

LEAPHART ENGINEERING ARTS PROGRAM

AT

LEAPHART ELEMENTARY SCHOOL

RESPECTFUL – RESPONSIBLE – READY TO LEARN

120 Piney Grove Road
Columbia, South Carolina, 29210
803-476-4700
www.lexrich5.org/Leaphart.cfm

GEARED FOR SUCCESS

2017-2018

FAMILY INFORMATION GUIDE

Daily School Schedule

7:15-7:45 am	Arrival
7:45 am	All Teachers and Students in their classrooms
7:50 am	SCHOOL DAY begins with morning announcements Breakfast Served
2:40 pm	SCHOOL DAY ends – Dismissal
3:10 pm	Late Dismissal/Pick-Up from IMPACT

My Special Area Days Are:

Art	_____
Media (Return Book)	_____
Music	_____
PE (Wear Sneakers)	_____
Spanish	_____

THIS HANDBOOK BELONGS TO:

NAME: _____

HOMEROOM TEACHER: _____

GRADE: _____

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DISTRICT MISSION STATEMENT

The mission of the School District Five of Lexington and Richland Counties, in partnership with the community, is to provide challenging curricula with high expectations for learning that develop productive citizens who can solve problems and contribute to a global society.

LEAPHART MISSION STATEMENT

The mission of the Leaphart Engineering Arts Program, (LEAP) is to inspire, challenge, and empower all students by providing a rigorous problem-solving curriculum that is grounded in authentic engagements designed to create dynamic and innovative global citizens.

TELEPHONE NUMBERS OF INTEREST TO THE LES COMMUNITY

Leaphart Elementary School	803-476-4700
Cafeteria	803-476-4798
Healthroom	803-476-4709
Guidance	803-476-4705
District Five Office	803-476-8000

ARRIVAL AND DISMISSAL INFORMATION

If you need to come in with your child at any time, you will need to park at the FRONT of the school in the parking lot, sign in, and then go to your child's class. The front of the school is not a drop-off zone.

Car Transportation/Traffic

Car Arrival: Students are encouraged to arrive and may not be dropped off before between 7:15 - 7:40am. No child will be allowed in the building before 7:15 am. Students need to arrive by 7:40 am in order to be in their classes ready to learn; 7:50 am is when school officially begins.

Car Dismissal: Dismissal for car rider students is approximately 2:45 each day. In the afternoon, all car riders are to be picked up on the back (cafeteria side) of the building.

All car rider students arrive in the cafeteria at 2:40 pm and sit in the area designated for his/her grade level; once all students are seated and quiet the dismissal process begins. Children are dismissed out of the cafeteria

when their car has arrived.

Children are not allowed to be loaded or unloaded in the faculty parking area or in any area other than designated above. For the safety of our students, children will not load or unload on Piney Grove Road or Leisure Lane Road at any time.

Any car rider who is not picked up by 3:05 will be sent to our after school program, IMPACT, and can be charged. Teachers and staff members have staff meetings, parent conferences, etc. beginning at 3:10pm. Due to these afternoon commitments, there will be no supervisory personnel available after 3:10pm.

For the 2017-2018 school year there will be a new dismissal system. Information will be shared with all parents in the summer packet and will be available in the front office.

Cars Ticketed for Illegal Parking

Cars should never be parked around the traffic circle in front of the school or the bus loop during arrival or dismissal. Cars should never park in the handicapped parking spaces unless allowed by law. Cars can only park in designated spaces around the school grounds.

Day Care Vehicles

Students transported to school and picked up by one of the various day care centers will be loaded and unloaded in the bus loop.

Early Dismissal Procedures

Students are not allowed to leave the school grounds during the instructional day unless they are signed out in the front office by a parent or guardian. Anyone allowed to pick up the child must be noted on the early dismissal card or a written note, signed by the parent or guardian. Please avoid telephone requests as they must be validated.

When at all possible, doctor and dental appointments should be scheduled for after school hours. However, when it is necessary for a student to be dismissed early from school, the student should bring a note to his teacher first thing in the morning. The note should indicate the time for the dismissal. If signing your child out after lunch, at the conclusion of a school event, or at the return of a field trip, you must follow check-out procedures at the front office. When picking up a child, photo identification will be required of the adult who is picking up the child. The parent, guardian or designated person must come into the office and sign the student out before the student can be dismissed. **The child will be called to the office after the parent arrives.**

All Early Dismissals must be done before 2:15 as this is the time of day that LES staff must prepare for dismissal. In cases of emergency, when a note has not been sent, the parent, guardian, or designated person may come to the school office and make arrangements for early dismissal. Excessive early dismissal requests, causing interruptions to classroom instruction, will result in an attendance plan.

