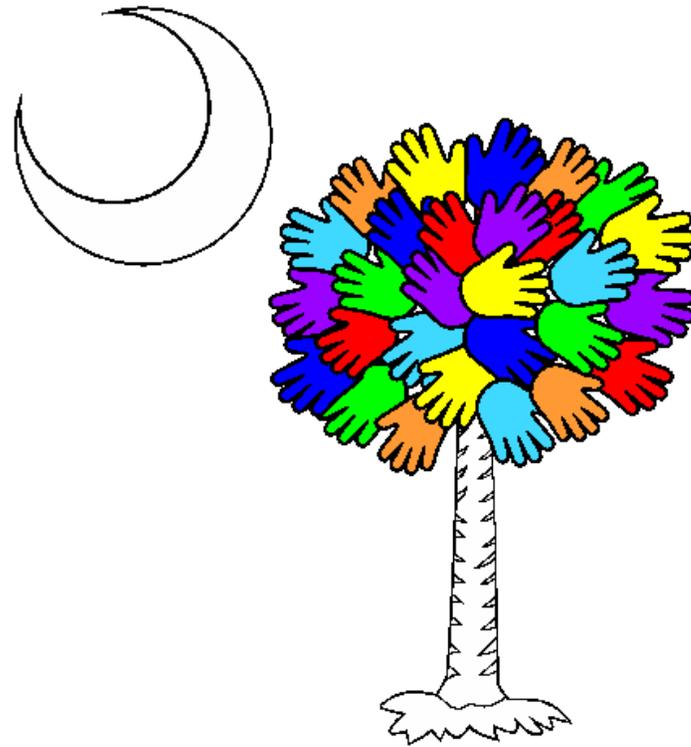


2018-2019 Student/Parent Handbook



Harbison West

E l e m e n t a r y S c h o o l

Dear Parents and Guardians,

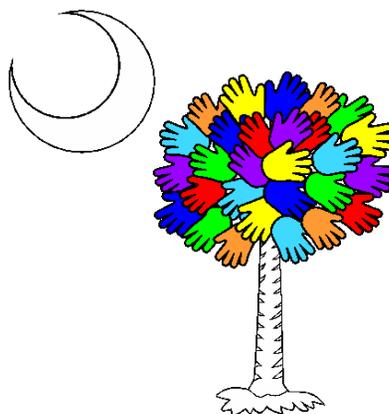
On behalf of the Harbison West faculty and staff, I would like to welcome you to the 2018 - 2019 school year. I am honored, grateful and humbled to be a part of such an extraordinary educational community. At Harbison West, we **Believe** all Heroes must go through the process of **Believing** and **Growing** before they can **Soar**. One of the most important components of this process is the partnership between home and school. Over the years, Harbison West has built a strong tradition of establishing partnerships between our families and teachers. With your help, we will continue this tradition through the 2018-2019 school year. It is our hope that as you visit with us you will quickly discover that an effective, meaningful, engaging and comprehensive program has been designed for your child by the teachers and staff. During the year, you will have the opportunity to develop a partnership in a variety of ways. We encourage you to participate in your child's school experience by attending conferences, volunteering, joining the PTO, coming to school events, and making suggestions to the School Improvement Council. We are looking forward to having your child attend Harbison West Elementary School and hope to see you in our building. As you familiarize yourself with the contents of this handbook, please let us know how we can assist. Thank you for your support as we continue to **Believe, Grow** and **Soar** together.



Mr. Edward Davis, Principal

HEROES Pledge

I am a Harbison West Hero.
I believe in myself.
I will grow and I will soar.
I will be hard-working and
empathetic.
I will be respectful and
organized.
I am a Harbison West HERO!



Be a HERO

Hard-working
Empathetic
Respectful
Open-minded

Administrative Team

Mr. Edward Davis, Principal
Mrs. Sarah Fischer, Assistant Principal
Ms. Allison Bethea, Administrative Asst. Principal

HWES School Office 476-3800

Office hours 7:15 a.m. – 4:00 p.m.

HWES Fax Number 476-3820

HWES Health Room 476-3809

HWES Cafeteria Office 476-3808

Irmo Transportation 732-8112

Special Needs Trans. 732-8134

HWES Web Site Address

<https://www.lexrich5.org/hwes>

Arrival/Dismissal and Parking Lot Procedures

Arrival of Students

As we begin a new school year, we would like to assure you that we are committed to providing a safe, secure, nurturing environment for your child. **To offer the level of safety that your child deserves, students**



will be permitted to enter the building at 7:15am when adult supervision is provided.

At 7:50am, the doors will once again be locked and students must be signed in at the front office. If your child is not in their classroom when the tardy bell rings, they will be sent to the front office for a tardy slip. After 7:50am, we ask parents to come to the front office to sign in tardy students.

We expect traffic flow to be smooth and swift. When dropping off and picking up students please put your vehicle in park to avoid rolling. Car riders should be dropped off in the car loop. All car riders should exit on the right-side (sidewalk side) of the vehicle ONLY. **Only preschool students may be dropped off in the front of the school** due to the busses and foot traffic in this area.

Dismissal of Students

Student dismissal will begin at 2:40pm. If your child is a car rider, we ask that you please remain in the carpool line during dismissal. To pick up students in the car rider line, you **MUST** have a 2018-2019 Harbison West Elementary issued car rider sign displayed in the front window. If you do not have a sign,

you will be directed out of the line to the front office to obtain one. Please contact the office if you need additional car rider signs. This allows a smooth and safe car rider line each afternoon. **Teachers and front office staff will not be allowed to dismiss children from the classroom or hallways during dismissal time.**

To provide optimum safety for our students, please follow the car rider line traffic procedures outlined below:

- No child will be signed out for early dismissal after 2:10pm.
- All students must be picked up in the car rider line.
- All cars are to pull as far up as possible before loading or unloading.
- Children should be **READY** to load or unload when the car stops.
- Children **MUST ONLY** be dropped off and picked up in the car rider line. **NEVER** in the faculty and staff or visitor parking lots.
- Children should only enter and exit vehicles on the right side (sidewalk side) to ensure the safety of all students.
- Cars are **NEVER** to pull around parked buses unless directed to do so by school staff.
- Drivers must never make U-turns in any school driveways.
- All vehicles **MUST** turn right upon exiting the car rider line onto Crossbow Drive.
- Children learn responsibility, self-pride, and confidence by coming in and out of

school by themselves. Older children are not to pick up younger siblings at their classrooms. Parents are encouraged **NOT** to come into the school to pick up their children once a routine is established.

