

Aiken Elementary School

Aiken Elementary Pledge

I come to school to learn, and I will learn.

I will have a good day.

I will act in such a way that I will be proud of myself,
and others will be proud of me too.

2050 Pine Log Road

Aiken, South Carolina 29803

Telephone: (803) 641-2740 Fax: (803) 641-2526

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper



Aiken County School System

2022-2023

Calendar

August 15	First Day of School
September 5	Labor Day Holiday
September 15	Interim Reports (1 st Quarter)
October 14	End of 1 st Quarter
October 17-22	Fall Break
October 28	Teacher Workday/Parent Teacher Conferences
November 7	Professional Development
November 8	Holiday – General Election
November 23-25	Thanksgiving Break
December 2	Interim Reports (2 nd Quarter)
December 19-30	Winter Break
January 2	Holiday – New Year’s Day
January 3	Teacher Work Day – Weather Make Up Day
January 4	Students Return from Winter Break
January 16	Martin Luther King, Jr. Holiday
January 20	End of Quarter 2
January 27	Report Cards (2 nd Quarter)
February 3	District Professional Development Day – Weather Make Up
February 17	Weather Make -Up Day
February 20	President’s Day Holiday
February 27	Interim Reports (3 rd Quarter)
March 29	End of 3 rd Quarter
April 3-7	Spring Break Students & Staff
April 7	Holiday – Good Friday
April 12	Report Cards (3 rd Quarter)
May 8	Interim Reports (4 th Quarter)
May 29	Holiday – Memorial Day
June 6-8	Half Days (Dismissal at 11:00am)
June 8	Last Day of School/Report Cards

WELCOME TO THE 2022-2023 SCHOOL YEAR

The administration and staff would like to take this opportunity to welcome you to Aiken Elementary School. We look forward to assisting your child in fulfilling his/her educational goals! The student agenda is provided to help promote student achievement, organization, responsibility and to increase parent/teacher/school communication. The student agenda is designed to assist your child in organizing his/her daily, weekly and long-term assignments. It is also designed to acquaint you with the school's policies, procedures, services and programs. It is suggested that parents and students review the contents together. Parents and staff at Aiken Elementary are partners in the education of our children. Cooperation and communication between the home and school plays a major part in your child's success. Aiken Elementary parents are our partners in the important job of educating the children of this community. We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. Come and share our vision of Excellence in Education at Aiken Elementary!

MISSION STATEMENT

The Mission of Aiken County Public Schools and Aiken Elementary School is to meet the educational needs of our students through a challenging, innovative, standards/literacy-focused school system in a safe environment supported by parents and the community.

BELIEFS

- Fostering healthy relationships in a safe environment are our top priority.
- All change and growth start with ME.
- All students have gifts and the ability to grow.
- All faculty, staff, and students are respected and valued.
- All faculty, staff, and students are responsible for their decisions and actions.

SCHOOL HOURS

7:25 a.m. – 2:30 p.m.

7:30 a.m.

Tardy Bell

2:30 p.m.

Walkers, Carpool, Bus Dismissal

The school day begins at 7:25 a.m. (breakfast at 7:00 a.m.) and students are dismissed at 2:25 p.m. Students should not arrive earlier than 7:00 a.m. or remain on the campus later than 2:40 p.m. unless they are participating in a school sponsored supervised activity. School doors will not open until 7:00 a.m. each school day. Supervision is not provided for students who arrive before 7:00 a.m. or remain later than 2:40 p.m. These procedures are designed for the safety and well-being of your children.

Quest Zone, an after-school program run by The Sunshine House, will be available for those who are enrolled. Contact our front office or The Sunshine House if you want to register your child.

Car riders enter the building through the carpool entrance. Late arrivals must report to the office for a tardy slip before being admitted to the classroom. Faculty and staff are stationed throughout the school to ensure that your child reaches his/her room in a timely and safe manner.

Walkers – Parents need to contact the assistant principal if a student walks to or from school. Once approved, the student will be given a walker's pass.

Students with a walker's pass will walk rain or snow. The only exception will be if the whole school has a "rainy/snow day" schedule for the bus and carpool students. This is when it is pouring rain/snow/lightning at the time of dismissal – 2:30 p.m. Students should come prepared with rain/cold weather gear for light rain/cold weather walking.

STUDENT DRESS CODE

Students in all grades should dress appropriately for school. All students are allowed to wear shorts in warm weather. A rule of thumb is that when he/she is standing, arms at his/her side, the bottom of the shorts should reach or be close to the finger tips. **(No short shorts or skirts.) Flip flops, high heeled shoes, tank tops, see-through tops, or tops that expose the stomach are not appropriate for school.** Any clothing items that contain offensive pictures or messages, cigarette or alcoholic beverage slogans are inappropriate and may not be worn. Hats are not to be worn inside the building. **Any student whose "attire" is not considered appropriate for school will be sent home to change or the parents will be called to bring appropriate clothing.**

LOST AND FOUND

Money, jewelry, or other valuables will remain in the office until claimed. All other items (clothing, book bags, lunch boxes, etc.) may be claimed in the office of the Building and Grounds Supervisor. It is recommended that you put name tags in coats and label all private property. All lost clothing items will be donated at the end of each month.

