

## ABSENCES

A note from a parent/guardian, physician, dentist or other recognized licensed/certified medical practitioner, or legal officer is required for each absence. The note must be dated and include the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent/guardian and the required signature. The note must be presented to school officials no later than the student's third day back at school. The reason for the absence given on the note determines whether it will be recorded as a lawful or unlawful absence. A note not properly submitted according to the terms of this policy will cause the absence to be recorded as unlawful. False excuses will be referred to the principal or his/her designee for appropriate disciplinary action. Please note: A note from the doctor stating that you have called and reported that the child is sick, but the doctor has not seen the child, will be coded as a parent note and is unexcused if this occurs after the 10th total absence. You may also submit a parent note for the absence by accessing the IES website under Resources.

State law and district policy set specific rules for lawful and unlawful absences. **A note is required for each absence and should be sent to school no later than the student's third day back at school. After three consecutive unlawful or a total of five unlawful absences, the student is coded as truant in the PowerSchool system. At this point, parents will be required to attend an attendance improvement meeting with the principal or their designee. Students who continue to be absent unlawfully will be referred to Family Court. In order for an absence after the 10th total absence (medical or parent note) to be approved by the principal:**

- The written excuses shall be from a physician, dentist or other recognized licensed/certified medical practitioner, or legal officer.
- The absence shall be due to serious illness or death in the student's immediate family.
- The absence shall be due to the observance of recognized religious holidays of the student's faith.
- The absence shall be a consequence of participation in school-related activities that have received prior approval of the principal or designee.
- The absence shall be due to suspension from class or school.
- The absence shall be due to other extenuating circumstances acceptable to the principal or designee.

The decision rendered by the school principal may be appealed to the Board of Trustees for final determination.

**A student who has a serious illness or injury which will make him absent for a week or more may be eligible for instruction at home by a certified teacher. The office can provide more information.**

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

Students absent from school for more than ten (10) days may not receive credit for the year according to the S. C. Education Improvement Act of 1984.

## AFTER-SCHOOL FUNCTIONS

Students who are absent from school during the day due to illness will not be permitted to attend or participate in any activities at the school at any time during the day of absence, including, but not limited to, evening activities.

## ACADEMICALLY GIFTED PROGRAM

**Third, Fourth and Fifth** grade students who have been identified through state criteria as being gifted and talented are served through a Content Model. **Content Model** – Third, Fourth and Fifth grade gifted and talented students attend a reading and/or math class daily where they receive instruction at a pace, depth and complexity appropriate for gifted learners.

### Identification of Gifted and Talented Students

Gifted and talented students may be found within any racial, ethnic, or socioeconomic group; within any nationality; within both genders; and within populations with disabilities. Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility by a district evaluation and placement team. The State of South Carolina has established three dimensions of giftedness as criteria for placement in the

academically gifted program. In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in **TWO** out of the following three dimensions:

**Dimension A -- Reasoning\***

Students must score at or above the 93<sup>rd</sup> national age percentile on the composite or one of the subtests of a nationally normed aptitude test. Students may be eligible for placement on the basis of **aptitude scores alone** if they score at or above the 96<sup>th</sup> national age percentile on the composite score of a nationally normed aptitude test.

**Dimension B --Achievement**

Students must score at or above the 94<sup>th</sup> national percentile on approved subtests (reading comprehension or math problem solving) on a nationally normed achievement test (fall or first MAP of the year) or score at the *Advanced* level for reading and/or math on the South Carolina Palmetto Assessment of State Standards (PASS). Students are NOT eligible on the basis of achievement scores alone.

**Dimension C -- Academic Performance** is only applied if student has already met Dimension A or B. For placement in grades 3-6, a student must achieve a specific performance standard on verbal or nonverbal performance tasks (South Carolina Performance Tasks) administered in the spring of each year. Beginning in grade 7, a 3.75 grade point average in the academic disciplines is used in lieu of the performance tasks.

*\*No private testing will be accepted for eligibility, but those results may be considered for referral purposes*

## **ANIMALS AT SCHOOL**

Animals are not allowed to be brought to school unless it is a trained service animal with prior approval from administration OR an animal with preapproval for a specific instructional presentation. This is due to various allergies.

## **ARRIVAL/DISMISSAL**

**Please note that it has been determined that there are no safe walking routes to Irmo Elementary. Therefore, bus transportation has been arranged for all students living in the Irmo Elementary attendance zone. This excludes school of choice students whose parents are responsible for their transportation to and from school.**

### Arrival of Students

**Students should not arrive on the school campus before 7:15 a.m. IES will not provide supervision of students prior to 7:15 a.m.**, which is the designated time for unloading the first bus. Please remind students to follow school rules while waiting for school to begin.

Students who are eating breakfast will report to the cafeteria, eat breakfast and then report to the hallway outside of their homeroom class. All other students will report directly to the hallway outside of their homeroom class.

Staff members will be on duty to assist with the unloading of car riders and bus students. Staff members will also be in the designated areas to supervise students who arrive after 7:15 a.m. **The car rider area off of Fork Avenue is closed each morning at 7:50 a.m. Therefore, any student arriving after 7:50 a.m. should be escorted into the front office located in the historic building at 7401 Gibbes Street directly behind McDonalds and signed in by an adult. Students should only be dropped off and picked up in the designated car rider line between the times of 7:15 a.m. and 7:45 a.m. and 2:40 p.m. and 3:00 p.m. Students may NOT be dropped off in front of the building off of Gibbes Street. Parents will be called to come back to the school if this occurs.**

**All students in grades K – 5 should be dropped off in the car line which enters the school property from Fork Avenue. All 4K (EXCEL) students should be walked in by an adult to their classroom by entering the main office.** 4K parents will receive a quick visitor badge to walk their child to the classroom each morning. We ask that you park on Gibbes Street or Columbia Avenue when bringing your preschool student to school.

**During arrival and dismissal times, only right turns are permitted onto Fork Avenue when exiting our property. Please note that this is an offense for which the police may issue a ticket.**

### Delayed Opening Schedule

If school opens on a delayed schedule due to inclement weather or other difficulties, buses will run their normal routes two hours later than usually scheduled. School will begin two hours later than the regular starting time. Students will report directly to their homeroom classes.

### Dismissal of Students

Beginning at 2:40 students are dismissed. **Car Rider Information: Students in grades K-5** who do not have preschool siblings are to be dropped off and picked up in the car line which enters the school property from Fork Avenue. During arrival and dismissal times, you should only turn right onto Fork Avenue when leaving the property. Please note that this is an offense for which the police may issue a ticket.

**Families who only have students in grades K-5 will have a numbered car tag designating that they should be picking up students from the Fork Avenue car line. Car tags will be issued to the younger sibling when more than one child attends IES.**

4K students and their siblings will be picked up from their classroom by the parent entering the front office, wait for the 2:35 bell and then signing their student out in the classroom. The teacher and the teacher assistant will be there to help facilitate this as quickly as possible. Please be sure to park in a designated parking space and not in front of the school as this is our daycare pickup line.

