night except Fridays. The binder will include items such as a reading log, behavior logs, homework newsletters, reading passages, word work, math fluency work, etc. We ask that parents ensure homework for the week has been completed and returned in the binder by Friday.

### **Early Intervention Services**

At LSC Primary Academy, we believe in doing whatever we can to prepare our scholars for their future academic and social success, not only in school but in the world. Because of this belief, we do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our scholars. LSC Primary Academy utilizes an early intervention approach to provide extra support for scholars in the areas of social emotional, behavioral, self-help, and academics in order to create a strong foundation for their future academic success. The Intervention team includes the following: academic interventionist, academic enrichment instructor, behavior interventionist, speech therapist, school counselors, and a school psychologist. We use data from scholar assessments to identify scholars who may need extra support in gaining foundational academic skills. We constantly monitor scholars' progress and review data each quarter to determine scholars' growth.

### **Report Cards**

Each quarter, scholars will be issued a standards-based report card that includes their academic performance on each academic standard, relevant test scores, and social/emotional progress. We will also provide updates on any interventions or special education services your child is receiving. Parents are expected to participate in report card conferences each semester. Additional conferences are always an option and will be held more frequently for scholars that need additional academic or behavioral support.

## Retention

LSC scholars must meet grade level standards in the core content areas (including reading, writing, and math) to be promoted to the next grade level.

Scholars can be considered for retention in their current grade due to one or more of the following factors:

- More than 10 absences (excused and unexcused combined) and/or excessive tardies or early dismissals.
- MAP math or reading scores below the 25th percentile.
- Report card grades of 1's and 2's in academic subjects and/or little to no significant growth over the course of the academic year.

Parents will be notified during quarter 3 report card conferences if their child has a possibility of being retained. If a scholar has the possibility of being retained but is promoted, it will be mandatory for that scholar to attend Summer PRIDE, our summer school program. The school's decision regarding promotion and retention will be based on a team decision, the totality of the scholar's circumstances, and will be final and binding. Please see the Liberty STEAM Charter School Network handbook for additional retention guidelines.

## III. School Culture & Scholar Expectations

Please see the Code of Conduct in the Liberty STEAM Charter School Network handbook for more detailed information regarding school culture and scholar expectations.

## IV. Scholar Uniform Policy



The school will not be responsible for lost or damaged clothing or accessories. We reserve the right to change or modify the dress code and will notify families should any changes arise. Parents will be contacted by our Academic Counselor if a scholar is out of uniform. The expectation is that someone brings the scholar the required uniform.

### Bathroom Accidents and Changes of Clothes:

All scholars should keep a change of uniform clothing in the event of a bathroom-related accident. If it is found that a scholar does not have a change of uniform clothing and has a bathroom-related accident, school staff will place a phone call requesting a change of clothing be brought to school .

## V. Attendance

Please see the Liberty STEAM Charter School Network handbook for additional information.

### **2:15 pm Early Sign-Outs**

Parents/guardians are strongly encouraged to ensure that children in their care are in school for the full day every day. Signing scholars out of school early on an ongoing basis establishes a pattern of non-attendance that negatively impacts academic performance. Scholars will not be able to be signed out after 2:15 pm, and must wait for regular dismissal. Scholars with excessive early sign-outs will be addressed on a case-by-case basis by school administration.

### **3:40 pm Late Pickups**

The expectation is that scholars are picked up between 3:10-3:30 pm. Any pickups after 3:40 pm are considered a late pickup. If a scholar is picked up late more than 3 times, the family may be called in for a conference and the scholar will be placed on an attendance plan.

## **VI. Transportation**

### **Walkers**

For our purposes, walkers are classified as scholars who live within a one mile radius of the school. For safety reasons, all approved walkers at the Primary Academy Campus must have an adult who meets them at the car awning who enters campus through gate 3 off of School Street. Under no circumstances will we release scholars to walk on their own off campus at this age level nor are parents allowed to park their vehicle near the campus and retrieve their scholar on foot. Parents or authorized guardians of approved walkers should arrive at 2:50 with daycare buses to be dismissed before the carpool traffic begins at 3:10 pm. If your scholar is a walker who lives within a one mile radius (address registered with the school must match), please make sure you have notified their teachers so that they can be identified correctly on the dismissal list.