- Vehicles are **NEVER** to be left unattended at a curb.

A thirty-minute grace period of supervision will be extended by Harbison West Elementary following our 2:40pm dismissal of students; however, once that time is exceeded, students will be sent to Boys and Girls Club, our afterschool program. The following charges will apply:

- 3:15-4:15 = \$10.00
- 4:16-5:15 = \$12.00
- 5:16-6:15 = \$15.00

If you wish to enroll your child in the Boys & Girls Club on a regular basis, please register at <http://portal.begreatacademy.com>.

Changes from Regular Dismissal

If an **occasional transportation conflict** should arise and you need to change transportation for your child, we are asking that you do **one** of the following:

- Stop by the front office in person before 2:00pm to notify us of the change.
- Send a handwritten signed & dated note to the teacher to notify them of the change. The transportation note can also be written in the student's agenda. If you prefer to fax the transportation note, the office must receive it no later than **NOON**

Arrival/Dismissal and Parking Lot Procedures

on the day of the change (Fax: 803-476-3820).

Please include the child's name, teacher and grade level on the all transportation notes. We cannot change mode of transportation by word of the student. However, we ask that you try to avoid changing dismissal procedures for your child too frequently. This can be very confusing during dismissal time and may result in a referral to the administration. **The school MUST be notified before 2:00pm of any changes in transportation. Students WILL NOT be dismissed between 2:10pm and 2:40 pm for any reason. Please plan accordingly.**

For the safety of our children, we are asking that you do not phone the during the school day to make changes in how your child will go home after school.

Phone transportation changes will ONLY be accepted in emergency situations and will require verification and approval from administration.

Additionally, we cannot accept transportation changes via email for any reason since there is no guarantee it will be read by the front office and/or teacher before dismissal time.

NO changes in transportation may be made via email. Any changes made by phone must be approved by administration.

If your child will not be going to his/her daycare in the afternoon, please notify them in advance so they won't wait for your child.

Early Dismissals

Any student leaving for any early dismissal will be called to the front office by school personnel when the parent/guardian arrives to pick them up. No students will be dismissed after **2:10pm**. Students will only be released to those listed under the child's contacts in Powerschool. When picking up a child, photo identification will be required of the adult who is picking up the child. Parents may send a note to the teacher to advise them of any early dismissals. This will allow the teacher time to prepare the child for early dismissal. However, your child WILL NOT be sent or called to the office in advance to wait for your arrival. Students are not allowed to leave school grounds during the school day unless they are signed out in the office by a parent or guardian.

Excessive early dismissal requests, causing interruptions to classroom instruction, will result in an attendance plan.

Daily Schedule

Time	Activity
7:15am	Building opens for students
7:35am - 7:50am	Breakfast in classrooms
7:50am	Tardy Bell Rings
2:40pm	Dismissal begins

Bus Transportation

Bus transportation is provided for students that live 1.5 miles or more from the school or have hazardous routes, according to S.C. Department of Education guidelines. An assertive discipline plan sets forth consequences when students fail to follow bus rules. The bus safety rules and general information can be found on the district's website (www.lexrich5.org) click on the "Departments" tab and then "Transportation." In order to ride the bus, parents must register their child(ren) with District 5 Transportation during the registration/update process. If your child needs bus transportation after the school year begins, please contact the District Transportation office to receive approval. Any student needing bus transportation other than their regular transportation (i.e. riding home with a friend) must have approval through the Irmo Transportation office several days prior to the change.



Crossing Guard

The Lexington County Sheriff's Department employs one crossing guard for Harbison West Elementary School. The crossing guard is located near the car rider entrance. Students are expected to cross Crossbow Road **ONLY** at this location. **The crossing guard is not allowed to direct traffic.**

Arrival/Dismissal and Parking Lot Procedures

Emergency School Closings

District-Wide Early Morning School Cancellation: The transportation office will make a recommendation to the superintendent by 6 a.m. as to whether roads are suitable for school bus traffic. If the superintendent determines that school should be cancelled, emergency preparedness, local television and radio stations will be notified. Families will receive a call from the district's phone notification system and information will also be available on the district website and Facebook pages.

District-Wide Mid-Day Closing: In the event that bad weather forces a mid-day closing, local media and emergency preparedness departments will be notified. Families will also receive a phone call from the district's phone notification system.

When you complete your online registration and/or update each year, you will be asked what you want your child to do in case school closes early. Please make your child aware of this information. Notify the teacher immediately if any changes are made. Please **do not** plan for your child to use the telephone under these conditions for it is impossible for large numbers of students to make calls. Your child may telephone you after he or she gets home on the school bus. School personnel will make every effort to notify parents if there is an emergency closing of school.

Elementary Single School Early Dismissal: In the event of an emergency, such as the loss

of power or water for an extended period of time, elementary schools will use the Emergency Dismissal selections that were selected by parents/guardians during the registration and/or update process. The local media and other forms of mass communication (i.e. Facebook, District website, etc.) will be used to notify parents, guardians and other emergency contacts.

Please be advised that during mid-day closings and single school early dismissals our afterschool program, Boys & Girls Club **WILL NOT** operate.

Delayed Opening Schedule



If school opens on a delayed schedule due to inclement weather or other difficulties, busses will run their normal routes two hours later than the normal starting time.

Check the district's website, social media and local news channels for the latest information.