**From 2:15 p.m. until 3:00 p.m. students WILL NOT be signed out in the front office. Parents arriving during this time will be required to pick their students up through the car rider line.**

A thirty minute grace period of supervision will be extended by Irmo Elementary following dismissal of students; however, once that time is exceeded, students will be sent to the Irmo Chapin Recreation Center Afternoon Safari Program using Safety Net.

**The Safety Net program is available for emergency use only. A child must have a signed Safety Net agreement on file with his/her school in order to use this service. Each family may use the Safety Net program a maximum of three times per school year. Payment is due on site the day service is provided. A child will not be permitted to use the Safety Net if his/her family has an outstanding balance or if the child has been removed from Afternoon Safari for any reason. If fees are not paid by Friday of the week the child attended, a late fee will be applied**

If you wish to enroll your child in the after-school program on a regular basis, you must register with the after-school program. Please refer to ICRC Afternoon Safari registration packet for costs or call Safari Director 803-345-8110 or Irmo Elementary Safari cell phone 803-513-9080.

**For the safety of our children, we are asking that you not phone during the school day to make changes in how your child will go home after school. Although we recognize many voices on the telephone, we have no positive way of identifying the person to whom we are speaking.**

If your child needs to **occasionally** change his/her mode of transportation, the teacher will accept a handwritten note from you that morning. **Without written notice from you, your child will only be permitted to go home their regular mode of transportation. We cannot change the mode of transportation by word of 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. If an occasional emergency should arise and you need to change transportation for your child, we are asking that you come by the office in person to make these changes. If this is not feasible, then we ask that you call the school office to make this request. **The school must be notified before 2:00 p.m. of any changes in transportation.**

All students being picked up early from school must be signed out in the front office, which is located off of Gibbes Street ~ behind McDonald's. At dismissal time, students will be dismissed to load buses and cars.

### Early Dismissal

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 you need an early dismissal, your child(ren), must be picked up by no later than **2:15 p.m.** The last half hour of the school day is often very busy, and the car line will hinder any dismissal from the parking lot area. 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.** 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 disciplinary action.**

Specific geographic locations are outlined as the attendance area for each elementary school. Residents new to District Five should call the Supervisor of Student Personnel Services, 476-8121, to determine which school serves their area. Handicapped students are allowed to attend special education programs outside of their attendance area.

### **BOARD OF TRUSTEES**

The District Five Board of Trustees is responsible for setting policies which govern the operation of the schools. Each school office and media center contains a Board Policy Manual stating official procedures to be followed.

The seven-member board, by law, is fiscally independent and annually sets the millage necessary to operate the schools. Three members represent the Richland County portion of the district and four representatives from the Lexington portion are elected in the November general election in even-numbered years. The elections for the four-year terms are staggered.

The board's regular monthly meetings, which are open to the public, are conducted at 7:00 p.m., on the second and fourth Mondays, at various locations within the district. For further details and exact meeting dates and times and web access to the Board Policy Manual, you may consult the district website: <http://www.lexrich5.org>

#### School Board Members

Mr. Robert Gantt, Chairman	Mrs. Jan Hammond
Mrs. Beth Hutchison, Vice-Chairman	Mrs. Nikki Gardner
Mr. Michael Cates, Secretary	Mr. Ed White
Mr. Ken Loveless	

### **BUS TRANSPORTATION**

The District Transportation Department operates a service for the students and parents of the school district. Our priority is to provide safe, timely transportation in a manner that is as dependable, personalized, and consistent as possible. Concerns with transportation services should be addressed to the appropriate Area Supervisor or the District Coordinator of Transportation:

District – Dave Weissman.....	476-4980
Irmo – Linda Cook.....	732-8112
Special Needs –TBD.....	732-8134

The safety and security of students, staff, and schools 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:

The school bus is an extension of school activity. Therefore, students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. The bus driver has the responsibility for supervision of students on the bus. The driver may stop the bus at any time that misbehavior or threatened misbehavior limits safe driving. The driver will report students who create a disturbance on school buses and the Transportation Supervisors may suspend bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus. Discipline issues on the bus are handled through the area transportation supervisor.

Under no circumstances would a bus driver require a misbehaving student to leave a bus without assuring that the student is under appropriate adult supervision. This may require the driver to alter the normal route to exclude such students.

### **To and From the Bus**

- Parents or guardians are responsible for the safety and conduct of children traveling between their home and school bus stop.
- If a student has to walk along the highway in approaching the bus stop, he/she should always walk on the shoulder.
- Students should walk, not run, when crossing the highway. Students should wait on their side of the roadway and await the signal to cross from the driver.
- Students should not run alongside the bus when the bus is moving. They should wait until the bus stops and then walk to the door.

### **Waiting for the Bus**

- Students should leave home and be at the stop at least 5 minutes before the bus arrives.
- Students are allowed to only ride their assigned bus.
- While waiting, the student must respect the property of the residents and wait in a quiet and orderly manner and stay out of the street.
- Line up in an orderly fashion when the bus arrives and refrain from pushing or charging the bus when it arrives.

### **Rules for Riding the School Bus**

- No glass containers on the bus.
- No spitting, eating, or drinking on the bus
- No profanity, verbal abuse, harassment of any kind, obscene or sexual gestures.
- No standing while the bus is in motion,
- **Keep your feet, body, and bags out of the aisle** – it serves as an emergency exit.
- Band instruments, projects, and other objects cannot take up seating space or block the aisle.
- Do not ride a bus that you are not assigned to without permission from the Transportation Department.
- Do not ride any bus during a suspension of bus privileges.
- No hanging any part(s) of your anatomy out a window.
- No throwing or shooting any type of object.
- No play fighting or horse playing.
- Do not vandalize the bus or ignite any flammable objects.
- Do not hold onto the bus from the outside.
- Do not possess weapons, explosives, laser pens, or laser pointers.
- Do not tamper with any bus equipment or controls.
- Do not make excessive noise or engage in disruptive behavior.
- Students must obey and respect the directions of the driver.
- Students must not exhibit behavior that could disturb the other students or the driver.
- Students may talk quietly, but **avoid loud, boisterous behavior**, including singing, clapping, stomping, yelling or anything that could distract the driver.
- Students must not spray cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray, or lotion while on the bus

- Students must 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 may **only board and exit** the bus **at their designated stop**.
- Students must be at the bus stop **5 minutes** prior to their scheduled pickup time.
- Students may not go from one school to another school to catch the bus.

#### **Safe School Bus Loading Procedures**

- Be at the bus stop at least 5 minutes before scheduled arrival.
- Never run to catch the bus.
- Stay 6 to 8 giant steps (10 feet) away from the road while waiting for the bus.
- Move toward the bus only when the driver signals it is safe to do so.
- When crossing the road to board a bus, remain on the left side of the road until the driver motions that it is safe to cross. Check traffic. Walk straight across the road 10 feet in front of the bus.
- Go directly to your seat upon boarding.