### **Morning Arrival Drop Off**

For morning arrival, please remember the following items to help drop-off run smoothly and keep scholars safe:

- Please have scholars ready to exit the car on the passenger side of the vehicle. For safety reasons, scholars are not permitted to exit on the driver's side of the car and walk through the line of vehicles.
- Please do not use your cell phone when driving on school premises.
- Please have scholars put down any toys as soon as you enter the parking lot.
- Please drive forward to the next available staff member at the curb to drop off your scholar(s).
- Please wait for a staff member to open the car door for your scholar.
- Please do not drop scholars off in the parking lot without a staff member.
- Please adhere to the posted speed limit signs which state 5mph.
- No smoking of any kind on school premises.

### **Afternoon Dismissal Pickup**

For afternoon dismissal, please remember the following to help carpool run smoothly and keep scholars safe:

- Please display your dismissal tag in your car window.
- If you do not have an LSC dismissal tag, we will ask that you check in with your picture ID at the front parking lot to get clearance to pick up your scholar.

### **Pickup Security**

In order to pick up a scholar during the day, a photo ID is required and the person must be listed on the emergency card. For late dismissal, a car dismissal tag is required, or a photo ID of someone listed on the scholar's contact list.



## **Early Dismissal**

If you plan to pick up your scholar early from school you must get them before 2:15. For the safety of our scholars, and to ensure a smooth transition to dismissal, no scholar will be dismissed after 2:15.

## **VII. Parent Connections**

### **Volunteers**

Volunteers provide a valuable service to LSC and we encourage our parents and partners to volunteer in the school. All volunteers must sign-in at the front office as a visitor and follow our building security plan. Depending on volunteer roles they may be asked to do a formal background check before volunteering can start. This is specific for volunteer opportunities that put the adult with scholars alone. Example: Field Trip Chaperones, Small Group Support, etc. If you would like to volunteer at LSC, please contact your scholar's teacher or the main office.

### **Field Trips**

Field trips are one of the many ways we give our scholars a well-rounded education. Field trips extend the classroom learning. Each individual field trip will have its own unique permission slip, please review and sign all permission slips in a timely manner in order to allow your scholar to participate in field lessons.

At least one school leader will accompany the group on the trip. The teachers will take a first aid kit, and a working cell phone. The teachers will also carry a copy of each child's emergency medical information and health record of any child that has allergies, handicapping conditions, or other health conditions that require special procedures or precautions during the course of the trip. A staff member will also be responsible for the administration of any required medications during the field trip. In the event of an emergency such as an accident or a sick child, the policy for injuries and accidents will be followed.

The proper ratio of adults to children (10:1) will be maintained at all times while on the field trip. No child will be left alone or unsupervised on the trip at any time. There will be a transportation plan on file for each trip that will also include a checklist that will account for all children at each location where they are loading or unloading from buses.

### **Chaperones**

We welcome parent chaperones on our field trips throughout the year. Please complete the chaperone field trip permission slip if you are willing and able to chaperone a particular trip. An in-class observation is also required to qualify as a chaperone. Please note that siblings are not allowed to attend LSC field trips and chaperones are not allowed to have children other than their child that belongs in that class with them on the trip.

Up to two parents/guardians per class will be asked to chaperone each field trip. Once the form is completed and the classroom observation is done they will be asked to meet at the school, and ride the bus depending on space. Their payment will be covered by the school for the field trip activity and they will be required to return to school on the bus. If we get more volunteers than needed for the field trip, we welcome parents/guardians to meet at our destination, pay for entry and enjoy the activities with their scholars. If a scholar has behavior concerns, a parent/guardian will be required to attend the field trip. In this case, the payment and transportation for the chaperone will not be covered by the school.

### **Community Culture Celebration**

Community Culture Celebration in honor of the hard work that our scholars have shown that week. We are excited to celebrate our scholars.