Faculty Parking Lot

Parents are **not** to park in the faculty parking lot in order to pick up students and should **not** make U-turns in the faculty parking lot in order to exit the lot.

Crossing Guards

The Lexington County Sheriff's Department employs two crossing guards for Leaphart Elementary School. They are located at the intersection of Germany Road and Piney Grove Road. Students are expected to cross Piney Grove Road **only** at this location. **The crossing guards are not allowed to direct traffic.**

Walkers

Students walking to and from school are urged to do so very carefully. They are expected to cross heavily traveled streets **only** with the crossing guard. Time, patience, and continued understanding will be required to maintain safety for all students.

ABSENCES

No child can be expected to be successful in school if attendance is irregular. A student should be in school every day, if possible. State law and district policy set specific rules for lawful (excused) and unlawful (unexcused)

absences. A **written excuse is required for each absence** and should be sent to school no later than the student's **third day** back. The excuse may be from a parent, guardian or health practitioner.

Guidelines for keeping students in school

- After 3 consecutive unexcused or a total of 5 unexcused absences, the assistant principal will work with the parent to improve student attendance.
- Seven unexcused absences will result in the development of an absentee improvement plan; parents and the administration will meet to establish this plan.
- On the 10th unexcused absence, a truancy petition can be filed with Family Court.
- After 10 total (excused or unexcused) absences, each subsequent absence must be approved by the principal.

Excused (Lawful) Absences

- Illness of student (need parent note/doctor's note)
- Serious illness or death in student's immediate family
- Observance of religious holiday
- Court appearance of student
- Doctor appointments

If a child is absent longer than two days, the parent may call the school before 8:00am on the second day and request the child's work. Teachers will collect the missed assignments. The assignments may be picked up after 3:00pm in the office. 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 assistant principal can provide more information.

BUS TRANSPORTATION

Safe and Secure School Bus Transportation

The safety and security of students, staff, and school is a top priority for School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions: Bus Safety Rules must be followed at all times while on a School Bus, Activity Bus or other district vehicle used for the purpose of transportation of students to or from school, sports programs and other school sponsored events. Consequences will be for any violation of these rules and additional school consequences may be applied.

The phone number for the Irmo area schools' Transportation office is 732-8112.

School Bus Safety Rules

- No glass containers on the bus.
- No spitting, eating, or drinking on the bus.
- No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.
- No standing while the bus is in motion (including while making a stop.)
- No hanging any part(s) of your anatomy out a window.
- No throwing or shooting any type of objects.
- No play fighting or horse playing.
- Do not ride any bus that you are not assigned to.
- Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object while on the bus.
- Do not hold onto the bus from the outside or pass items in or out the bus window.
- Do not make excessive noise or other disruptive behavior.
- Keep your feet, body, and bags out of the aisle.
- Do not block the aisle with band instruments or book bags.
- Students must obey the directions of the driver.
- Students may not exhibit any behavior that disturbs the students or driver.
- Talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, or yelling.
- No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols pump spray, or lotion while on the bus.
- Never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.

- Students must board and exit the bus at their designated stop or school.
- Students must be at the bus stop 5 minutes prior to scheduled pick-up time.
- Students must wear ID while on the bus.
- The usage of cell phone, iPod, MP3, Game Boy or other device that causes a disruption on the bus or distraction to the driver is not allowed.
- Emergency exits and aisles are not blocked. All book bags, equipment, instruments, etc., must be properly stowed in the student's seat or on the floor.
- Students may not sell candy or other fund raising items on the bus.
- Students may not sit on their book bag, luggage, or legs because the design of the seats is such that a serious injury could occur if the child rises above the height of the seat.
- Students may not touch or hang on to the bus in any manner before boarding or after discharge.
- Students who inappropriately use video cameras, video phones or other recording devices while on the school bus are subject to violation of the Privacy Act and can be assigned school and bus consequences.