#### **Safe School Bus Unloading Procedures**

- Stay in your seat until the driver signals it is okay to stand.
- Before stepping off the bottom step of the bus, look to the rear of the bus to make sure no vehicle is trying to pass on the right side.
- Once you are off the bus, move at least 10 feet from the bus immediately. Students planning to cross the road should walk forward 10 feet toward the front side of the bus.
- Wait for the bus driver's signal to cross the road.
- When the driver signals, walk forward and stop again in front of the bus where the driver can see you, but near enough to the road that you can see in both directions.
- Wait for the bus driver's signal again.
- Walk, never run, across the road keeping watch on the traffic.
- Never walk behind the bus.
- Never get closer than 10 feet to any side of the bus.
- Never try to pick up something you have dropped on the outside of the bus. Tell the driver, so he or she can pick it up for you.
- Help to look after the safety of small children.
- After unloading from the bus, go home immediately, staying clear of traffic.

### **Student Behavior**

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, this book 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.

### **Establishing Bus Stops**

Bus stops are determined by the District's Transportation Department. It is the responsibility of parents/guardians to assist Transportation Department to determine the safest and most feasible bus stop for their children.

- Student(s) living within 1.5 miles of the school is ineligible for transportation~Irmo Elementary has arranged for all students living in the school attendance zone will have bus transportation due to the safety of the area for walking.
- Student(s) living less than .5 of a mile from the route must meet the bus at the route.
- School bus stops must have at least .2 of a mile between them.

Parents are encouraged to ensure house addresses are easy to identify, especially during the hours of darkness. Mailboxes should be marked with 3" reflective numbers so drivers (and substitute drivers) can easily identify the stop location. The residential address markers available at the Ballentine or Spring Hill Fire-Rescue Department are ideal for this purpose.

### **General School Bus Procedures**

The School District of Lexington and Richland Counties must safely transport all bus riders to and from school. Students will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

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. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

- **To ride a different bus or get off the bus at a different stop or to have a friend ride your bus, a request must be given made through the Transportation Department.** The request must be received in writing (letter) from the student's parents at least 24 hours in advance. If space is available and parental permission given, the Transportation Department may approve request.
- 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 individual closest to the concern; therefore, 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 or at school bus stops, parents should contact the Area Transportation Supervisor.

### **Bus Discipline**

To ensure the safety of students who ride school buses, School District Five of Lexington and Richland Counties has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if these rules are not followed. No disciplinary action shall be taken without all procedural rights being afforded to students and their parents as provided by Federal law, State law, S.C. Board of Education regulations, and the policies of the District, however it may be necessary to remove a student (s) from the bus in order to determine inappropriate behavior or to maintain good order and discipline.

The bus driver has responsibility for supervision of all students on his/her bus. He/she may stop the bus at any time that misbehavior or threatened misbehavior offers a hazard to safe driving. Students creating or being involved in activities causing discipline problems on a school bus, including while entering, exiting, or waiting for a bus, will be given appropriate disciplinary action pursuant to the District's Behavior Code procedures. In addition to disciplining students according to the District's Behavior Code procedures, the Transportation Supervisor may suspend a student from riding the bus. Bus suspensions do not run concurrently with out of school suspensions nor do they include weekends or holidays. When necessary the driver or supervisor may return the bus to the Transportation Department, school or other safe location in order to return the bus to safe operating conditions.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made.

Appropriate action for disabled students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

### **Video/Audio Monitoring on School Buses**

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 the videotapes 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 a person or persons outside School District Five.

***Kindergarten students will not be released from the bus if a parent, appropriate guardian, sibling or designated individual is not at the bus stop. If an appropriate authorized individual is not at the bus stop, the student will be returned to the elementary school and parents/guardians notified. Parents must arrange for students to be picked up at the school. Forms for registering designated individuals are available through the schools or Area Transportation Office.***

### **CAFETERIA BREAKFAST/LUNCH PROGRAM**

An excellent breakfast and lunch is served daily beginning Wednesday, August 19th. One carton of milk is included with a breakfast or lunch. Students may purchase extra milk for \$.50 per carton. We ask you to encourage your child to drink milk with breakfast and lunch. If your child does not drink milk, you may send a thermos of juice or other suitable beverage. Please do not send cans or bottles 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 rare instances, we will provide juice or water as the beverage. **If your child does not have a medical note stating that they cannot drink milk, you will have to send some type of container for their beverage during lunch.** School District Five strives to address the needs of students with food allergies by working cooperatively with students, parents, and staff to minimize the risks of accidental exposure to food allergens while at school by developing the attached [New Peanut Butter Guideline for Elementary Schools](#).

Breakfast for students will be \$1.40 each and lunch for students will cost \$2.75. It is recommended that meals be paid for in advance by sending money for a 10-meal increment, which is \$27.50 for lunch only. The money is put in your child's meal account and when the balance in your child's account is less than \$3.50, your student will bring home a note as a reminder that their account is low. **CREDIT WILL BE EXTENDED FOR TWO SCHOOL MEALS ONLY AND USED ONLY IN CASE OF EMERGENCY.**

The food services program is self-supporting so it is important that everyone pays their share promptly. If you cannot meet meal payments for some reason, please notify Mrs. Jill Christian Cafeteria Manager immediately at 476-4208.

Parents and grandparents are always welcome to eat breakfast or lunch with their children. As of August 2019, the cost of an adult lunch is \$3.85 and an adult breakfast is \$2.20. If you are eating breakfast or lunch with your child, we expect you to eat the meal provided by the school. Students eating breakfast in the cafeteria will be expected to purchase the meal provided by the school. A student may not bring breakfast from home to be eaten in the cafeteria. Students may not share food with others in the cafeteria.

**\*\*PLEASE DO NOT BRING FOOD FOR BREAKFAST OR LUNCH FROM OUTSIDE RESTAURANTS DUE TO FOOD ALLERGIES**



**Due to allergies, peanut butter will not be served at all in the cafeteria starting 2019-2020 school year.**

#### Free and reduced lunches

Your child will bring home information concerning free and reduced price lunches. If you would like to apply, please complete the proper form, sign and return to your child's teacher. **Applications must be submitted each year.** This application process is online now as well and we encourage you to utilize this service for faster and more efficient responses. You will be notified by letter about your child's eligibility for free or reduced price lunches.

### **CHECKS WRITTEN TO IRMO ELEMENTARY**

We are happy to accept checks written to Irmo Elementary for student fees, field trips, etc. School District Five utilizes **NexCheck** to collect funds on checks written with insufficient funds. However, after three returned checks, only cash or money orders will be accepted as payment.

### **CHILD ABUSE**

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/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.