### **Open Door Policy**

Parents and other family members are an important part of our school community and are welcome to visit or observe at any time, with prior arrangements with the leadership team and office. Classroom visitation should be limited to a 2 hour session. In order to minimize distractions during instructional time, cell phone use is prohibited. Should you need to speak with or meet with a teacher, please schedule a time with the teacher during their planning periods. A government issued ID must be present for access to the school building.

### **Outstanding Fees Policy**

Scholars may be subject to fees for a variety of reasons, including but not limited to: fees for lost or damaged technology, textbooks, furniture, instructional materials, or fees from uniform purchases. As a general rule, parents have 10 days to pay any outstanding fees. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation. The school may prevent children with outstanding fees from participating in field trips, etc. Fees will be charged for any destruction of LSC property.

### **iPad & Chromebook Policy**

The iPad or Chromebook has been issued to scholars on a contingency basis, which means it is the property of Liberty Steam Charter School. Therefore, it is their responsibility to care for the device and exercise good judgment when using the device at school. We are all being asked to be extremely trustworthy regarding how we use our technology devices. Improper use of the iPad or Chromebook could result in the loss of your device privileges.

If a scholar device is lost or stolen there is a chance the family will be responsible for paying a \$200 fee. If the device is damaged there is a chance the family will be responsible for paying a \$50 fee to the school to get a replacement. If a charger is missing, stolen or damaged there is a chance the family will have to pay a \$20 fee.

### **Confidentiality**

All children and families have the right to expect that all information about their family will be kept confidential, including scholar name, address, or any other information that could identify a child. A child's behavior and development should be discussed only with his/her teachers and parents. All staff members are committed to abiding by the National Association for the Education of Young Children Code of Ethical Conduct regarding confidentiality. All records are stored in secure cabinets and computer files. Only authorized personnel will be given access to personal information.

## **VIII. Food Service & Nutrition**

### **Cafeteria**

Liberty STEAM Charter's food service is provided through the National School Lunch program. LSC provides breakfast and lunch. For the 2024-2025 school year, free meals will be provided daily for all scholars. Please note that this is not guaranteed for future school years.

### **Food Allergies and Other Special Dietary Needs**

If scholars have a food allergy or other special dietary needs, parents must submit a doctor's note to the academy nurse including the following information:

- an identification of the medical or other special dietary condition which restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods to be substituted

## **Food Service Programs**

Breakfast is served from 7:30-7:55 am.

We have a 30 minute lunch period. Scholars may bring their own lunch from home. If a scholar brings their own lunch, please pack a healthy, balanced lunch; glass bottles, soda, sugary juice, gum, fast food, donuts, or any other food with excessive sugar or salt are not permitted. Scholars are not permitted to supplement school lunch with partial food trays. They need to bring their own lunch or eat school lunch. Scholars will be allowed water breaks during the day and will be provided water or milk at lunch. No fast food or food deliveries for scholars will be accepted including, but not limited to doordash, uber eats, family member drop-off, etc. If food is delivered, it will not be accepted and the scholar will be provided a school lunch.

## **Birthday Celebrations**

We recognize the importance of birthdays in a scholar's life and will do our best to make each scholar's birthday special. Classes will honor all scholar's birthdays during their lunchtime in the cafeteria, and birthday pictures will be posted on class dojo.

If a parent wishes to distribute home birthday party invitations at school, the invitations must be distributed to all scholars in the class. The only exception is for gender-specific parties; in these cases, invitations must be distributed to all of the boys in the class for boy-only parties, and to all of the girls in the class for girl-only parties. Parents may not distribute invitations at school to a select group of scholars.

Lunch birthday celebrations can be held on the actual birthday or on Monday if the birthday falls on a Friday or weekend. If a parent wishes to celebrate their child's birthday at school, see below for our school policy regarding birthday celebrations:

- Birthday treats can only be served during lunch in the cafeteria and will be limited to 10 minutes of celebration time.
- All birthday treats must be store-bought and sealed prior to being brought to school. No homemade birthday treats will be passed out to scholars.
- There can only be one treat per scholar per celebration, and it only be cupcakes or cookies.
- No treats with peanut ingredients shall be served at the school or in goody bags. Goody bags will be passed out at the end of the day by the teacher.
- Parents must bring enough treats for the entire class.
- **Balloons, candles, and gifts ARE NOT PERMITTED.**

We ask that parents:

- Notify the teacher at least two days prior to the birthday.
- Help clean up the cafeteria.