Early Release Days

In an effort to continue to provide the best possible education for our children, District Five elementary teachers are utilizing early release days for our students. These early release days will be used as critical planning time for teachers and will directly relate to enhance student learning. **Early release dismissal time is 11:40am.** The Boys and Girls Club still operates through normal hours on early release days. The following days are

the early release dates for the 2018-2019 school year:

- Wednesday, September 26, 2018
- Thursday, October 18, 2018
- Wednesday, January 30, 2019
- Wednesday, February 27, 2019
- Thursday, March 21, 2019
- Thursday, April 4, 2019

Parking for School Functions

Please be advised that we do not have a large number of available parking spaces in our school lot. During large school functions, we respectfully ask parents to avoid parking in the driveways and behind vehicles in a parking space. It is unlawful to park in a fire lane. You are welcome to park in our car loop and around back being mindful not to block any other vehicles from getting in or out.

If your vehicle is blocking a fire lane or driveway, it may result in the vehicle being towed at your expense.



Attendance Policy and Registration Information

Attendance Areas

Only students whose parents reside in School District Five may attend classes. An exception is made for children of district employees, with authorization. Specific geographic locations are outlined as the attendance area for each elementary school unless the student has been selected to attend the Escolares Academy Academic Magnet at Harbison West Elementary. Special Education students are allowed to attend curriculum-specific programs outside their attendance zone.

When students move in district but out of the school attendance area during the school year, permission to attend classes for the remainder of the semester must be received from the District Five Chief Planning and Administrative Officer. The parent/guardian is responsible for transportation to and from school during this period.

Attendance

A new definition of "absent" is being used to identify students who are chronically absent. As part of the implementation of Every Student Succeeds Act, districts and schools are required to report to the South Carolina Department of Education the number of students who are chronically absent each year. According to the United States Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50 percent of



the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students must attend class for at least half of the instructional day to be considered present for that day.

Using this new definition, the OCR requires states to report the number of students in each district and school who are absent at least 10% of the time during which they are enrolled in a particular school or district. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10 percent) will be considered chronically absent. The total number of chronically absent students will be included on district and school report cards. Chronic absenteeism is not the same as truancy.

Absences

State law and district policy set specific rules for lawful and unlawful absences. **A written note, medical excuse, or electronic excuse form** (available on the Harbison West homepage at www.lexrich5.org/hwes) **must** be submitted for **each** absence whether lawful or unlawful and should be sent to school **no later than the student's third day back**. Excuses may also be **faxed** to our school registrar at **803-476-3820**. If a student fails to bring or submit a valid excuse to school, he/she will receive an unexcused absence. Lawful absences include: illness, medical/dental appointments, serious illness or death of a

student's family member, absences approved by school administration, recognized religious holidays, legal matters/court dates and school-related activities that have received prior approval by the principal. Students will be allowed no more than 10 absences during the 180-day school year. At ten absences (lawful or unlawful) subsequent absences require a medical excuse or written pre-approval from the principal. After 5 unexcused absences, parents will be required to attend an attendance improvement conference. As required by school board policy, a letter is sent to parents regarding excessive absences. **If a student is persistently tardy or exceeds 5 unexcused absences, the parent may be referred to Family Court.**

When a serious illness or injury occurs where absences will total a week or more, a student may be eligible for instruction at home by a certified teacher. The front office can provide more information.

Whenever possible, medical, dental and other appointments should be made for non-school hours.

Tardies

Being tardy causes students to miss important instructional time. It is imperative that children are brought to school on time. Students are tardy if they are not in their classroom when the tardy bell rings at 7:50am. Students will be directed to the front office for a tardy slip before reporting to class. After 7:50am, we ask parents to walk in

Attendance Policy and Registration Information

students who are tardy to sign them in. After 10 unexcused tardies, parents will be required to attend an attendance improvement conference. **If a student is persistently tardy, the parent may be referred to Family Court.**

Registration & Updates

Registration is online for our students.

New Students to District Five:



For **NEW** students to Lexington/Richland District Five, you will visit our website at www.lexrich5.org/hwes and click on the Registration link on the homepage. Once you have completed the online registration, please contact the school registrar at 476-3800 to schedule an appointment to bring the following information:

- Legal Birth certificate
- SC Certification of Immunization
- Three proofs of residence
- Custody papers (if applicable)
- Medicaid Card (if applicable)
- Transfer/Withdraw paperwork from previous school (if applicable)

Returning Students:

If you have a returning student, you are required to complete a yearly update online prior to the first day of school each year. Each summer at the end of June/beginning of July, you will receive an **email** from Lexington-Richland School District 5 with instructions on how to complete the update for your student.

During the update process, parents/guardians can change phone numbers, email addresses, emergency contacts, select transportation option, e-sign the media consent and acceptable use agreements (internet use). If you do not have access to a computer to complete your update, you may visit the school for assistance.

Proof of Residence

Parents of **all** students in the district are required to provide validation of residency EACH school year. Parents should provide the following:

- Lease agreement, Property Tax bill or Real Estate Closing Documents
- **TWO** different bills mailed to your permanent residence. These can include: electric, water, sewer, cable, satellite, telephone, cell phone, vehicle tax or voter registration card.

Parents' Address, Telephone Number & Email Addresses

The school office **must** have a telephone number at which parents/guardians can be reached during the school day, even if that number is unlisted. This is particularly important when emergencies occur, such as weather-related mid-day school closings.

Please notify the front office of any changes to address, telephone number, email address and/or place of employment that occur during the school year.

Withdrawing a Student

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. The school will provide parents with a "transfer form" sheet listing materials your child is currently using. This form can be hand-carried to your child's new school so proper placement may be made. Your new school will then request the child's records. When transferring to a school in Lexington /Richland District Five, Harbison West Elementary will forward the students records internally.