### **COMMUNICATION**

In order to keep the school community informed, Irmo Elementary School & School District Five use several means of communication. Sunday night emails are sent to all families with emails on file with IES. If you do not have email access, please let your child's homeroom teacher know that you need a paper copy to be sent home. Our school also utilizes our school website ([www.lexrich5.org/ies](http://www.lexrich5.org/ies)) to provide information to parents. Teachers send home papers, tests and notes by students in their Communication Folder each Thursday. Teachers may be contacted through voice mail or email. E-mail addresses may be accessed through our school web page. For District Five news and updates go to <http://www.lexrich5.org>

### **COMPUTER EDUCATION**

Computers are integrated into the elementary instructional program at IES. Students are introduced to computers through an awareness program and use computer assisted instruction in their classrooms and in the computer lab. Our computer lab's goals are to make students proficient in keyboarding and word processing, and to reinforce skills taught in the classroom. These goals have been expanded to accessing and interacting on the Internet, researching libraries and other resources, troubleshooting minor problems, and being familiar with software programs, and hardware.

### **ACCEPTABLE USE AGREEMENT - ELEMENTARY SCHOOL**

*Irmo Elementary School and District Five of Lexington and Richland Counties are pleased to be able to offer Internet Access for student use. Our goal in offering this access is to enhance the educational experience for our students. The Internet offers access to worldwide information in text and media form that, if properly used, will stimulate student learning. It can be a particularly powerful motivational tool for students because of the richness of the format and the depth of information resources not available through conventional means.*

*The Student Behavior Handbook specifies guidelines for what is and is not permissible with technology. This agreement specifically addresses the privilege of using the Internet on district network systems.*

#### Internet Use

The Internet is an electronic highway connecting millions of computers and people around the globe. Students and teachers will have access to: electronic mail communication with people all over the world; current news; research and information databases; downloadable software and discussion groups. The District's purpose for using the Internet is to support instruction by providing access to unique resources consistent with educational objectives and the opportunity for collaborative work. School District Five of Richland and Lexington Counties uses a technology protection measure that blocks or filters Internet access in compliance with the Children's Internet Protection Act (CIPA). Staff will monitor students' use of the Internet through direct supervision. Students may not use the resources of School District Five of Lexington and Richland Counties for entertainment purposes.

Students agree to:

- Be polite and use appropriate language (no swearing or use of vulgarities).
- Practice proper system use and observe security restrictions.
- Understand that electronic mail (E-Mail) is **NOT** guaranteed to be private.
- Respect all electronic communications and information as private property.
- Use technology resources for educational purposes as appropriate to instructional assignments.
- Take good care of the computer (no objects on the computer or food or drink near the computer).

Students agree not to:

- Reveal his/her personal address or phone number or those of others.
- Use chat rooms, instant messaging, and personal email is prohibited except for designated classroom activities.
- Use the network in ways that would cause disruption of the use of the network by other users.
- Use the computer to create, use or download materials which would not be permissible in District Five classrooms in any other form (i.e., obscene, profane, or pornographic materials.)
- Use the computer, programs or files without permission.
- Delete programs, systems or data files without permission.
- Log in to the computer or programs as any other person or allow anyone to log in with your account.
- Deliberately tamper with a computer system (examples: switching cables, disabling fans, introducing a virus, removing or changing keys, putting magnets on the computer, etc.)
- Steal or vandalize any part of the computer or network.
- Use the computer to tamper with, change or alter records or documents of the district.
- Use district computers for personal use or gain, product advertisement or political lobbying.
- Use public domain software and shareware beyond the provided evaluation period without properly registering and paying for same.

### **DELIVERY OF ITEMS TO STUDENTS**

Flowers, balloons, and other similar items will not be accepted by the school for delivery to students. Notice of this decision has been given to local florists and other businesses that offer delivery of products to students.

In recent years, the practice of sending items to students while in school has increased to the point that it has become disruptive to the educational process. The district's Parents' Cabinet recommends, with the concurrence of the administration, that deliveries of this nature be prohibited.

### **DIRECTORY INFORMATION**

According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended. Information that the District has designated as "directory information" regarding a student may be released to outside organizations upon request and without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not wish Irmo Elementary School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

### **DISCIPLINE**

Student discipline codes from School District Five of Lexington and Richland Counties will be available on district and school website. (Board Policy JCDA. It is important that students and their parents become very familiar with these codes. The entire staff is dedicated to enforcing every aspect of this

policy. The IES faculty believes that a partnership of teachers, students, and parents is critical to the success of the school. Our responsibility is to provide a safe and caring environment necessary for learning. We believe in teaching students responsibility and fostering self-discipline. The Behavior Code helps define those responsibilities, as well as the possible consequences for not meeting expectations.

Toys, pocket knives or other dangerous objects should NOT be brought to school. Valuables (i.e., Kindles, Nooks, iPads) may be brought to school after the parent has signed the agreement form provided by the school. Phones should NOT be used in the elementary school as an e-reader device. Cell Phones should be kept off or in silent mode and not be used during any instructional time during the day. Students should speak and act respectfully to teachers, substitute teachers, support staff, and to other students. Students should solve problems without fighting. Inappropriate verbal or physical conduct of a sexual nature at school is prohibited by school board policy JC and regulation JC-R. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. The policy and regulation define sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action 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.

A comprehensive copy of the School District Five Student Behavior Code is available on our school website under the resource tab. Please review this information thoroughly with your child.

## DISTRICT ADMINISTRATION

The offices of the district superintendent and other administrative personnel listed below are located in the Administration Building, 1020 Dutch Fork Road, Irmo. The office is open during the school year from 8 a.m. until 5 p.m. and the telephone number is (803) 476-8000.

Dr. Christina Melton - District Superintendent  
Michael Guliano - Chief Instructional Services Officer  
Len Richardson - Chief Financial Services Officer  
Allison Jacques - Chief Human Resource Services Officer  
Jenny Garris - Chief of Information Technology  
Katrina Goggins –Director of Communications  
Jerry Sullivan – Coordinator of Facility Operations  
Dr. Angie Slatton- Director of Special Services  
Dave Weissman - Director of Transportation  
Lynda Robinson - Coordinator of Purchasing  
Todd Bedenbaugh - Coordinator of Food Services  
Bruce Shealy - Director of Finance  
Tina McCaskill– Director of Elementary Education  
Alvin Pressley- Director of Secondary Education  
Dr. Michael Harris – Chief Planning & Administrative Officer  
Erika Cartledge- Coordinator of Math Education  
Robin Cox – Coordinator of English Language Arts  
Melony Sanford - Coordinator of Social Studies Education  
Beth Boland – Coordinator of Health, Science & Physical Ed.  
Virginia Tate – Supervisor of Gifted Programs

## DRESS

Parents are expected to ensure that students are dressed in a manner that is safe and will not disrupt classes. The following regulations on student dress shall apply in all schools and shall be administered uniformly throughout the district:

- Clothing and/or hair should not be so extreme or inappropriate to the school as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. This includes bare midriffs, halter/tank tops, see-through shirts, tops or blouses and bike shorts.
- **Shorts/skirts must be fingertip length and the sleeves on the shirts must be at least two inches wide on the shoulders.**

- No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
- Clothing or accessories (i.e. book bags, jewelry, hats, etc.) that display alcohol, tobacco or other drug symbols are not permitted.
- Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
- Hats, head stockings or kerchiefs must not be worn in buildings under normal conditions.
- Proper shoes must be worn at all times. Shoes with wheels or rollers are not allowed. All students must wear tennis shoes on their day for PE.
- Special dress or costumes may be worn during the school day, for special occasions when approved by the principal.
- Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry; fish hooks, multiple-finger rings, studded bracelets or collars; nose/lip to ear chains, etc. Unusual body piercing or painted hair that is disruptive to the order of the school, or is a distraction to the learning environment will not be allowed.
- Pants must be worn at the natural waistline and undergarments are not to be visible.
- Jewelry and/or accessories which may be distracting in the classroom are NOT allowed at IES.