Student Behavior on School Bus

From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride the bus are, by law, under the control of school officials while on a school bus, the bus driver is the school official that has control of the students. In 1979, South Carolina passed a law against misbehaving on school buses and disobeying the instructions of school bus drivers. Students who misbehave on school buses will be punished according to the rules in the Student Behavior Code and the laws of this state. The bus driver is authorized to give directions, issue directives, assign seats, and to prohibit any item from the bus that may threaten the safety or welfare of any person. The driver's decision is subject to review by the District's Department of Transportation. When necessary a student may be removed from the school bus in order to prevent or determine inappropriate behavior.

GENERAL SCHOOL BUS PROCEDURES

The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school.

- To ride a different bus or get off the bus at a different stop or to have a friend ride your bus requests must be made to the Transportation Department by calling 732-8112. If space is available and parental permission given, Transportation Department may approve request. No child will be allowed to ride a different bus without this approval.
- Students may not load or unload at school other than their assigned school unless prior approval is given to the parent or guardian and the school administrator.
- The Transportation Supervisor (or designee) has the authority to remove a student from the bus if the student or bus becomes uncontrollable. The student may not board the bus again until granted permission by the Transportation Supervisor.
- Situations may arise in the operation of the school bus that are a concern to parents or other community members. These concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern; therefore, they are best dealt with through communication with the appropriate Area Transportation Supervisor.
- Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Any student, who attempts to board the bus while suspended or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law. Rather than trying to solve disagreements with drivers or students at school bus stops, parents should contact the Area Transportation Supervisor at 732-8112.

School Bus VIDEO/AUDIO Monitoring

In order to promote the safety and welfare of students and staff members

while they are on school buses, the Transportation Supervisor or his/her designee is authorized to place video cameras on State and District buses. Therefore, while inside a State or District bus, all occupants are subject to video and audio monitoring. The following procedures are to be followed:

- Students and parents are hereby notified that students are subject to being videotaped on a school bus at any time and are the property of School District Five.
- The Transportation Supervisor may periodically review randomly selected videotapes to ensure proper school bus conduct.
- The videotapes may be viewed by staff members with a legitimate need for access or used as training for school bus drivers. Requests for viewing by parents and other persons must be made to the appropriate Transportation Office who may permit a parent to view that portion of a bus videotape which concerns his/her child. Copies of video tapes will not be given to person or persons outside School District Five.

Transportation Suspension

The Office of Transportation will assign suspensions from riding the school bus or in other school vehicles. Inappropriate behavior (Category I, II and III) on a bus or in a school vehicle will also involve school assigned consequences. Category IV offenses may also include bus suspensions and/or school assigned consequences.

In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed within 3 school days. No student will be removed from the bus until a transportation supervisor has made direct contact with the student's parent/guardian. In the event parents or guardian can not be reached by phone a letter will be mailed with the suspension information.

Students will have the right to appeal bus suspensions to the transportation coordinator in the same manner as suspensions from school.

When an out-of-school suspension and bus suspension are adjudicated for an incident, the suspension from riding the bus will begin after the completion of the out-of-school suspension.

Bus suspensions are appealed to the Transportation Coordinator only. A written request which list reasons or justification for appeal must be sent to the District Transportation Office to the attention of the Transportation Coordinator. Request must be received within (3) school days and may be faxed to 803-476-4980.

CAFETERIA PROCEDURES

Cafeteria Procedures

- Enter quietly and walking.
- "Quiet Zone" observed in the line except to ask assistance or greet cafeteria staff.
- If student is getting lunch, remember to get a napkin packet and milk before exiting the line.
- Only students allergic to milk (with a doctor's note) may purchase an alternate drink.
- Carry tray with two hands. If something spills, please clean it up.
- Wait until seated to begin eating lunch.
- Show good table posture ("bottom" on the bench and facing towards the table) and good manners.
- Do not share or trade food to avoid germs being spread.
- Stay seated until dismissed; if you need assistance from your teacher, signal by raising your hand.
- Clean your eating area before leaving the table.
- Walk around the outer edge of the cafeteria as you exit.

Breakfast/Lunch

Leaphart participates in Breakfast in the Classroom which allows a free breakfast for every student throughout the school year.

