



**Flexible innovative Virtual Education**  
School District Five of Lexington & Richland Counties

**2021-2022**  
**Student/Parent Handbook**



# TABLE OF CONTENTS

- [Welcome to FIVE!](#) ..... 3
- [Registering Your Child in District Five](#) ..... 4
- [Student Requirements](#) ..... 4
- [Parent/ Guardian Requirements](#) ..... 4
- [1st - 8th Grade Details and Schedules](#) ..... 5
- [9th-12th Grade Details and Schedule](#) ..... 7
- [Attendance](#) ..... 8
  - Excused School And Class Absences
  - Truancy
- [Student ID Procedures](#) ..... 9
- [Grading and Discipline](#) ..... 10
  - Grading
  - Grade Recording Deadlines
  - Makeup Work
  - Discipline
- [Social and Emotional Learning and Support](#) ..... 10
  - Positive Behavioral Interventions and Supports (PBIS)
  - Social/Emotional Support for Students
  - School Counseling Services
  - Procedures For Visiting With A School Counselor
  - Changing A Schedule Or Returning To Your Home School
- [Testing](#) ..... 12
- [Special Education, Gifted and Talented and English Language Learners](#) ..... 12
  - Parent Notice (IHPs, 504, IDEA, Homebound)
  - Individual Health Care Plans or Individual Health Plans (IHPS)
  - Section 504 Of The Rehabilitation Act Of 1973, As Amended
  - Individuals With Disabilities Education Act (IDEA)

**Technology/District issued Device** ..... 14

- Device Distribution
- Information for Students and Parents
- Chromebooks for NEW Students
- Parents And Students Videos
- Repairs for District Issued Chromebook
- Damaged/Missing Chromebooks
- Technology Fee
- Internet Use
- Students Agree To
- Students Agree Not To
- Enforcement of Policy
- Responsibility
- Student Use
- Penalties for Improper Use
- Network Access
- Parent or Guardian
- Acceptable Use Agreement For All Students

**Media Center** ..... 19

**After school activities, sports and clubs** ..... 19

## **WELCOME TO FIVE!**

School District Five of Lexington & Richland Counties welcomes you to our Flexible Innovative Virtual Education (FIVE)! We are a district steeped in tradition and high academic excellence. School District Five has earned a reputation as the top school district in South Carolina and one of the finest in the nation. We expect your experience in FIVE to be the same level of excellence you have come to expect from us.

FIVE is a new virtual choice option for 1st through 12th grade students, providing a comprehensive online educational program where students receive rigorous academic instruction and social/emotional guidance provided by our own School District Five educators. This option will include live classroom instruction with School District Five teachers, along with independent work and activities for students.

Our FIVE team is looking forward to building relationships with our families through this academic year. Should you need anything please reach out to us at 803-476-8050 or at [five@lexrich5.org](mailto:five@lexrich5.org).

### **REGISTERING YOUR CHILD IN DISTRICT FIVE**

Families new to District 5, must register their student(s) in the zoned school. Registration Gateway will still need to be completed online via the district [website](#). FIVE is offered as a choice program to students residing in District 5 for the 21-22 school year.

### **STUDENT REQUIREMENTS**

- 
- Students must be enrolled or eligible for enrollment in a School District Five school.
  - FIVE students must attend virtual classes with cameras on during live instruction. Attendance will be recorded following state regulations.
  - FIVE students must report in-person on occasion for identified assessments throughout the year.
  - FIVE encourages our students and their parents/guardians to embrace the culture and experience of learning in a virtual environment.

### **PARENT/GUARDIAN RECOMMENDATIONS FOR STUDENT SUCCESS**

- In conjunction with their teachers, we encourage the parent/guardian to support their child through the virtual learning process by monitoring their engagement of instruction and their completion of assignments and assessments.
- Daily attendance is critical for student success. Therefore, it is important for parents/guardians to ensure their child is present each day and if absent, ensure their child completes all make-up assignments.
- Parents/guardians are encouraged to create a dedicated space for their virtual learning environment.
- A partnership between students, parents/guardians and teachers is essential to ensure an open line of communication which is critical to student success in FIVE.

## EMERGENCY CONTACT INFORMATION

District policy requires that each student have emergency contact information submitted by his/her parent or guardian when he or she enrolls in school. This information provides the school with important information regarding how to contact a parent or responsible adult in case of an emergency. It is important that the information is kept up-to-date at all times and should include a functional and frequently used email address.