Students are not permitted to wear hats or hoods in the building unless the hat/hood is part of a project or the student has a documented health problem. The principal may designate a "hat day" for students and staff as a special school activity. Students and parents should be aware of physical education days and dress in appropriate clothes and tennis shoes. Parents will be contacted if a child comes to school inappropriately dressed so that proper attire may be brought to the school.

The Administration will make the final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may result in the disruption of the school environment.

### **EMERGENCY PROCEDURES**

In the event an emergency situation occurs at school, we request that parents not call the school office. This ties up the telephone lines and we cannot make the necessary calls for the needed assistance.

As soon as possible, school officials will attempt to notify parents if their child has been injured.

The parents of uninjured students will be notified either by telephone or by a note sent home with the student indicating the nature of the emergency. If possible, these students will be sent home by their usual mode of transportation. Any emergency that requires the evacuation of our school will necessitate our students being relocated. Location will be determined based on the severity of the emergency.

### **EMERGENCY SCHOOL CLOSING**

When bad weather occurs, district administrators will decide early if school will open. This decision should be broadcast by 6:30 a.m. on Columbia area radio and television stations. The information will also be distributed via a district-wide automated telephone call. In the event that bad weather forces a mid-day closing, the director of transportation will confer with the superintendent who will contact District Five's Public Information Officer. The Public Information Officer will notify local media and the emergency preparedness departments and initiate the telephone chain. You may also receive an automated telephone call to alert you of a change in the school schedule.

#### 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 Information form to determine the method parents have selected for their children to come home. The local media will be notified and other forms of mass communication, such as email and mobile phones, will be utilized if feasible under the circumstances to notify parents, guardians, and other contacts listed on the form.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up.

At the beginning of the school year, you will be asked to complete an emergency closing form telling 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. If the school is closed during the school day, students will be sent home by their usual mode of transportation. If parents are working, they should have contingency plans made for their child to follow if they are dismissed early.

If you pick up your child in your car, you are encouraged to listen to the radio or television during bad weather for any announcement concerning school closings.

### **FIELD TRIPS**

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students are required to have written permission from a parent or guardian prior to going on field trips and must use the mode of transportation provided by the school. All trips are chaperoned by school personnel who may be assisted by parent volunteers. Volunteers are required to enter the school at least two days prior to a field trip and scan into Lobby Guard. If you are unable to do so, you may send a copy of the front and back of your license to your child's teacher and they can scan you in from the copy. This must still take place two days prior to the trip. Please be sure to let the receptionist know you are scanning to be eligible for a field trip. **When chaperoning field trips, siblings are not allowed to attend.** Chaperones may be assessed a fee to cover their expenses for the field trip and asked to travel via their own mode of transportation.

### **FOOD BROUGHT TO SCHOOL TO SHARE**

Our School District has adopted a School Wellness Policy to establish the Board's vision for nutrition, physical education and physical activity in our schools. This policy states that during the instructional day, food that is brought in to share with others (i.e., birthday celebrations, class parties, etc.) **must be store bought, packaged foods with the ingredients posted on the package.** Homemade items are not allowed to be brought to school to share with the class. In an effort to encourage healthy eating habits, we request that you not send candy to school. A list of acceptable snacks is provided on our school website. Please contact your child's teacher for a list of student allergies in the classroom. Please avoid sending in shared snacks that contain peanuts or tree nuts and/or allergens listed for your child's class.

### **GUIDANCE PROGRAM**

Guidance counselors help students to better understand and accept their own individuality and aid them in relating to others both in the classroom and socially. Counselors also work with faculty members to plan appropriate guidance programs and with parents to support individual student goals at home.

The elementary guidance and counseling program of School District Five of Lexington and Richland Counties is designed to help all students acquire the skills necessary to be responsible, productive and successful members of society. This is accomplished through a wide range of preventative, educational, and responsive services. Counselors are student advocates whose purpose is to help all children achieve optimal growth in their intellectual, physical, social and emotional development, gain the maximum from their educational experience, and be prepared to meet the challenges of a diverse and changing world.

The guidance program is both an integral part of and an independent component of the total education program. Guidance standards adopted by our school board set expectations for students in the areas of personal wellness, interpersonal skills, and career development. In order to provide students the opportunity to develop these competencies, counselors teach guidance lessons, conduct small group counseling sessions that are growth-centered or crisis-centered, counsel individually with students, consult with parents, consult with teachers and coordinate special programs.

Classroom guidance lessons focus on those three standard areas and may include such topics as understanding feelings, peer relations, conflict management, understanding individual strengths/abilities and career education. Small group counseling activities are designed to help students develop coping skills to deal with difficult or unchangeable life events, increase problem-solving abilities, and to develop confidence in decision-making. If you would like to review any guidance materials or have concerns about your child's participation in group guidance activities, please contact the school's guidance counselor. Parents may withdraw their child from classroom guidance activities by notifying the principal and counselor in writing. Alternative activities with adequate supervision will be provided for students who do not participate in guidance activities.

The guidance program guarantees the student access to the counselor and the counselor access to the student. Students may see the school counselor through self-referral, parental referral, teacher referral, or administrative referral. School counselors adhere 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. Counselors are willing to share information about child and adolescent development, learning styles, exceptional children, the academic program, behavior management, parenting styles and community resources. Please contact the counselor, Suzanne Gray ([sjgray@lexrich5.org](mailto:sjgray@lexrich5.org)) if you would like to discuss any of these areas.

## **HOMEWORK**

The amount and frequency of homework assigned varies among grade levels and subjects taught. The majority of our teachers feel homework should not be given on the weekend or during holidays. If you have any questions at any time about homework, you may call the teacher through the school office.

## **HEALTH ROOM OPERATIONS**

The IES Health Room is under the supervision of a Registered Nurse and operates under District Policy and per DHEC Guidelines. You may contact your school nurse, Mindy Nobles, RN during the school year with any questions or concerns in regards to your child's health care needs at: [mnobles@lexrich5.org](mailto:mnobles@lexrich5.org) or by phone at: 476-4209.