For the 2017-2018 school year, Leaphart has been awarded an opportunity to serve students a free lunch throughout the year. An excellent lunch will be served daily beginning on the first day of school. One carton of milk (plain or chocolate) is included with a lunch. Students may purchase extra milk. We ask you to encourage your child to drink milk with lunch. If your child does not drink milk, you may send a thermos of juice or other suitable beverage. Please do not send cans of soda (Cokes, etc). If your child is allergic to milk, you may send a note signed by the doctor that your child is not to have milk. In these instances, we will provide juice as the beverage. In addition, students can purchase snacks, ice cream treats, and slushies.

CHANGE OF ADDRESS OR PHONE NUMBER

If your phone number or address changes, please notify both your child's teacher and the front office. If the number is unlisted, the office staff should be told so the number is only made available to authorized persons. This is particularly important for routine communication and emergency situations. If your family changes residence outside of the Leaphart Elementary attendance areas, it is necessary to inform the school. If the new residence is still within the Lexington Five District, it is possible that your child can remain at Leaphart.

COMMUNICATION

Leaphart Elementary uses several means of communication to stay in contact with our families. A school-wide newsletter will be sent home twice a month in the Parent Packs. Classroom newsletters will be sent out twice a month also in the Parent Packs. Blackboard Connect, which is a telephone message system, will be used on a bi-weekly basis to inform parents of upcoming events and news. Follow Leaphart on Twitter @LeaphartElem.

CONFERENCES and COMMUNICATION

Effective communication between parents and teachers is a must. Conferences will be established for all students during the year. However, if at any time, you wish to request a conference, please notify the teacher. Before any classroom related concern is brought to the principal, it should be discussed with the student and teacher first. If the situation is not resolved, please feel free to call the principal.

Teachers can be contacted by sending a note or calling the school office. You may leave a message requesting a return phone call. Teachers may return phone calls and schedule conferences before and after school and during their planning period. Work hours for teachers are from 7:40am - 3:10pm each day. Every Tuesday afternoon is reserved for meetings and staff development until 4:30.

Anyone coming into school must report to the office. Classrooms will not be interrupted during the school day as this is a disruption of the instructional program of all students within the class.

It takes all of us working together in order to provide the high quality educational program our students deserve. Parents are strongly encouraged to read class and school newsletters sent home bi-weekly (i.e., student progress reports will be sent home on alternating weeks; student grades will be available online for grades 3, 4, 5). Class newsletters focus on what is happening in the classroom. The school newsletter has current information, school business, and activities, as well as parenting tips, PTO and SIC updates, etc. A wealth of information is yours for the reading! This is a valuable tool to keep you apprised and informed of what is happening at Leaphart Elementary School.

Parents are encouraged to meet with the student's teacher to discuss student progress. Conferences can be scheduled through the classroom teacher. Usually the conference time frame will be during the teacher's planning period.

Parents of students in grades 3-5 have the capability through "Parent Portal"

to view their child's grades as they are entered in the on-line grade book. The address is <https://powerschool1.lexrich5.org/public/>. Please see the school registrar, to get your username and login. If you have questions about a grade, please contact your child's teacher.

DISCIPLINE

Every students is given a booklet that explains the School District Five of Lexington and Richland Counties Student Behavior Code (Board Policy JCDA-R), adopted by the Board of Trustees. It is important that students and their parents become very familiar with this code. Since the Student Behavior Code is designed to protect all members of the educational community in the exercise of their rights and responsibilities and in order to maintain an appropriate educational climate, the entire staff is totally dedicated to enforcing every aspect of this 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 booklet. You will be asked to sign a form indicating that you have read and discussed the Student Behavior Code with your child/children.

Cell Phone Policy – JICJ

The board of trustees of School District Five of Lexington and Richland Counties believes that the use of communication devices by students during the school day may have an adverse effect on classroom instruction. Therefore, students may not use cellular phones, electronic pagers or any other wireless communications device (WCD) on school property during school hours. (Start and end of school will be denoted by the start and end bell.) These items will be seized in accordance with South Carolina Code of Laws Section 59-63-280 and board policy. Students who are determined to be in use of these items will be subject to disciplinary actions as defined by the student code of conduct. Use is defined, for the purpose of this policy and accompanying administrative rule, as any visible or audible presence.