### 1ST THROUGH 8TH GRADE DETAILS

#### Features of FIVE for 1-8 include:

- South Carolina Standards-Based English Language Arts, Mathematics, Science, and Social Studies
- Gifted and Talented ELA and Math for state-identified students (3rd - 8th grade only)
- Honors Classes for Middle Level ELA, Math, Science, and Social Studies including English 1, Algebra 1, and Geometry (6-8 grade)
- Related Arts, including Physical Education, art, world language and music; Social/Emotional Learning embedded in content instruction
- Special Education, Reading Intervention and ESOL services for students that qualify

| Sample Elementary Schedule |   |
|----------------------------|---|
| <b>7:50 - 10:30</b>        | <b>Morning Meeting/ELA</b>                                |
| <b>10:30 - 11:30</b>       | <b>Math</b>   |
| <b>11:30 - 12:00</b>       | <b>Independent Math Practice OR Small Group Live Work</b> |
| <b>12:00 - 12:50</b>       | <b>Lunch/Recess</b>                                       |
| <b>12:50 - 1:40</b>        | <b>Related Areas</b>                                      |
| <b>1:40 - 2:25</b>         | <b>Science and/or Social Studies</b>                      |

| FIVE Grades 6 - 8 Bell Schedule<br>M, T, W, Th, F |                    | FIVE Grades 6 - 8<br>Bell Schedule<br>Wednesday Delayed Start                        |                    |
|---|--------------------|--|--------------------|
|   |                    | <b>Delayed Start Wednesday</b><br><small>(9/15, 10/6, 11/17, 2/2, 3/9, 4/27)</small> |                    |
| Period  | Time               | Period   | Time               |
| 1st   | 8:30 - 9:25 (55)   | 1st  | 9:30 - 10:15 (45)  |
| 2nd   | 9:30 - 10:25 (55)  | 2nd  | 10:20 - 11:05 (45) |
| 3rd   | 10:30 - 11:25 (55) | 3rd  | 11:10 - 11:55 (45) |
| Lunch   | 11:30 - 12:30 (60) | Lunch  | 12:00 - 1:00 (60)  |
| 4th   | 12:30 - 1:25 (55)  | 4th  | 1:00 - 1:45 (45)   |
| 5th   | 1:05 - 2:25 (55)   | 5th  | 1:50 - 2:35 (45)   |
| 6th   | 2:30 - 3:25 (55)   | 6th  | 2:40 - 3:25 (45)   |

## GRADES 9 THROUGH 12 SPECIFIC DETAILS

### Features of FIVE for 9-12 include:

- Courses needed to meet South Carolina graduation requirements will be prioritized.
- FIVE students will have opportunities to work towards SC College and Career Readiness requirements.
- Elective offerings will be limited. A list of available courses will be provided during the registration process.
- Special Education and ESOL services will be provided for those that qualify. Honors and limited Advanced Placement (AP) courses will be offered.
- Some assessments may require students to report to their school. Examples may include (but are not limited to) End of Course exams, PSAT, SAT, ACT, WIN, and AP assessments.

| <b>FIVE High School</b><br><b>Grades 9 - 12</b><br><b>A/B Day</b><br><b>Schedule M, T, W, Th, F</b> |                     | <b>FIVE Grades 9 - 12</b><br><b>Wednesday Delayed Start</b><br><b>A/B Day Schedule</b> |              | <b>NO Delayed Start</b><br><b>Wednesday</b><br>8/18, 10/13, 3/2, 3/23, 5/4, 5/11,<br>5/18, 5/25, 6/1 |
|---|---------------------|--|--------------|--|
| Block   | Time                | Block  | Time         |  |
| 1A/5B   | 8:25 am - 9:55 am   | 1A/5B  | 9:25 - 10:40 |  |
| 2A/6B   | 10:00 am - 11:30 am | 2A/6B  | 10:45 -12:00 |  |
| Academic Support/<br>Lunch  | 11:30 am - 12:25 pm | Academic Support/<br>Lunch   | 12:00- 12:55 |  |
| 3A/7B   | 12:30 pm - 2:00 pm  | 3A/7B  | 1:00 - 2:15  |  |
| 4A/8B   | 2:05 pm - 3:35 pm   | 4A/8B  | 2:20 - 3:35  |  |

### Additional Information

- FIVE students will be able to participate in athletics and clubs at their home school. Transportation arrangements to participate in after-school extracurricular activities is the responsibility of the family/student.
- FIVE students accepted into an additional magnet program or School of Choice option will forfeit their “seat” in that program or school by selecting participation in FIVE.