The Health Room is designed to care for students with 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. In the event your child becomes ill or injured and needs to go home or be seen by a physician, 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 or persons to be contacted.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Students with flu like symptoms and a temperature of 100 or greater must remain home until their temperature is less than 100 for 24 hours without the use of fever reducing medication. Students without flu like symptoms with a temperature of 101 or greater must remain home until their temperature is less than 101 for 24 hours without the use of fever reducing medication. Students with vomiting or diarrhea must remain at home until they have been symptom free for 24 hours and have been able to tolerate a meal. Students who have had a dental procedure requiring sedation and/or anesthetic should not return to school until the anesthetic has completely worn off and the student has full feeling returned to their mouth and tongue. Students who have had a tooth extracted must also remain at home until they are no longer having active bleeding. If your child has been seen by a Physician or Dentist and a school excuse is obtained your child may not return to school until the "Return to School" date noted on the excuse. If your child receives an injury outside of school that requires the use of crutches or other medical device(s) for more than one week please send a doctor's order with activity exclusions to the school nurse.

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 may be found on the IES school website under "School Nurse" and the D5 website under "School Health Services".

**If a student develops a communicable disease, the parent should notify the school nurse by email or phone, listed above. 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.**

## **Medications**

Medications to be taken during school hours must be brought to the school nurse by a responsible adult in the ORIGINAL container with all labels intact. Prescription medications must be accompanied by a medication permission form signed by your child's physician. Over the counter medications should only be sent to school for a specific condition your child is known to experience accompanied by a medication permission form signed by the parent or guardian. Whenever possible, medications should be given before or after school. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval, require a written order from a prescribing health care provider.

The medication permission form can be found on the IES or District 5 website and in the IES Health Room. A record of all medications administered at school will be kept for each student. 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 and will be destroyed per DHEC guidelines if not picked up by the last day of the school year. At the time a prescription is filled, ask your pharmacist to prepare a separate bottle labeled for school use.

If medications are needed on 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. 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 a parent. 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. The school nurse is not responsible for obtaining medication orders from your healthcare provider for field trips.

## **HEALTH 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 Healthcare 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 **Mindy Nobles, RN-IES School Nurse (mnobles@lexrich5.org)**.

### **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 **Mrs. Kristen Hill, Assistant Principal (kdhill@lexrich5.org)**.

### **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 receives 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 **Mrs. Carla Adams, Administrative Assistant Principal (cadams@lexrich5.org)**, to learn more about 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 **Mrs. Carla Adams, Administrative Assistant Principal (cadams@lexrich5.org)** or visit our school's website, and click on "Health Room".

## **INSTRUCTIONAL PROGRAM**

The South Carolina Education Oversight Committee (EOC) is charged with encouraging continuous improvement in SC public schools, approving academic content standards and assessments, and establishing the state's educational accountability system. The EOC has created family-friendly standards to support families with an understanding of what your children will be learning in the 2019-2020 school year. The following points explain the importance for parents to have a solid understanding of current state standards by subject and grade level:

### **Know the standards**

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There are six key reasons why parents should be familiar with South Carolina's academic standards:

1. Standards set clear, high expectations for student achievement. Standards tell what students need to do in order to progress through school on grade level.
2. Standards guide efforts to measure student achievement. Results of tests on grade-level academic standards show if students have learned and teachers have taught for mastery.
3. Standards promote educational equity for all. Instruction in every school in the state is based on the same academic standards.
4. Standards inform parents about the academic expectations for their child. Standards give parents more specific information for helping their child at home.



5. Standards enable parents to participate more actively in parent/teacher conferences. Knowledge of the academic standards helps parents understand more about what their child is learning and what they can do at each grade level.
6. Standards help parents see how the current grade level expectations are related to successive years' expectations.

Please utilize the website provided by scrolling to the bottom of the page, to review your child's standards for grades K-5 by subject and grade level at <http://www.scfriendlystandards.org>.

### **MEDIA CENTER**

Instruction in library and study skills is provided by the media specialist. Library books are checked out and time is provided to participate in other library-related activities. Students may go to the library at any time in addition to scheduled times with their classes to do research, return books, check out books, etc. The media specialist also coordinates the use of print and audio-visual materials with classroom teachers to supplement the instructional program. In addition, the specialist organizes the use and dissemination of audio-visual equipment throughout the school.

No reimbursement will be made for lost library books that have been paid for and returned after 90 days or the end of the current school year, whichever comes first. At this point the books have been replaced in the Media Center.

### **LOST AND FOUND**

When items are misplaced, students and parents should check the lost and found cabinet. It is highly encouraged that all garments have your child's name written in the tag or some other place that could be easily found.

### **MEDIA CONSENT**

Throughout the year, School District Five of Lexington and Richland Counties receive requests from newspapers, television and radio stations for stories concerning school-related activities. Often such requests include permission for students' names and/or pictures to be used as a part of a news account or a feature story. In addition, schools and the District, from time to time, would like to include students' names and/or their pictures in various school newsletters, brochures, videos, websites or other publications to recognize their accomplishments and other school-related activities.

During your online registration process, you indicated whether you grant permission for the release of your child's name or picture for these purposes. If you need you change this for any reason, please contact the office.

### **MONEY AT SCHOOL**

Whenever possible, payments should be made on line for food services, school pictures, PTA purchases, etc. **(If paying with cash please send exact change only)**. However, sometimes students wish to bring money (cash) to school for specific purposes. All students, especially young children, should place such money in an envelope with his/her name written on it as well as the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

### **NOTES REQUIRED FROM PARENTS:**

The school requires notes from parents explaining the following:

- absences **(within three days of returning to school)**
- requests for early dismissal
- requests to miss recess or physical education
- permission for field trips
- permission to go home with another student

- prolonged absences from school
- changes in usual method of transportation (also, **must have prior approval from the transportation department if riding a bus**)
- authorization to administer prescription medicine
- allergic reactions
- specific medical treatment or special health needs

### **PARENTAL INVOLVEMENT**

Parents, guardians, or grandparents are encouraged to become involved at Irmo Elementary School! Parent volunteers are needed to help in the media center, health room, computer lab, and in the classroom, either on a regular basis or as a resource for special activities. Please complete the form provided and return to your child's teacher. Irmo Elementary Parent Teacher Association offers opportunities to participate in programs and other special events.

### **PARENT ADDRESS AND TELEPHONE NUMBER**

The school office must have a telephone number at which parents can be reached during the school day, even if that number is unlisted. This is particularly important when emergencies occur. If the number is unlisted, the office staff should be told so that the number is used only by authorized persons. Please notify the office staff when changing address, telephone number or place of employment.

### **PARENT TEACHER ASSOCIATION (PTA)**

The Irmo Elementary School Parent Teacher Association serves as a communication link between home and school. Many worthwhile projects are conducted by the PTA to help make the school a better place for all students. All parents are encouraged to become participants in the PTA as this participation and support will help make this an outstanding year for the students.

#### PTA Objectives:

- To promote the welfare of children and youth in home, school, church and community.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the training of the child.
- To develop between educators and the general public such united efforts as well as secure for every child the highest advantages in physical, mental, social and spiritual education.