Notes Required

The school requires notes from parents and/or medical offices for the following reasons:

- Absences
- Requests for Early Dismissal
- Requests to miss recess or Physical Education
- Permission to go home with another student (afterschool - **excluding** bus riders)
- Prolonged absences from school such as trips and hospitalization (advanced notification requested)
- Changes in usual method of transportation (emails and phone calls **NOT** accepted)
- Specific medical treatment or special need

Rules, Procedures & Miscellaneous Information

Student Dress Code

Students are expected to dress in a manner that will not be disruptive to learning. Shoes with cleats or wheels are not permitted. Shirts must not show the midriff or have inappropriate symbols or words. Tank top straps must be 2 inches wide; no spaghetti straps or halter tops. Shorts and skirts must be fingertip length. Pants must be worn at the natural waistline and undergarments are not to be visible. No attire/accessories may advertise alcohol, tobacco or other drugs. Students are not permitted to wear bandanas, hats, kerchiefs, or sweatbands in the building unless they are part of a project or the student has a documented health problem. However, the principal may give approval for a "hat day" for students and staff as a special school activity. If a child comes to school inappropriately dressed, parents will be contacted and proper attire must be brought to school.

ID Badges - District Policy

With the rise of safety concerns on school campuses, the use of student, staff and teacher ID badges make it easy to identify and authorize anyone on school grounds. These badges are also used to check materials out from the library, print documents, and pay for food. All **High, Middle and Intermediate** students must wear a current picture ID badge when on District Five property. ID cards are printed on both sides with the same

information. It is the Principal's discretion in Elementary schools if students wear an ID badge with the student's picture, and if it is printed on both sides. All employees must wear a current picture ID badge when on District Five property. ID badges must be clearly visible and worn in front above the waist and below the neck on a breakaway lanyard. In a pocket, or under a jacket is NOT clearly visible.

The ID badge may not be marked on or altered in any way, except to be punched by a staff member; if it is damaged, a new ID will need to be purchased. A defaced ID is any badge on which the picture, name, ID#, year, barcode or grade level has been changed, altered or obstructed.

For students, staff and teachers the first card is free. However, replacing lost, stolen or damaged cards cost **\$5.00**. Our budget accounts for giving students and employees their first ID cards each year. The replacement fee covers the cost of materials used in reprinting and replacement lanyards.

Employees shall surrender their ID badge to their supervisor upon termination of employment, beginning an extended leave of absence, or when requested. A lost, stolen or misplaced ID badge is to be immediately reported to the employee's supervisor. A replacement ID badge will be issued as necessary and a record of the lost ID badge noted. If an employee transfers from one location to another or an employee's name

changes, a replacement ID badge will be issued.

Students are to surrender their ID badge at the end of the school year, when requested or when they transfer to a different school.

Contractors and their employees whose work will take them inside D5 locations must display identification including their name and the company they work for. Their ID badges are to be surrendered at the end of their contract with the District.

Visitors or vendors going beyond the secure areas of the front office must have either a visitor's badge, district issued student ID, or an employee ID.

There can be temporary exemptions for safety reasons, like public safety officers (e.g., on-duty police, fire or EMS) when working at the school in an official capacity, or cafeteria workers in an authorized uniform while cooking, or employees operating certain machinery, however these must be approved by their supervisor and district level supervisor. In these rare cases, staff must still have their IDs available, and they must put their ID on as soon as they can safely do so.

Visitors and Classroom Visits

Harbison West Elementary School fosters an open door policy. For the safety, security and minimal disruption of instruction of students and staff, be advised of the following district-wide and school-specific visitor procedures:

Rules, Procedures & Miscellaneous Information

Visit Limitations:

There may be occasions when a school visit is not appropriate. When requesting to visit a student **ALL** visitors must state:

- The specific student being visited
- The intent of their visit
- The location of their visit
- The time period of their visit

Visitors must comply with their stated reason for their visit. Visitors cannot roam the school or visit other students for whom they do not have permission. If visiting during instructional time, the teacher will be notified and the visitor may be asked to come back at a different time. Please understand that teachers are not available to talk/conference with parents during this visitation time. Appointments should be made for conferences. Visitors should also be respectful of the other students in the class and their learning/development.

School District Five of Lexington & Richland Counties is committed to the safety of its students and school staff. Per district recommendations, our front office staff will now be completing the sign-in process through LobbyGuard for all visitors. Upon arrival, visitors will present the front office staff with their driver's license or Military ID, have their photo taken and be issued a LobbyGuard badge/sticker. All visitors are required to wear the badge while in the building and **MUST** return the badge to the front office at the conclusion of their visit.

Crisis Management Plan

Harbison West Elementary School has a Crisis Management Plan which includes monthly drills. As part of this plan, entrance doors are unlocked during arrival time each morning. During the school day all doors, except the front doors, are kept locked. Tardy students must enter the front door and come to the office to sign in. All parents, volunteers and visitors will be signed in through LobbyGuard (requires driver's license or Military ID) and receive a visitor's badge. In the event of any kind of crisis, please listen to your radio for instructions and information. In the event of a major crisis, district, state and county officials will be on hand to assist; please do not call the school or enter the building. Your patience and understanding will be appreciated in this event.

Discipline Policy

District Five adheres to the philosophy that disciplinary problems should be handled in a calm, reasonable manner between teacher, student and parent whenever possible. The philosophy also assumes that effective discipline will lead to increased maturity and desirable behavior on the part of the student. However, when the learning opportunities of other students are affected, the teacher and/or principal must take appropriate action. To be consistent in all schools, the district has developed a discipline policy. To access the Student Behavior Code Book, visit the

district's homepage (www.lexrich5.org), click on the Planning & Administration under *Departments*, click on *Important Documents* and click on Student Behavior Code Book for the current school year.

Wireless Communication Device and Cell Phone Guidelines

Students may possess wireless communication devices (WCD) in school, on school property, during school activities (e.g. extracurricular activities) and at school-related functions. However, students may not use wireless devices such as cellular phones, electronic pagers or any other communication devices while on school property during school hours.

<u>Offense</u>	<u>Consequence</u>
1 st offense	Warning
2 nd offense	School consequence
3 rd offense	School consequence
4 th offense	Confiscate through end of semester

For all offenses listed above, the WCD will only be released to the parent/guardian.