## ATTENDANCE

### Expectations

- FIVE students must attend virtual classes with cameras on during live instruction. Attendance will be recorded following state regulations. If you are experiencing technical difficulties, you must communicate with your teacher immediately.
- It is imperative that you maintain an open line of communication with your teacher in regards to your attendance. If for any reason you are unable to attend class, contact your teacher. Please provide any documentation for any absence to the FIVE registrar, Beth Kienzlen - bkienzlen@lexrich5.org.
- Students must attend at least 50% of the day/class period to be marked present. It is important for the student to remain an active participant during the duration of the instructional period.
- Students who log in after instruction has begun will be marked tardy. It is imperative that students are present the entire duration of instruction.

### Truancy

- State laws and regulations determining absences and truancy are applicable for our FIVE virtual program. Staff members will follow policy JH regarding continued absences and the following guidelines:
- When excessive absences become a pattern, the director or his/her designee will oversee the development and implementation of a written intervention plan designed to improve student attendance.
- When truancy continues following implementation of a written intervention plan, students could be referred to the family court and parents/legal guardians to the Department of Social Services to address truancy issues as outlined in administrative rule JH.
- Compulsory Attendance Laws and District 5 policies on school attendance are applicable to our FIVE program.

## STUDENT ID PROCEDURES

All **High, Middle, and Elementary** students must wear an ID badge when on District Five property. ID's will be issued at the home school.

## GRADING AND DISCIPLINE

### Grading

Grading procedures will be outlined in the course syllabus.

### Grade Recording Deadlines

Minor assignments such as classwork, homework, daily assignments and quizzes should be posted by the teacher within 5 school days. Major or extended assignments such as tests, projects, lab reports, and lengthy essays should be posted within 10 days.

### Makeup Work

A student will be permitted to complete work missed during an excused absence. Students will have the same number of days from the excused absence to complete the make up assignments. Students with concerns regarding make up work should contact their teacher.

### Discipline

All students will be expected to follow District 5 disciplinary procedures as outlined in Board policy and in the student handbook. Disciplinary issues will be addressed, following District procedures, by the FIVE administration.

# **SOCIAL AND EMOTIONAL LEARNING AND SUPPORTS**

## **Behavioral Expectations for FIVE Students**

District-wide behavioral expectations include the importance of relationship-building, student responsibility, and wellness. FIVE teachers will continue to utilize effective evidence-based strategies to positively and collaboratively support their students in acquiring the skills for behavioral and academic success.

[Elementary Behavior Expectations Matrix](#)

[Secondary Behavior Expectations Matrix](#)

## **Social/Emotional Support for Students**

Social and emotional learning (SEL) encompasses skills for self-awareness, self management, social awareness, relationships skills, and responsible decision-making ([CASEL: Core Competencies](#)). The strongest delivery of SEL is within the relationships we develop and is evidenced by our communication, inclusion and equity, collaboration, and engagement. It may be taught explicitly via curriculum; by modeling, reinforcement, and practice; and by the teachable moments that occur spontaneously. SEL is embedded into content areas and integrated into the everyday practices and procedures of the classroom. District Five teachers will receive support for expanding their repertoire for SEL.

## **School Counseling Services**

The school counseling programs are focused on the student. District Five sees each student as an individual with unique needs. The program is designed to address the needs of all students by helping them acquire competency in career planning, interpersonal growth, and educational development. The goal is to enable each student to become a responsible, self-sufficient, productive, and contributing member of the community.

The school counseling program is an integral part of the entire school program. We address nine major areas of concern: individual counseling, group counseling, group guidance, consultation, professional growth, record keeping, testing, referrals, and related responsibilities.

Educational and career information is available from the FIVE counseling office. Students are encouraged to contact their FIVE counselor to receive counseling materials which include college catalogues and applications, SAT and ACT applications, The College Handbook, and career information.

## **Procedures For Visiting With A FIVE Counselor**

Students or parents may schedule a virtual appointment in advance with the FIVE counselor. Student Success Conferences to include the teacher, parent, and student should be scheduled by contacting the teacher directly. Administration will be happy to join upon request.