Consequences include:

- First Offense: Warning/Return WCD to Parent
- Second Offense: School Consequence/Return WCD to Parent
- Third Offense: School Consequence/Return WCD to Parent
- Fourth Offense: Confiscate WCD through end of the semester

All confiscated items will be secured at the school site until they are returned. Neither the school nor the district will be responsible for any lost or stolen items as a result of confiscation.

Harassment, Intimidation or Bullying- Code JCDAAAA Issued 2/07

School district Five of Lexington and Richland Counties prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus top, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

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

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

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the District. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

Positive Behavior Intervention and Supports

Leaphart is committed to the Positive Behavior Intervention and Supports (PBIS) approach. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students. Just as Response to Intervention (RtI) is used to address academic needs, PBIS is an example of the application of RtI for social behavior.

Sexual Harassment

Inappropriate verbal or physical contact of a sexual nature at school is prohibited by school board policy and regulation. Sexual harassment is prohibited against members of the same sex as well as members of the opposite sex. Any student who experiences sexually offensive comments or actions by another student or adult at school or school-sponsored functions is strongly encouraged to tell a parent, teacher, counselor, or principal. Parents who have reason to believe that their child has been subjected to sexual harassment should report this behavior to the principal immediately.

DRESS CODE

Students are expected to dress in a manner that will not be disruptive to learning. Flip flops, shoes, and cleats, bare midriffs, halter tops, short-shorts, tank tops, see-through shirts, and clothing/accessories with vulgar or inappropriate symbols or words are not permitted. **Shorts and skirts worn to school need to be finger-tip length or longer.** No attire/accessories may advertise alcohol, tobacco or other drugs. Students are not permitted to wear hats/kerchiefs in the building unless that hat is part of a project or the student has a documented health problem. However, the principal may designate a "hat day" for students and staff as a special school activity. Gang colors, symbols, and attire will not be permitted. Pants must be worn at the natural waistline and undergarments are not to be visible. Pockets on pants/skirts/shorts must always be visible. Wearing accessories or clothing that could pose a safety threat to one's self or others will not be allowed. Fashion dyed hair color such as green, yellow, red, etc. will not be permitted if it interrupts the learning environment. Parents will be contacted if a child comes to school inappropriately dressed so that the proper attire may be brought to the school. The administration will make final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any articles of clothing or accessory which may result in the disruption of the school environment.

EMERGENCY SCHOOL CLOSING

When inclement weather occurs, the district administrators make decisions about school closings, later openings, and emergency dismissals. Local TV and radio stations are informed as early as possible. A global call is sent out to all parents/guardians; it is important that contact numbers are kept up-to-date at all times. In the case of an early dismissal, students who normally ride the bus will be expected to ride the bus that day unless we hear otherwise from the parents. Discuss a special family emergency contingency plan with your child for these unexpected situations- neighbors they may call on, etc. Please understand that in these situations, phone communication may be difficult.

ERIN'S LAW

The South Carolina Code of Law, Section 59-32-30(G) has been amended so as to provide that "beginning with the 2015-16 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, and 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.

FIELD STUDIES

Students will have opportunities for "being there experiences" during the school year. Behavior expectations on a field study are the same as they are for at-school instruction. In some instances, a parent may be asked to accompany his/her child on a field study. In the event the parent is not able to attend, the student may receive in-school instruction in lieu of the field study experience. Educational field studies are planned to provide experiences correlated with subjects studied in the classroom. Written permission from a parent/guardian prior to going on a field study is required. All trips are chaperoned by school personnel and may be assisted by parent volunteers. Dependent upon type or length of the trip, **background checks** may be required of all non-school chaperones. It is often necessary to limit the number of chaperones. Teachers will designate specific people as chaperones. These will be the **only** chaperones for a specific study and these chaperones will ride the bus. Should there be limited seating space on the bus, this will be discussed with identified chaperones and alternate plans will be discussed at that time. All students and teachers are expected to ride the bus to and from the specific

destination. Specific information about departure/arrival times, destinations, clothing, food, and pocket money will be provided prior to the field study. Field study chaperones are present to help students have a safe, educational experience; chaperones should monitor students closely. NO OTHER SIBLINGS MAY ATTEND. Chaperones should adhere to the procedures established by the teacher. If a bus is used for transportation, a fee will be charged to cover the expense.

FOOD

To be in accordance during the instructional day with the School Board Policy ADF School Wellness, food that comes from home with the purpose of sharing among the students must be store bought, packaged foods.