Students are personally and solely responsible for the care and security of their WCDs. The board/school assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property or the unauthorized use of such devices.

Rules, Procedures & Miscellaneous Information

Animals at School

For the safety and protection of the children, we urgently request that family pets such as dogs and cats not be free to follow children to school. Approval from the principal **MUST** be obtained before an animal is allowed in the building.

Personal Possessions at School

Toys, radios, video game devices, headsets and other electronic devices are not allowed at school. Students are discouraged from bringing items not related to the educational program at school. If students bring these things to school, they will be taken by the teacher and/or administrator and held until the last day of school or released later to the parent/guardian. The school assumes no responsibility for theft, loss, damages, or vandalism to items brought onto school property.

Field Trips

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Parents or guardians are required to sign the field trip permission form prior to students going on field trips. All trips are chaperoned by school personnel who may be assisted by parent volunteers. Only district approved transportation will be used. A fee may be charged. If a parent is unable to pay for the field trip, please notify the teacher to determine PTO scholarship eligibility. Field trip fees are non-refundable unless a refund is

issued to HWES by the establishment visited during the field trip. All parents wishing to volunteer as a chaperone must sign in through LobbyGuard prior to the event. **All field trip chaperones MUST park in the lower parking lot (bottom row) of the school.** It is often necessary to limit the number of chaperones. Methods for choosing chaperones are determined by grade level teachers based on the needs for the trip. Field trip chaperones are present to help students have a safe, educational experience. Chaperones should adhere to the procedures established by the teacher.

All students are requested to ride with the group to the field trip location and to return with the group. If there is an extenuating circumstance where a student is not able to do so, a written letter should be sent to the principal requesting an exception to this procedure.

Money

Children should not bring money to school except for specific purposes. Whenever possible, payments should be made by check for school pictures, snack fees, PTO purchases, field trips, etc. **If paying in cash, please send exact amount as the school is unable to make change.**

All money sent to school should be placed in an envelope with the **student's name, teacher name and purpose of the money.** Neither the teacher or school will be responsible for lost or misplaced money.

Lost and Found

Please label all coats and lunchboxes with first and last names. Lost and found items are placed in the back hallway near Performer's Paradise (theater). Students and parents are asked to check this area regularly. Unclaimed articles will be donated to charity at the end of each semester. Small lost and found items can be retrieved from the front office.



PTO & SIC

The PTO (Parent-Teacher-Organization) is a service organization that is composed of parents, teachers and administration who work together to support the school and the students. PTO is a great opportunity to get involved and volunteer.

The SIC (School Improvement Council) is a team of parents, teachers, administrators, and appointed community representatives. The SIC is responsible for planning, monitoring, and evaluating improvement at the school level.

Delivery of Items to Students

Flowers, balloons and other similar items **WILL NOT** be permitted at school for delivery to students.

In an effort to minimize disruptions to instructional time, all deliveries to students (bookbags, lunch boxes, instruments, etc.) will be made by the front office staff.

Rules, Procedures & Miscellaneous Information

Birthday Parties & Celebrations



No birthday parties are allowed at school. A birthday snack to share with the class is permissible, but must meet the nutritional guidelines in our district wellness policy. Invitations for parties outside of school may not be distributed at school.

When celebrating your child's birthday or other special classroom celebration/event at school please remember the following:

- **Mini-size** store bought, pre-packaged cupcakes comply with our district's wellness policy. Please check with your child's teacher for a preferred time to "celebrate."
- Treats, such as candy, cannot be provided to our students. Therefore, if you decide to send in "goody" bags, please send in items such as fruit, stickers, pencils, etc.

District Wellness Policy

Foods brought to school with the intent of sharing (i.e. birthdays, holidays, etc.) must be store bought, pre-packaged and meet the nutritional guidelines listed below.

Foods must be in compliance with the Institute of Medicine (IOM) recommended Nutrition Standards for Foods in Schools:

- < 200 calories
- < 35% of total calories from fat;
- < 10% of calories from saturated fats;
- Zero trans-fat (<0.5g per serving)
- < 35% of calories from total sugars; and
- < 200 mg sodium

Nuts and seed are the exception and are permissible in accordance with portion guidelines. Chewing gum, flavored ice bars, and candy will not be served or sold during the school day and may not be used as a learning incentive or reward.

Suspected Abuse

Any member of the professional staff who has reason to believe a child has been subjected to or adversely affected by physical, mental or emotional abuse or neglect must report this to the County Department of Social Services or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.

Student Support Services

Guidance Counselor: The counseling program offers individual counseling, small group counseling, and classroom guidance. In elementary school, students may need to see a school counselor to deal with grief, divorce, friendship conflicts, anger, anxiety, depression, academic issues, conflict resolution, and anything else that may be interfering with their learning.

Our guidance counselor adheres to the American Counselor Association's Code of Ethics and the South Carolina State Department of Education's guidelines in protecting the confidentiality of students.

The school counselor is available to discuss concerns that parents have about their child, their child's school experience, or the

district's guidance and counseling program. Please contact the counselor at 476-3828 if you would like to discuss any of these areas.

Social Worker: Our school social worker supports and aids students and families in need of assistance. The social worker also works with administrators, teachers, guidance counselors, psychologists, nurses, and other staff to help identify factors that can maximize the learning process.

Grades and Curriculum

Grading Scales, Report Cards & Interims

The evaluation of student achievement is one of the important functions of the teacher. Our students receive report cards quarterly (every nine weeks). Interims (3rd-5th grades only) are posted via Parent Portal approximately five weeks into each quarter. Paper copies of interims may be requested through the front office.

The school will follow the state-wide uniform grading scale as approved by the state board of education. All report cards and transcripts will use numerical grades.

Grades K-2 Grading Scale:
Student progress in grades kindergarten through 2nd is reported for Language Arts, Mathematics, Science, Social Studies, Art, Music, Physical Education and World Language through a standards-based progress report using the following key:

M = Meets the grade level expectations at this time (independent achievement consistently meets grade level expectations [standards] at this time).