The school reserves the right to limit any birthday celebration if it is endangering the safety of scholars or if it is impeding the academic day.

## **IX. Health & Wellness**

### **Injuries & Illness at School**

Any scholar illness or injury (or suspected illness or injuries) are to be reported to the nurse as soon as possible. The nurse will decide the best course of action and plan for treatment. Any time a scholar is sent to the nurse, the nurse will contact the parent, either via a phone call (first line of communication), email, or note home, to notify them of the concern, injury, and/or treatment.

## **Emergency Situations**

If there is a real emergency at school, the parents or guardian will be called immediately. If the parent or guardian cannot be reached, the emergency contacts (per the Medical Emergency Authorization Form) will be called. The LSC nurse will handle any emergency situation along with the school first response team.

All children's medical records are located in the school nurse's office. If a parent cannot be reached and it becomes apparent that the child requires medical attention, EMS will be called. The child will be taken to PRISMA Health Tuomey Hospital for treatment. The school would supply any emergency medical records or health information to the EMS so that those records would accompany the child with the medical personnel. If a parent is not able to get to school in time to accompany the child, the school designated person will accompany the scholar to the hospital until a parent/guardian arrives. It is very **IMPORTANT** to notify the school of any changes as they occur with contact information, so that we may have the most up to date information.

## **Management of Communicable Diseases & Mildly Ill Children**

Only healthy children can be accepted into the school program each day. We must depend on communication with parents to help us maintain this policy. Although it is sometimes hard to determine what is best for a possibly sick child, parents should not send a child to school who has a fever of 100° or higher, who has thrown up in the past 24 hours, or who has a new onset of unexplained severe cough that could disrupt their learning environment.

All of our staff members will also abide by our health policy, respecting your children's health when they demonstrate symptoms of cold or flu. If a child shows signs of illness, the parent or guardian will be contacted and the child will be sent home. Symptoms that are cause for sending a child home are: diarrhea, severe coughing, fever of 100° F or higher, difficulty or rapid breathing, yellowish skin or eyes, conjunctivitis, untreated skin eruptions, unusually dark urine and/or gray or white stool, stiff neck, sore throat, runny nose, earache, unusual spots or rashes, nausea or vomiting, or evidence of lice, scabies, or other parasitic infections.

A "mildly ill" child (one who is experiencing minor cold symptoms, but is not exhibiting any of the above symptoms) will be monitored within the classroom by the teachers. If the conditions worsen, the child will be directed to the nurse's office and the parent/guardian will be called to take the child home.

If a child becomes ill at school, he or she will be isolated from the other children in the nurse's office and the parents or guardians will be called. The nurse or other staff member will attend to the child at all times until the child is discharged. A child with any of the following signs or symptoms of illness will be sent to the nurse's office immediately: unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature, vomiting, evidence of lice, scabies, or other parasitic infections. The nurse or other staff member will monitor the child until the parent or guardian can take the child home.

Scholars who have been excluded from school or have been absent from school will be readmitted under the following conditions:

- They must be fever free and not vomiting for at least 24 hours before the day returning and must have a note from parents stating the day(s) of absence, the reason for the absence, and confirmation that the child is well.
- They must have a physician's note stating that the scholar is under adequate and effective therapy or judged non-infective if the child has been absent for one of the following: strep throat, conjunctivitis, impetigo, scabies, tinea capitis (ringworm of the scalp), pediculosis corporis (lice of body,) or enterobius vermicularis (seat worms or pinworms).

All medications, fluoride supplements, or food supplements will be kept out of reach of children in the nurse's office at all times. A medication requiring refrigeration shall be refrigerated immediately upon arrival and shall not be stored in an area where it can contaminate any food products.

**Parents or guardians sending medication must take any medications directly to the nurse themselves. No scholar should be carrying or delivering medication for any reason at any time.**

**\*\*Do NOT send medication in with a scholar or inside their book bag.\*\***

### **Administration of Medications**

The nurse and/or designated staff member follows all protocols in the administration of medications to scholars. This policy includes that medication will not be administered unless there is a signed and dated parental consent form on file.