Please review the Lexington Richland District 5 Wellness Policy. Parents should be mindful of the policy when bringing food items into the school (lunch boxes, snacks, fast food, celebrations, etc.).

GRADES

On Thursdays, your child should bring home progress reports, weekly class newsletters, the school newsletter and/or periodic notes as well as monthly calendars of district activities in a Parents' Packet. It is important that you **READ** and review this information and return the Parent's Packet to the classroom teacher by Monday. Each child will be provided one Parent's Packet. The cost for a replacement will be \$2.00. This is an important method of teacher-parent-student communication. Review the Parent's Packet every Thursday.

In order to insure parents are aware of their child's current academic progress, grades for academic assignments will be posted by teachers to PowerSchool soon after grading. Teacher will post minor assignment grades within 5 school days and major assignment grades within 10 school days. Minor assignments (such as classwork and quizzes) are assignments that count once in the gradebook and major assignments (such as tests and projects) are assignments that count twice. As a reminder, please see the Registrar in the front office to get your child's login information for Parent Portal.

An incomplete is given only in those cases where due to illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

HEALTH ROOM & MEDICATIONS

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 health care provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider.

Fever Only: Keep your child home for a fever of 101 degrees or higher by mouth or 100 degrees or higher if taken under the arm. Your child can return to school or childcare with a parent note when the fever is gone for at least 24 hours without the use of fever reducing medications.

Diarrhea: For most kinds of diarrhea (defined as 3 or more loose stools in 24 hours): Children in 5th grade or younger should stay home until diarrhea stops for 24 hours, or until a health care provider clears the child to return to school. Your child can return with a parent note.

Vomiting: Keep young children home when vomiting has occurred 2 or more times in a 24-hour period, or for vomiting and fever (101 or higher). All children should stay home for any green or bloody vomit. If the child is vomiting and also has not urinated for 8 hours the child should stay home. Your child may return with a parent note.

For other conditions that would require your student to remain 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 may also be located through the district's web site, under Health Services. If you would like a hard copy of the Exclusion list, contact your school nurse.

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 immediately. For this reason, the school should be kept up-to-date on any changes in phone numbers of those persons to be contacted in

an emergency.

Any products used on the Leaphart campus must be latex free.

Medications: Medications to be taken during the school hours must be brought to school and delivered to the school nurse or designated adult in the ORIGINAL container with label intact. All medications must be accompanied by parental permission. Prescription medications also need written authorization from the prescribing physician or health care provider. Over-the-counter medications will be given according to the appropriate age/weight as directed on the bottle. Additional dosages require physician authorization. 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. Because of the relationship of Reye's syndrome to aspirin, products containing aspirin or salicylates will not be administered at school without a written prescription from a health care provider. Permission forms for both over-the-counter medications and prescription medications are available at your child's school, through the district's web site, and at several physician offices in the area. A record of all medications administered at school will be kept on each student. Only those students who have met all of the requirements to self medicate will be allowed to keep medications on their person. 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 a prescription is filled, ask your pharmacist to prepare a separate bottled labeled for school use. If medication is needed on a field trip, the parent/guardian is responsible for providing this medication in the original pharmacy-labeled or manufactured-labeled container with only the dosage(s) needed for the trip. The nurse cannot repackage any medications. For prescription medication, consult with your pharmacist about providing a labeled container with proper dosage for your child's field study.

IMMUNIZATION REQUIREMENTS

The Department of Health and Environment Control (DHEC) has designated immunization/shot requirements for school-age children. If your child's immunizations do not meet DHEC requirements he or she will not be allowed to attend school. Please see the complete list of immunization requirements located on the District 5 website under Health Services.

INSTRUCTION PROGRAM

Leaphart Elementary School is committed to teaching the content standards in all academic areas as defined by the South Carolina State Department of Education. We support full implementation of the My Math curriculum and use of FOSS materials, LEGO Education, PLTW & Pitsco Missions for hands-on science instruction.

Balance literacy instruction will have a renewed focus. Additional structure will be provided through the use of units of study for reading and writing based on the research of Lucy Calkins. Systematic phonics instruction will be accomplished through the implementation of Fountas & Pinnell Phonics Programs (grades kindergarten through 3rd).