P = Progressing satisfactorily towards grade level expectations at this time (independent achievement shows inconsistent application of skills but is making progress at this time).

U = Unable to meet grade level expectations at this time (little or no evidence of meeting grade level expectations [standards] at this time).

***** = Not assessed at this time

Grades 3-12 Grading Scale:

Student progress in grades three through twelve is reported for all subjects as follows:

Letter Grade	Numerical Average
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Process for Posting Grades

After collecting an assignment, teachers will have **5 school days*** to grade and enter **minor assignments** and **10 school days*** for **major or extended assignments**.

- Minor assignments include but are not limited to **classwork** and **quizzes**.
- Major assignments include but are not limited to **projects**, **tests**, and **extended writing assignments**.

** Please note: Principals reserve the right to extend the number of days within the Process for Posting Grades due to circumstances that may arise. Parents will be notified in a timely manner of any changes that may occur.*

Homework

Homework reinforces skills, provides practice, and contributes to development of study skills. Homework grades are considered part of the total grading system. If the homework takes longer than the parent feels is appropriate, the parent is asked to contact the teacher with their concern.

Textbooks

Textbooks are provided for the student by the state at no charge. **However, students must pay for any lost or damaged books.** Report cards will be withheld at the end of the year until fees have been paid for damaged, lost books or outstanding fees.

Parent Portal

Lexington District Five's online student information system, Parent Portal, will provide parents with real-time information access to student attendance, grades and test scores. You can view your child's attendance record for grades K-2. For grades 3-5 you can view both grades and attendance record.

Before you can log into Parent Portal, you will need a username and password. Parents may receive this information from our school's Registrar by showing a valid picture ID. If you have previously received a username and password it will work through your child's twelfth grade provided they remain in our district.

Curriculum & Instruction

The instructional program in District Five elementary schools focuses on language arts, math, social studies, and science. Students also attend classes in music, art, Spanish, technology and physical education.

Content Standards:

Content Standards are incorporated into the curriculum of all District Five schools. Content Standards define what a student should know

Grades and Curriculum

and be able to do at a particular grade level. Instruction in all content areas is based on the SC Curriculum Standards.

Special Services

District Five provides educational opportunities for all students, including those with physical, mental and emotional impairments. Each elementary school offers a resource program taught by teachers certified in learning disabilities. These programs also serve children with other disabilities as identified under IDEA or Individuals with Disabilities Education Act. These students spend most of their school day in their regular classrooms.

Students needing more than three hours a day of special instruction or those needing programs for specific impairments are served in district programs located at certain schools. Transportation is provided by the district when students must participate in classes outside their regular attendance areas.

Reading Intervention



Students requiring additional support in reading are provided intervention support through our RtI (Response to Intervention) program. Using various strategies and curriculum, teachers and interventionists provide targeted instruction and monitor progress of students.

Speech, Hearing and Vision Testing

Tests for speech, hearing and vision are conducted by district personnel according to SC Department of Education guidelines. Requests for specific tests may be made by parents, or teachers to the school nurse or speech therapist.

Americans with Disabilities Act (ADA)

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, creed, religion, sex, age, disability, or handicap in admission to, or access to or treatment or employment in its programs or activities. Inquiries should be directed to the Chief Human Resources Officer, Title IX, and Americans with Disabilities Act (ADA) Coordinator at 476-8198 and Director of Special Services and 504 Coordinator at 476-8222, and at 1020 Dutch Fork Road, Irmo, SC 29063.

ERIN'S LAW: Elementary Level

The South Carolina Code of Law, Section 59-32-30 (G) has been amended so as to provide that "beginning with the 2015-2016 school year, districts annually shall provide age appropriate instruction in sexual abuse and assault awareness and prevention to all students in four-year-old kindergarten, where offered, through twelfth grade. This instruction must be based on the units

developed by the board (South Carolina Board of Education), through the department (South Carolina Department of Education), pursuant to Section 59-32-20(B).

At the elementary level, instruction includes topics such as being unique, understanding feelings, being a friend, bathing suits cover private parts, good touch/bad touch, stranger danger, getting adult help, general safety rules for home and school, technology safety, understanding peer pressure and media influences. These topics are aligned with the *South Carolina Health and Safety Education Standards and the Erin's Law Resource Guide* provided by the South Carolina Department of Education. These topics will be covered in many parts of the curriculum, including the developmental guidance program, academic classes, Physical Education classes, and school-wide programs.

Celebration of Learning

We will recognize students **TWICE** a year during our Celebration of Learning ceremony. Dates and times for each grade level will be posted in our newsletter and on our website.

Students are eligible to receive the following awards during the ceremony:

- A or A/B Honor Roll (for semester) ★
- H.U.G. Award (Hiking Up Grades) ★
- Perfect Attendance (for semester)
- Effort Award (selected by teacher)
- HERO of Distinction (selected monthly by teachers)

★ Grades 3-5 only

Communication

Parent Conferences

Our goal is to meet with parents of all our students at least once during the school year to review progress and address concerns.

At times, a parent may be asked to attend a special meeting to discuss specific needs of the child. The school will contact you prior to these meetings being scheduled.

When a concern arises, parents are asked to contact the teacher first to clarify the issues and reach resolution. If needed, the principal, assistant principal or guidance counselor may be asked to be a part of the conference. If a concern still exists after the parent/teacher conference, the parent may request a conference with the principal or assistant principal.

Curriculum Nights

Specific information regarding the curriculum and instruction within a particular grade level is presented at our Curriculum Night. The information shared provides a good foundation for the year. This is one of the most important meetings held each year. **All parents are strongly encouraged to attend.** Date and times are found on the calendar of the events in this handbook, will be published in the newsletter, and posted to social media.

Communication Chain of Command

Communication between students, parents and school staff is very important and welcomed. To best address individual concerns, please begin the process with the person closest to

the problem so that specific information can be gathered. This often leads to the solution. For example, for a classroom concern, work first with the teacher before contacting the principal, superintendent or board of education.