### **Restroom Procedures**

It is expected that all LSC scholars will be *fully* potty-trained. This means that scholars must be able to button/unbutton pants, fully wipe themselves after using the restroom, and be able to change their own clothing after an accident. Children can go to the restroom at the teacher's discretion whenever necessary throughout the day. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

We also require that each child in kindergarten and first grade bring a change of clothes (including pants, uniform top, underwear, and socks) to store at school in case of a restroom emergency. When emergencies arise, we will send home the uniform to be cleaned. Please replace clothing once it's used, the weather changes, or if your child's size changes. It is the parent's responsibility to ensure that their child has extra clothing at school.

## **X. Safety & Security**

### **General Health & Safety**

All cleaning supplies will be kept out of reach of the children at all times. Aerosol sprays will not be used when scholars are in the building. A first aid kit is located in every classroom. Additional first aid supplies are found in the nurse's office. Teachers and administrators will accompany scholars on all field trips or special outings and will take a first aid kit.

### **Emergency Procedures**

At the beginning of the school year, each teacher will review emergency procedures. Scholars will be taught how to respond during various emergencies through whole school drills. Monthly fire drills will be conducted throughout the year. Other Emergency Safety drills that will be conducted during the school year include: Lockdown, Lockout, Hold, Evacuation and weather related drills. Procedures and evacuation routes are posted in each classroom. All staff are trained on all evacuation and safety procedures for the various types of emergencies. The school administration will keep record of these drills.

### **Inclement Weather**

LSC will follow Sumter School District's weather policy and decisions. Please watch the local news and visit our website for school closures. LSC reserves the right to close school in the event of a school-based emergency or facility issue. In that specific case, we would notify all parents via phone and email and would post messages on

our website and social media.

### **Enrichment Classes & Inclement Weather**

In the case of inclement weather, scholars will participate in PE inside the classroom. A school administrator will communicate the change to indoor PE with PE teachers in the following situations:

- The outside temperature is below 40 degrees F.
- The outside temperature or heat index is above 100 degrees F.
- The outside grass is too wet for scholar safety or for scholar uniforms/clothing.
- There is precipitation that would prevent safe physical education instruction.

### **Visitors**

All visitors in the building, including family members, LSC employees, vendors, and volunteers, are required to check in at the front office. A state issued driver's license or identification card must be presented and scanned into the Ident-a-kid system. All visitors must wear a visitor's badge, including volunteers. The only door to obtain entrance into Liberty STEAM Charter School is our front security door. Visitors who do not follow our building security/visitor's policy will be asked to leave immediately. If any visitor displays behavior that is endangering scholars, using inappropriate language, threatening others in the building, etc., the school resource officer, in conjunction with local law enforcement will be contacted and they will be required to leave the building.

### **Search Policy**

In order to keep all of our children safe, any article of clothing or item brought onto school property or brought to a school sponsored event is subject to search and seizure. If a scholar needs to be searched for reasonable suspicion of contraband or stolen items, two staff members must be present for the search.

### **Non-Discrimination Policy**

Liberty STEAM Charter School admits scholars of any race, religion, color, disability, sex, sexual orientation, gender identity, national origin, immigrant status or English-speaking status and guarantees all the rights, privileges, programs, and activities generally accorded or made available to its scholars. It does not discriminate based on race, religion, color, disability, sex, age, sexual orientation, gender identity, national origin, immigrant status, English-speaking status, or marital status in the administration of its educational policies, admissions policies, hiring policies, and athletic and other school-administered programs.

### **Liability Insurance**

LSC has liability insurance. If at any time LSC does not have liability insurance, parents will be notified in writing of this change.

## **Liberty STEAM Charter School Handbook Acceptance Form 2024-2025**

I have received the 2024-2025 Liberty STEAM Charter School Handbook. I understand that this handbook captures the policies and procedures of our school, but that policies and procedures will need to change from time to time. I understand that the school will update this handbook periodically and will notify me of any changes.

I understand that LSC follows the SCPCSD code of conduct and does not use corporal punishment.

Scholar Name: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_