Through an integrated approach in the development of units of study that incorporate mathematics, science, social studies, and English language arts through an emphasis on engineering concepts, our students are engaged in problem-solving scenarios that give real-world applicability to what they are being asked to learn. Engineering is Elementary materials will also be incorporated into the curriculum. Hands-on learning, discovery learning, and creative problem-solving are all vital to a quality education that prepares our students for the 21st century and for life-long learning.

Leaphart Elementary School will continue to follow a Response to Intervention (RTI) model in addressing the needs of its at-risk learners. We will follow a 3 tier intervention model. Our reading interventionists, our literacy support personnel, and our literacy coach will work collaboratively, along side classroom teachers, to provide targeted interventions for struggling readers at all grade levels.

The Math Interventionist will work with students in grades K-5 who need additional support in mathematics. Special education services, for students identified as needing further support beyond intervention services, are available through a resource program for students with academic and/or behavioral needs. Those students identified as gifted and talented are served through the AGP program at third grade and above.

KINDERGARTEN STUDENTS

Kindergarten students will not be released from the bus if a parent, appropriate guardian, sibling or designed individual is not at the bus stop. If an appropriate authorized individual is not at the bus stop the kindergarten student will be returned to the elementary school and parents/guardian

notified. Parents must arrange for student to be picked up at the school. Forms for registering designated individuals are available through the schools or Area Transportation Office.

LOST AND FOUND

Lost and found articles can be located beside the gym in the clothes bin. Lost and found items that are not picked up by the Winter Holiday as well as at the end of school will be donated to a local charity. Please write your child's name in jackets, coats, lunchboxes, etc so lost items may be returned to the student.

PARENT ACCOUNTABILITY

Parent involvement is encouraged in all areas of student life and is essential to a student's success. District Five deems mutual respect, trust and effective communication between school and home to be fundamental to that success. The following guidelines will be observed:

- Parents of students experiencing academic difficulty will be notified by the school. When applicable, information will be provided regarding workshops and seminars relating to parental assistance and guidance at home.
- Parents of disruptive students will be notified as soon as possible by an administrator. In cases of severe classroom disruptions, parents may be asked to come to the school to remove the student, or upon notification to parent, the student will be transported home or the parent's work site.
- Parents may be given the choice to shadow students for a day in lieu of certain suspensions from school. This option can be offered by the school administrator for first suspensions only, and certain infractions will not be applicable.
- Parents will attend an administrator/parent/student conference with teachers before the student is allowed to return to school on probationary status following an expulsion hearing.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO 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. PTO meets once a month.

PARTIES & INVITATIONS

To protect the valuable instructional time, we limit classroom "parties" to certain times of the year. Birthday parties are prohibited at school. Simple treats for varied celebrations are allowed only with prior approval from the homeroom teacher and a time h/she designates.

Students will not be allowed to bring or issue invitations for parties on the bus or at school even if everyone in the class is invited. We do not release names, addresses, or phone numbers; however, most children are listed in the student directory.

PARENT INVOLVEMENT & VOLUNTEERS

Parents, guardians, and grandparents are encouraged to become involved in the school. Volunteers are needed to help in the media center, read aloud in classrooms and assist with special activities.

Our school's parent-teacher organization offers opportunities to participate in programs and other special events. If you would like to volunteer, please contact the PTO Chairperson for Volunteers. Volunteer solicitations go home at the beginning of the school year and are advertised at Gear Up.

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.

District Five will also implement the following provisions as set forth by ESEA:

- Parental Choice will be offered if a school is labeled as "persistently dangerous."
- Public School Choice will be offered when a school is labeled as a Focus or Priority School.
- Supplemental Educational Services will be offered for before- or after-school utilizing tutorials, Academic Assistance, or remediation for eligible students in schools labeled as Focus or Priority schools.
- Highly Qualified Teachers will be placed in schools. Parents have the right to ask the school administration if a teacher possesses proper certification to teach the grade and content area he or she has been assigned. The District will ensure that parents are notified if students are taught for more than four consecutive weeks by a teacher who is not highly qualified.

PERSONAL PROPERTY

Toys, pets, electronic devices such as iPods and MP3 players, and/or extra money are not allowed at school. These items can interfere with teaching and learning. These items are subject to being confiscated if brought to school without the permission of a teacher or administrator. This is enforced to maintain an environment conducive to teaching and learning as well as prevent the theft of costly items. The school will not be responsible for lost, misplaced, or stolen items or valuables.