Phone and Email Messages

Students, teachers and other staff members cannot receive telephone calls except for emergencies. Teachers cannot conduct telephone conferences with parents during class time. Voicemail is available for teachers; however, do not leave messages for changes in transportation. Teachers may not have an opportunity to check messages before dismissal time. Students may use the school telephone for emergencies only. Forgotten items such as homework, books and lunches are not considered emergencies. Arrangements for after-school activities should be made prior to leaving home. Please do not call the school to talk to your child or leave a message. In the case of an emergency, notify the front office staff and they will have your child return your call. Please allow 48 hours for a response to voicemail and/or emails sent to the teachers.

Additionally, all calls made from the school display the school's main number. If the person calling you did not leave a message, the front office will be unable to determine who called you.

Calendars



A district school day and early release calendar for each year can be viewed on the district's website at www.lexrich5.org under the Calendar tab at the

top. Each January/February, the next year's calendar is posted.

A calendar of events for Harbison West Elementary is included in this handbook for easy reference. Please note events are subject to change date and time. Our website, newsletter, social media and the remind app are the most reliable sources for times and dates of upcoming events.

School Newsletter

Parents are strongly encouraged to read our bi-weekly (Thursdays) Harbison Herald school newsletter. The newsletter contains important information about upcoming events, activities, PTO/SIC updates/volunteer opportunities, and student/staff celebrations. Each edition of the Harbison Herald is posted online (<https://www.lexrich5.org/domain/503>), sent to parent's registered email address, posted to our school's Facebook page, and distributed through Peachjar. Teachers may send home **class newsletters** every week with a focus on what is happening in the classroom.



Communication

Peachjar Electronic Flyers

In an effort to conserve resources, District Five uses an electronic communication tool called "Peachjar" to provide parents with school-approved eflyers. Parents will receive approved flyers through their registered email address. Flyers will also be posted to the Peachjar page on our school's website (<https://www.lexrich5.org/domain/500>) for viewing anytime.

If you are new to Harbison West, you should receive a welcome email from Peachjar that includes a username and password. This information is provided to give you the opportunity to manage your delivery preferences. You do not need to login to receive or view flyers.

This system is used solely for the distribution of school-approved flyers. Your email will not be shared for any other purpose.

Social Media & Website

Stay connected with Harbison West Elementary through the following social media and website avenues. We post important reminders, links to newsletters and upcoming events to help you stay informed.

- **Facebook** - Harbison West Elementary School (@HarbisonWestElem)
- **Twitter** - @HarbisonWestEl
- **Website** - www.lexrich5.org/hwes

Remind App

Harbison West Elementary utilizes the Remind Notification App as an additional form of communication. Parents/guardians may sign up through the app or online and have the option to opt-out at any time. Below are the instructions for signing up (larger paper version available in the front office):

Sign up for important updates from Harbison West Elem.

Get information for Harbison West Elementary School right on your phone—not on handouts.

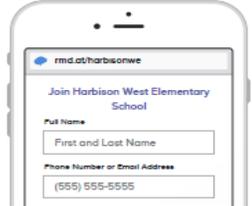
Pick a way to receive messages for Harbison West Elementary School:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/harbisonwe

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

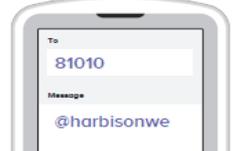


B If you don't have a smartphone, get text notifications.

Text the message @harbisonwe to the number 81010.

If you're having trouble with 81010, try texting @harbisonwe to (803) 443-0807.

*Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/harbisonwe on a desktop computer to sign up for email notifications.

FERPA

Student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA), as amended.

If a student transfers and enrolls in a school other than Harbison West Elementary School, his/her educational records will be

transferred to that school or school system upon request by the school/school system. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible student also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

Release of Student Information

All student information will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended. No student information or pictures will be released without a signed Media Consent form for your child. This consent form is valid from August 22, 2018 until August 22, 2019. The Media Consent form is completed online during the registration or returning student update process.

Student information may include student's name, address, telephone number, photograph or video clip, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities, sports and student artwork. This information will be released to any person or media representative requesting it unless a parent refuses in writing to allow the information to be used. Parents wishing to make this request should submit written parental consent no later than 30 days after the first day of school.

Cafeteria and Health Room Information

Cafeteria

Breakfast

A healthy breakfast is served daily beginning the first day of school each year. A **FREE BREAKFAST** will be available to ALL students at Harbison West Elementary and will be served each morning from 7:35am - 7:50am in the classrooms. A student who desires to eat breakfast must be in the classroom before 7:50am so that he/she may finish breakfast and be ready to begin class activities.

Lunch

A healthy lunch is served daily beginning the first day of school each year. A **FREE LUNCH** will be available to ALL students at Harbison West Elementary. Every meal provided meets the USDA reimbursable meal requirements. A free/reduced application is NOT required for students at Harbison West Elementary. However, if a family has a sibling that attends another Lexington/Richland 5 school, an application will still need to be filled out for them before each new school year. If a student requires a restricted meal for medical reasons, a doctor's note must be on file with the school nurse in order to accommodate. If you have any questions or concerns, please contact the Student Nutrition Manager at 803-476-3808. This institution is an equal opportunity provider.



Health Room

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record on all students.

The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Students may not attend school if they have any of the following symptoms:

- ❖ Fever, temperature of 101°F or higher within the past 24 hours, with or without other symptoms. Students may return to school when their temperature has remained below 100°F for **24 hours WITHOUT** fever-reducing medication.
- ❖ A cold in the contagious stage: severe nasal discharge that is not clear in color.
- ❖ An uncontrollable cough that is disruptive to the student or class.
- ❖ Any communicable disease (chicken pox, measles, strep throat, etc.).
- ❖ Any undiagnosed rash covering the trunk and two more extremities.