## **Requesting to Return To Your Home School**

Students may request to their home school by emailing [FIVE@lexrich5.org](mailto:FIVE@lexrich5.org). Please include your student's last name, first name, school id number, current grade level, and current home school in your request.



## TESTING

Students are tested according to District and State guidelines. FIVE students may be required to report in person for state and federally mandated testing when it can not be done virtually. Testing schedules will be communicated by the teacher and our FIVE school administration.

## SPECIAL EDUCATION, GIFTED AND TALENTED AND ENGLISH LANGUAGE LEARNERS

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

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

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

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

### **Section 504 Of The Rehabilitation Act Of 1973, As Amended**

Section 504 is a federal law that requires public schools to make appropriate adjustments to allow students with certain disabilities to learn and participate in the school's educational program. 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 and may include health services for the student if needed. To learn more about Section 504, contact our FIVE administration at [FIVE@lexrich5.org](mailto:FIVE@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 to receive a free appropriate public education and meets goals set by the team. The IEP may include health services for the student during the school day if needed. Contact our FIVE administration to learn more about the IDEA.

## TECHNOLOGY / DISTRICT ISSUED DEVICE

### Device Distribution

While many of our students already have Chromebooks from the prior school year, devices will be distributed to new students and other students without devices.

### Information for Students and Parents

All students who plan to use District technology resources (Chromebooks, computers, Google Accounts, etc.), will need to have their parents/guardians agree to the following 3 items through Registration Gateway:

- Acceptable Use Agreement (permission to use D5 Internet)
- Permission to acquire D5 Chromebook
- Online Accounts for Educational Resources Agreement (permission to use online accounts/COPPA)

Parents/guardians who did not agree to all **three** agreements during the registration process, but wish to change their answers to YES, will need to complete and sign paper forms at their home school during Schedule pickup.

### Chromebooks for NEW Students

- District 5 students have the option to receive a Chromebook and charger once all agreements have been signed by the parent/guardian.
- Students and parents may read about District 5's Technology Initiative on the [iFive Website](#)

#### **\*\*Parent / Student Videos \*\***

**Please watch the orientation videos BEFORE picking up Chromebooks.**

- [iFive Parent Orientation Video](#)
- [iFive Student Orientation Video](#)
- [District Issued Mobile Device Guide](#)
- [Internet Acceptable Use Agreement](#)
- [Chromebook Parts Prices List](#)

### Elementary Online Accounts for Educational Resources

[Information for Parents on the Children's Online Privacy Protection Act \(COPPA\)](#)

### Repairs for District Issued Chromebook

- Chromebooks should be properly cared for at school and home by using device at desk or designated home school area to avoid dropping device
- Each student will receive a charger with the Chromebook
  - The charger is the responsibility of the student, as well as case, if provided
  - Student/parent will have to replace charger if lost or damaged, as well as case, if provided

- Students are expected to have a fully charged, working device for instruction
- Students should not write on or put stickers on the Chromebook

### **Damaged/Missing Chromebooks**

- Chromebooks are covered for ONE ACCIDENTAL damage per year (Aug 1st-July 31st)
- Any additional damages are the responsibility of the student/parent
- If Chromebook is misused or abused, the student//parent is responsible for the cost of repair
- Damaged Chromebooks must be reported to the home school helpdesk within 48 hours
- Missing Chromebooks must be reported to the home school within 48 hours
- Stolen Chromebooks should be reported to the police in the location where the device was stolen

### **Technology Fee**

- The Technology Fee amount is \$35
- Technology fees cover use of technology and software
- Students will NOT pay an insurance fee for use of Chromebook
- The Technology Fee is subject to free/reduced fees per district and state guidelines

Each student is expected to use a District-Issued Chromebook or similar device for school instruction.

### **MEDIA CENTER**

Students may visit their home school media center to request library book loans. All school circulation policies apply, including the length of the loan and late fees. To view the list of available titles, visit the Destiny online library. Students should present their home school student identification badge to check out books. Coordinate with your teacher and/or school administrator for available times.

### **AFTER SCHOOL SPORTS AND CLUBS**

FIVE students may participate in sports and clubs within their home school. All requirements outlined in their home school handbook are to be followed.

*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](tel:8034768000)."*