#### **2019-2020 PTA OFFICERS**

President: Jessie Harley - [jandcharley@gmail.com](mailto:jandcharley@gmail.com)

Vice-President: Katy Wiggs - [kbadgley2010@gmail.com](mailto:kbadgley2010@gmail.com)

Secretary: Melissa Genova - [bliss618@yahoo.com](mailto:bliss618@yahoo.com)

Treasurer: Michelle Burgess - [michelleburgesscpa@gmail.com](mailto:michelleburgesscpa@gmail.com)

**PTA Meetings ~ Please see the calendar for all dates and times.**

### **PARKING FOR SCHOOL FUNCTIONS**

Please do not park in businesses surrounding the Irmo Elementary campus for school functions, during business hours. **THIS MAY RESULT IN YOUR CAR BEING TOWED AT YOUR EXPENSE.**

### **PICTURES**

Individual student and classroom group pictures are made during the year. A convenient package is provided for the student to purchase. The school receives a percentage of all sales and the money is used to support school programs.

### **RELEASE OF STUDENT INFORMATION**

The school may receive requests for information on students enrolled or may wish to use student names in news releases.

Throughout the year, School District Five receives requests from newspapers, television and radio stations for stories concerning school related activities. Often such requests include permission for students' names and/or pictures to be used as a part of a news account or a feature story. In addition, schools and the district, from time to time, would like to include students' names and/or their pictures in various publications and on the internet, to recognize their accomplishments, or to feature in school-related activities. Your school has the option of placing photographs on the internet with first name and last initial.

We must have your permission to release your child's name and/or picture to the media, and to use the same information in school or district publications and on the internet and other electronic presentations.

Please indicate on the Media Release form if you DO or DO NOT grant permission for the release of your child's name and/or picture for the purposes stated, and return this form to your child's teacher. Please be aware, by indicating that you do not grant permission for your child's name and/or picture to be used for the purposes stated above, his/her name will not be included in the school yearbook, Honor Roll lists, reading club lists or lists of winners in other awards programs that are printed in school newsletters or local newspapers.

Information released on students may include the student's name, grade level, school to which assigned, years of attendance at that school, awards received, and participation in officially recognized activities and sports. Student or class photographs may also be taken to accompany a news release or news article or program.

This information will be released, unless a parent indicates in writing that parental permission must be obtained first. Parents wishing to make this request must contact the school office within 15 days of registering their children.

The mother and father are the joint natural guardians of their minor children and are equally charged with the welfare and education of their minor children and the care and management of the estates of their minor children; and the mother and father have equal power, rights, and duties, and neither parent has any right paramount to the right of the other concerning the custody of the minor or the control of the services of the earnings of the minor or any other matter affecting the minor. Each parent, whether the custodial or non-custodial parent of the child, has equal access and the same right to obtain all educational records and medical records of their minor children. Neither parent shall forcibly take a child from the guardianship of the parent legally entitled to custody of the child.

Under certain situations, student information may be released with or without parental consent. At the official request of law enforcement officers, a student's name, address, parent/guardian name, telephone number, emergency telephone number if the home number is not working and date of birth may be released. A special resolution adopted by the U. S. Congress provides that schools will make available student names and addresses to authorized representatives of the U. S. Armed Forces. Also, release of information to emergency workers is permitted if necessary to protect the health or safety of students or other persons.

### **REPORT CARDS AND CONFERENCES**

Elementary report cards are issued every nine weeks. Your homeroom teacher will schedule a conference during the month of October to discuss progress your child has made during this first grading period. 4K - 2nd grade will receive standards-based report cards for all subject areas. Grades 3 -

5 will receive report cards utilizing the following grading scale: 90-100 ~ A; 89 - 80 ~ B; 79 - 70 ~ C; 69 - 60 ~ D; 59 and below ~ F. Grades 3 - 5 parents will have access to Parent Portal for updates on grades. Our school registrar will assist with getting this information to you for logging in. The following criteria will be used for teachers posting grades:

- 5 school days for minor assignments
- 10 school days for major or extended 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.*

You should request a parent-teacher conference whenever you believe there is a need. Please call the school office to make arrangements for a time convenient to both you and the teacher so that the daily instructional program will not be interrupted.

### **Promotion/Retention:**

Approved 5.8.17

IKE

Promotion and Retention of Students

Issued 5/17

Purpose: To establish the basic structure for the promotion and retention of students. The district affirms academic excellence for students. This promotion and retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next. This policy will be applicable to all students who are in the regular school program. Students functioning in special education programs will be governed by their Individual Educational Plan (IEP). The district will administer this policy fairly, equitably and consistently in the schools.

### **Promotion and Retention**

#### **Kindergarten**

Children who are six years old by September 1 of the current school year will enroll in the first grade. The parent/legal guardian may request an exception by writing to the district superintendent. The superintendent or his/her designee will make a recommendation based on information obtained from the zoned school's Student Assistance Team (SAT), the parents/legal guardians and an evaluation performed by a district psychologist. The superintendent or his/her designee will approve or disapprove the recommendation. Kindergarten students are expected to learn the pre-literacy and numeracy skills contained in the state and district kindergarten curriculum standards in English/language arts and mathematics. When formal and informal assessments indicate that a kindergarten student is not developmentally ready for first grade, retention will be considered by the teacher, principal and parent/legal guardian. The parent/legal guardian must concur with the decision to retain a student in kindergarten.

#### **Grades 1 through 2**

To be promoted from one grade to the next, a student must meet specific criteria as follows:

Criterion 1: The student is meeting expectations in both reading and mathematics.

Criterion 2: The student has met the attendance requirements of School District Five as specified in policy JH.

Final determination of promotion or retention rests with the principal.

#### **Grade 3**

To be promoted from one grade to the next, a student must meet specific criteria as follows:

Criterion 1: The student has earned passing grades as the final yearly average in English/language arts and mathematics.

Criterion 2: The student has met attendance requirements of School District Five as specified in policy JH.

### **Read to Succeed State-Mandated Retention**

A student will be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the year as indicated by a score at the lowest achievement level on the state summative reading assessment. Parents/Legal guardians of each student not demonstrating third-grade reading proficiency will be notified in writing during the second grading period that the student is being considered for retention, and a conference will be held prior to a determination regarding retention. Students eligible for retention under this requirement may enroll in a summer reading camp

provided by the district in an effort to meet the required reading proficiency level prior to being retained. Parents/Legal guardians may designate another person as an education advocate to act on their behalf to receive notification and to assume the responsibility of promoting the reading success of the child.