- ❖ Vomiting and/or diarrhea within the past 12 hours. If vomiting or diarrhea has occurred during the night or in the morning, the student must remain home. Students should also have tolerated a meal before returning to school.

- ❖ Untreated head lice or scabies.

For other conditions that would require your student to remain at home please see DHEC's "School Exclusion List" for students who are in 1st through 12th grade and DHEC's "Childcare Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists are located on the district's website at www.lexrich5.org. Click on "Student Health Services" under the Departments tab, and click on "When should my student remain at home?"

If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs.

In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child promptly. For this reason, the school should be kept up-to-date on any changes in phone numbers or those persons to be contacted in an emergency.

The document "Notification of Parents" details when the nurse will verbally notify a parent of a health room visit. To view this

Cafeteria and Health Room Information

document, visit our district website at www.lexrich5.org select "School Health Services" under the Departments tab, click on "School Health Room Operations" and then "Notification of Parents."

Medications



Medications to be taken during school hours must be brought to the Health Room **by an adult in the ORIGINAL labeled container.** Over the counter medications should

only be sent to school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. Prescription medications **MUST** be accompanied by parental permission **and** written authorization from the prescribing physician or health care provider. Over the counter medications must be accompanied only by parental permission and given according to the instructions on the bottle. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider.

The permission for school administration of medication form is available at your child's school and through the district's website. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students. At the time the prescription is filled, ask your pharmacists to

prepare a separate bottle labeled for school use.

If medications are needed for a field trip, the parent/guardian is encouraged to provide the medication in the original pharmacy-labeled bottle with only the dosage(s) needed for the trip along with the consent form signed by the health care provider. The nurse cannot repackage any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. If over the counter medications are necessary, please purchase and send the smallest size available for this medication along with the consent form signed by the parent/guardian. If your student will require medication on the field trip that is not currently being given at school you will need to turn the medication, along with the required consent forms into the school nurse one week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medications.

Please visit the "Health Services" section under the Resources tab of our school's website (www.lexrich5.org/hwes) for additional information and forms.

Parent Involvement Policy

School District Five of Lexington and Richland Counties welcomes input and suggestions from our community and from our parents concerning Title I programs and funding. The following is a DRAFT of a District Parent Policy we are considering. We are asking parents and community members to review the document and give us feedback, suggestions and/or recommendations for revisions as we work to make this a document that reflects the climate and the needs of our community. Please forward your comments or suggestions to Sara R. Kearns, Coordinator of Academic Assistance and Professional Development, School District Five of Lexington and Richland Counties, 1020 Dutch Fork Road, Irmo, SC 29063; FAX to 803-476-8215; or, drop suggestions by the District Office.

Parent Involvement Policy – District Written Policy

District Five encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their children. The District recognizes each parent as their child's first teacher and acknowledges the powerful influence of parents on their child's life. The District, therefore, is committed to developing family-friendly schools, offices, and programs to welcome and serve parents and families in positive and supportive environments.

Parents are involved in the development of the LEA (Lead Education Agency) plan and the process of school review and improvement by being part of a planning team that develops an overall Parent Involvement Policy. In addition, all parents

are surveyed. This plan is distributed to all parents with children participating in Title I schools and to the community at large. An annual evaluation of the effectiveness of parent involvement will be conducted.

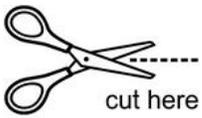
District Office staff provides technical assistance, coordination, and support to participating Title I schools. To assist these schools, District Office staff will be available to assist in the writing of the Title I grant, assist in procurement, attend school improvement/renewal team meetings, assist the schools in implementing effective parent involvement activities and Parent-Teacher organization meetings. Additional responsibilities will be to provide assistance in any area requested to bring about school improvement and increase parental involvement. The District will assist each school in the development of a school-level Parent Involvement Policy. District Office staff will also see that state and federal guidelines are followed.

The schools and parents will build the capacity for strong parental involvement by entering into School-Parent-Student Compacts with staff and families of students attending Title I schools. Compacts are signed by the Principal, Teacher, Parent, and Student. Efforts to increase parent involvement will also include annual conferences to accommodate varied family schedules. In addition, an annual meeting for parents/families of students served in Title I

schools will be held to provide information on Title I legislation, instructional programs and the desired outcomes for students of Title I Targeted Assistance schools. Parents will impact policy-making via opportunities to serve on School Improvement Councils, completion of parent surveys, preview of Title I plans in each school Media Center and/or serving as mentors or through other volunteer efforts. Schools will provide a number of Parenting activities during the year such as Technology, Literacy, Math/Science, Fine Arts, Testing, Cultural Celebration, Academic Information, and other student performance/academic presentations.

The Parenting Program served through Title I will coordinate and join together with other programs by inviting parents to attend parenting classes, Adult Ed classes, workshops and seminars offered by the District and/or state. Additional efforts will be made to work with other community programs to provide information and assistance regarding Title I Targeted Assistance programs.

Regarding funding, the District will reserve not less than one percent (1%) of the total Title I allocation to carry out parental involvement to include family literacy and parenting skills. In addition, each school will reserve at least 5% of their Title I allocation for funding Parent activities.



Parent Signature Page

It is imperative that parents/guardians review this handbook as some policies have changed from previous years. Please read it carefully and keep it in a safe location for future reference. Please take special note of arrival/dismissal procedures, change of transportation, early dismissals, and the attendance policies. For the safety and well-being of all students these policies will be enforced and implemented beginning Wednesday, August 22, 2018.

In addition to the hard copy every student receives, the 2018-2019 Parent/Student Handbook can be accessed online at www.lexrich5.org under the "Our School" tab at the top of the page.

I hereby affirm that I have read the 2018-2019 Parent/Student Handbook.

If you have any questions, please contact the school for clarification.

Please cut or tear out and submit this signed page to your homeroom teacher by TUESDAY, SEPTEMBER 4, 2018. Thank you for your cooperation.

Student Name (please print): _____

Student's Teacher: _____ Grade: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date Signed: _____