REGISTRATION REQUIREMENTS

Only a parent or legal guardian (court ordered) can enroll a child.

1. Birth Certificate
2. S. C. Immunization Record
3. Three (3) Proofs of Residency (such as utility bills, sales or lease agreement on house, tax receipt, etc. Proofs must be current with the month.

SCHOOL FEES/TEXTBOOKS/LIBRARY (CHECKS)

In accordance with legislation enacted by the General Assembly school fees are required of each student to defray cost of expendable items. A Strings fee for participating 5th grade students is \$8.00.

Most textbooks (even consumables) are provided free-of-charge to students. However, once books have been issued to students, they become their responsibility. Students will be held accountable for careful maintenance of these books. Lost and damaged textbooks must be replaced; there, the parents/guardians will be notified of the amount charged for repair or replacement. Occasionally, a lost book that has been paid for will be found. We will be happy to make a refund within the present school year; however, we will not be able to refund after the present school year ends.

We will gladly accept your checks. Be certain that your check includes: full name, street address and phone number. When you provide a check as payment, you authorize us to use the information from the check to process the payment as a check transaction. If your payment is returned unpaid, it automatically goes to Nexcheck and you will be charged a \$35.00 collection fee. This procedure applies to checks made to Leaphart, the cafeteria, and after school program.

SCHOOL IMPROVEMENT COUNCIL (SIC)

The School Improvement Council is a team of teachers, administrators, and appointed community representatives. SIC meets the last Tuesday of each month. The SIC is responsible for planning, monitoring, and evaluating improvement at the school level.

SPECIAL SERVICES

Services Available to Students with Special Health Care Needs

Parent Notice (IHPs, 504, IDEA, Homebound): Required by S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's **school nurse**.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the **school assistant principal**.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and

state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the **school assistant principal** to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the **school assistant principal**.

STUDENT WITHDRAWAL

When withdrawing a student from school, please notify the school office at least 48 hours in advance. This will allow teachers to complete all records prior to the student's last day in school. The school will provide parents with a "transfer form" listing instructional materials their child is currently using. This form can be hand-carried to the new school so that proper placement can be made. The new school will then request the child's records. When transferring to a school in District Five, the school will forward the transfer form and records.

If a child transfers and enrolls in a school other than Leaphart Elementary, his/her records will be transferred to that school or school system upon request. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of the records if they believe the record contains information that is inaccurate or in violation of the student's rights of privacy.

TARDIES

Parents of students with 5 tardies will be required to come in for a conference with a school administrator to create a school attendance plan. Morning classroom instruction begins promptly at 7:50am. A student arriving after 7:50 a.m. is tardy. **Students and parents** arriving after 7:50 a.m. should report to the office to sign in and obtain a tardy pass before reporting to class.

School attendance and success in school are directly related. When students arrive and are tardy to class, this not only interferes with their learning; it is also disruptive to the students in class. Schools are required by law to keep accurate records of attendance. We realize that there are times that may be unavoidable, but we encourage you to make sure your child is at school on time and ready to learn every day.

TELEPHONE MESSAGES

Please make sure that your child/children have all of the important family information before he/she come to school each day. Students/teachers will not be called to the phone during the instructional day. Only those telephone messages, which are an important emergency, can be delivered to students. 2:20 pm is the absolute latest time we can guarantee that an emergency message can be delivered to a student before dismissal.

VISITORS TO LEAPHART

We welcome visitors to our school! We maintain an "Open Door" policy; however, we are concerned with safety. Therefore, all visitors need to enter through the **front** doors. We will have an electronic check-in system that will require the scanning of your driver's license. It will provide you with a printed visitor's badge that we ask you to wear prominently displayed while you are in our building. Please do not visit with teachers at the beginning and ending of the day. Their job at those times is monitoring students. Advance requests for conferences are required and notices of classroom visitations are needed to ensure that instructional time is not compromised. Parent observations should not last longer than 20 minutes to ensure that teaching and learning remain the focus in all classrooms throughout the day. You may communicate to teachers through written notes, email, or the assignment agenda. Younger siblings are not to be brought to the classroom during instructional time. Every minute is valuable!