### **Good cause exemptions**

A student may be exempt for good cause from mandatory retention but will continue to receive institutional support and services and reading intervention appropriate for their age and reading level. Students who may qualify for an exemption include, but are not limited to those:

- with limited English proficiency and less than two years of instruction in an English as a Second Language program
- with disabilities whose IEP indicates the use of alternative assessments or alternative reading interventions, and students with disabilities whose IEP or Section 504 plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency
- who demonstrate third-grade reading proficiency on an alternative assessment approved by the State Board of Education and which teachers may administer following the administration of the state assessment of reading
- who have received two years of reading intervention and were previously retained
- who demonstrate mastery of the state standards in reading equal to at least a level above the lowest achievement level on the state reading assessment through a reading portfolio
- who successfully participate in a summer reading camp at the conclusion of the third grade year and demonstrate through either a reading portfolio or an alternate assessment that the student's mastery of the state standards in reading is equal to at least a level above the lowest level on the state reading assessment

### **Grade 4 through 5**

To be promoted from one grade to the next, a student must meet specific criteria as follows:

Criterion 1: The student has earned passing grades as the final yearly average in English/language arts and mathematics.

Criterion 2: The student has met attendance requirements of School District Five as specified in policy JH.

Final determination of promotion or retention rests with the principal.

## **SCHOOL IMPROVEMENT COUNCIL**

A School Improvement Council meets regularly at the school. Representatives include seven elected parents, two elected teachers and four appointed community residents. Parent elections are conducted each spring at the school. Duties, as outlined by state law and board policy are: assisting the principal with preparation of the School Improvement Report, planning the school budget, recommending curriculum standards, establishing and evaluating instructional goals.

### Elected Parents

April Alsup (Secretary)  
[aprilalsup@gmail.com](mailto:aprilalsup@gmail.com)  
Term Expires: 6/2020

Jennifer Baker (Chairperson)  
[jenb527@gmail.com](mailto:jenb527@gmail.com)  
Term Expires: 6/2020

Esther Courtney  
[escourtney3@yahoo.com](mailto:escourtney3@yahoo.com)  
Term Expires: 6/2020

### Elected Teachers

Angie Morvay  
[amorvay@lexrich5.org](mailto:amorvay@lexrich5.org)  
Term Expires: 6/2020

### Ex-Officio Member

Michelle Burgess ~ PTA Treasurer  
[michelleburgesscpa@gmail.com](mailto:michelleburgesscpa@gmail.com)

Shannon Fincannon ~ Principal  
[smwiley@lexrich5.org](mailto:smwiley@lexrich5.org)

Kristen Hill ~ Assistant Principal

Amy Masincupp  
[amy@amymasincupp.com](mailto:amy@amymasincupp.com)  
Term Expires: 6/2020

[kdhill@lexrich5.org](mailto:kdhill@lexrich5.org)

Carla Adams ~ Administrative Assistant Principal  
[cadams@lexrich5.org](mailto:cadams@lexrich5.org)

Appointed Community Representatives

Mark Baker ~ Saluda Shoals  
[mbaker@icrc.net](mailto:mbaker@icrc.net)

Russell Heintz- Resource Officer  
[rheintz@lexrich5.org](mailto:rheintz@lexrich5.org)

Additional Community Representatives: TBD

### **SPECIAL AREAS**

Students are scheduled for special area instruction in art, music, physical education, technology, and Spanish each week. Fifth grade students may participate in the strings program, chorus, and/or WBE.

### **SPECIAL SERVICES**

District Five provides educational opportunities for all students, including those with physical, mental and emotional handicaps.

Each elementary school offers a combination resource program taught by teachers certified in learning disabilities. These programs serve mildly handicapped students who 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 handicaps are served at designated schools. Transportation is provided by the district when students must participate in classes outside of their regular attendance areas.

### **SPEECH, HEARING AND VISION TESTING**

Tests for speech, hearing and vision are conducted by district personnel according to S. C. Department of Education guidelines. Requests for specific tests may be made by parents or teachers to the Director of Special Services, 476-8222.

### **STUDENT INSURANCE**

Student Insurance is available for accidents that occur at school. For further information, please contact our school nurse, Mindy Nobles.

### **STUDENT RECORDS**

As stated in School Board Policy JR, 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 Irmo 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 students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

### **TARDINESS**

Students arriving at school after 7:50 a.m. must report to the office **with a parent or guardian**. Excessive tardiness is a violation of School District Five's Elementary School Student Behavior Code. Tardiness causes class disruptions in your child's classroom. Excessive tardiness, causing interruption to classroom instruction, will result in disciplinary action. As we know, regular and timely school attendance is critical for students to be successful. Thank you for all you do to support our efforts to ensure your child's academic success. Each day that your child is tardy or absent you will receive an automated message informing you of the tardy/absence. Listed below are consequences for unexcused tardies to school:

- **10 unexcused tardies - a parent letter sent home from administration**
- **15 unexcused tardies - intervention meeting and attendance improvement plan**
- **25 unexcused tardies - intervention plan update meeting**
- **30 unexcused tardies - possible family court referral**

### **TELEPHONE MESSAGES**

Students, teachers and other staff members may not receive telephone calls except for emergencies. Parents may leave messages for teachers on their voicemail. Students may use the school telephone **only** for emergencies. Arrangements for after school activities should be made before the student leaves home.

### **TESTING PROGRAM**

Elementary school students participate in the state and district testing program. Testing dates are announced through the school website and school wide emails.

### **TEXTBOOK REPLACEMENT**

Once books have been issued to students, they become their property and responsibility. Textbooks left in unsecured areas are done so at the student's own risk. South Carolina state law requires parents to pay full cost for missing books before new books are issued. Report cards will be held for textbook charges.

### **VISITORS**

Parents are encouraged to visit our schools. However, teachers are only available for conferences that have been scheduled either during their planning time, before, or after school. **ALL** visitors must present a valid driver's license or a state-issued picture identification in order to receive a visitor's pass from the office before going to **any part** of the campus or school grounds. **THE VISITOR'S PASS MUST BE WORN AT ALL TIMES WHILE ON THE CAMPUS AND RETURNED TO THE RECEPTIONIST WHEN LEAVING THE BUILDING. PLEASE NOTE THAT NO VISITORS WILL BE ALLOWED TO ENTER THE SCHOOL FROM 7 A.M. UNTIL 4:00 P.M. UNLESS YOU HAVE RECEIVED A VISITORS TAG INDICATING THAT YOU HAVE CHECKED IN THROUGH THE MAIN OFFICE.** If anyone besides a parent will be having lunch or visiting a student for any reason during the school day, the parent must send in a note giving permission for this to happen. The note may give permission for a full school year or for only certain days of the year.

### **WITHDRAWING A STUDENT**

When withdrawing a student from school, please notify the school office several days in advance by coming to the school office and completing a Student Withdrawal Form. This will enable teachers to complete all records prior to the student's last day in school. All Media related materials should be returned and cafeteria accounts should be paid prior to the student's last day at school. The Student Withdrawal Form will be a part of the child's official transcript of records. It lists materials the student is currently using so proper placement can be made at the new school. The new school will then request the child's official transcript of records from the former school. When transferring to a school in School District Five, the school will forward the Student Withdrawal Form and records.

*"School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063, (803) 476-8000."*

### **Compliance with the Telephone Consumer Protection Act (TCPA) – Use of Automated Telephone Notifications**

*Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information / emergency. The District requires that you provide notice of any changes in the contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.*

***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.*