REGISTRATION

All new and returning students must register in Power School each year prior school starting. Should any information changes during the school year, such as telephone numbers, address, etc., please notify the school.

Students may enter kindergarten in the public schools of South Carolina if they are five years of age on or before September 1. Students who qualify for Four-Year-Old Child Development may enter public schools if they are four years of age on or before September 1. Four-year olds are served only if they qualify for admission to a Child Development Program. Students may not enter grade one in the public schools unless they will attain the age of six on or before September 1. Students entering from other states that have different age requirements or who have been served in preschool or kindergarten programs offered statewide will be considered individually based upon prior school experience.

SCHOOL SAFETY

All exterior and classroom doors remain locked at all times. All individuals will be required to be buzzed in by the personnel in the front office, through our security camera system.

VISITORS

We encourage parents to visit our school. Advance notice helps us prepare for your visit. The safety and protection of all students at Aiken Elementary are of utmost importance. Visitors to our school must report to the office and receive permission and a pass from the school office staff before going to any other part of the building or school.

Parents/guardians are welcome to visit their child's classroom to view a lesson. However, in order to ensure that the educational process is not interrupted, parents/guardians must make arrangements in advance with the

teacher/administration. Visits should last no more than 30 minutes.

VOLUNTEERS

In order to ensure that our students are safe in their learning environment, the Aiken County School Board Policy GBEB and GBEBB requires all schools to provide an orientation to school policies/procedures for all volunteers. Parents and community members who volunteer are required to attend an orientation held at Aiken Elementary prior to volunteering. Volunteers must also fill out a volunteer packet and pass a background check performed through Hall Pass. Contact the front office if you are interested.

FIELD TRIPS

Educational field trips are planned to provide experiences correlated with curriculum objectives. Students are required to have written permission from a parent or guardian prior to going on field trips. All trips will be chaperoned by school personnel and assisted by parent volunteers. Buses are reserved in advance of the trip. Each student's share of the cost of the bus and the cost of any admission is calculated at the time the bus is reserved.

SCHOOL WIDE RULES

Be safe, Be Respectful and Be Responsible.

PLAYGROUND RULES

1. Walk to and from recess quietly.
2. Stay within play area boundaries.
3. Play on equipment correctly.
4. Pick up trash before leaving the play area.

BOMB THREATS

Making a false bomb threat is a Federal and State offense. The penalties (fines and prison sentence) apply to juvenile offenders. In the event of a bomb threat – parents are asked not to come to school during such procedures unless contacted by a school official.

TORNADO AND FIRE DRILLS

Fire drills are held once each month. Tornado drills are conducted at least twice yearly. Instructions for evacuation of the classroom are posted in each classroom.

BULLYING POLICY/SAFE SCHOOLS CLIMATE ACT

Revised school policy now provides that harassment, intimidation, or bullying is defined to include any gesture, electronic communication, written, verbal, physical, or sexual act reasonably perceived to have the effect “on any victim” of

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

All school employees are required to report alleged violations of this policy to the principal or his or her designee. Also, students may make reports anonymously about observed instances that the reporting students believe to be bullying conduct. The reporting student’s identity will be protected. Disciplinary action may only follow, however, after the staff or administration has confirmed that bullying is taking place. Pattern conduct will be particularly looked for in determining instances of bullying or harassment. Aiken Elementary follows the Olweus Bully Prevention model, school-wide.

DISCIPLINE

The School District of Aiken County has written conduct codes by which schools and students must abide. Each student receives a copy on his/her first day. Parents and students are to read and become familiar with these policies. A portion of this is to be signed by the student and parent, dated and returned to the teacher, who will file it in the permanent record folder. Your signature does not mean that you are in total agreement, but simply you have received and read the discipline code. These county policies are in obedience with state laws and carry the weight of law in our school district. Please study the code carefully and discuss the regulations and consequences with your child. If your child has a discipline problem, you will be notified of the problem and of the action taken. Please sign and return all discipline notices that you receive.

Specific rules and consequences are communicated to the students and parents. If a child chooses to

break a rule, he/she chooses to accept the consequences. Any questions about specific classroom rules should be directed to the teacher.

CONSEQUENCES OF NOT FOLLOWING RULES

When a child has been referred to the principal or assistant principal for the first time, a conference will be held with the student unless the offense is of a nature which, in the judgment of the administration, warrants a suspension or recommendation for expulsion. If it is necessary for a child to visit the principal or assistant principal, one or more of the following may be done depending on the nature of the offense:

1. Conference requested with the parent, child, teacher, and principal and/or assistant principal
2. Assigned to a time out
3. Suspension from school
4. Recommended for expulsion

NOTES REQUIRED FROM PARENTS

The school requires notes from parents explaining the following:

1. absences and tardies
2. request to miss recess or physical education
3. permission for field trips
4. permission to go home with another student (by carpool only)
5. prolonged absences require a medical excuse
6. change in usual method of transportation
7. allergic reactions (insect, milk, foods)
8. authorization to administer prescription medicine (form)
9. specific medical treatment of special health needs
10. permission to walk – must obtain a walker’s pass from administration

STUDENT ATTENDANCE REGULATIONS

According to the South Carolina Compulsory School Attendance Law, a student is expected to attend school regularly for 180 days of the school year and is required to attend until his/her 17th birthday. However, a student may miss up to 10 school days a year before the possibility of being retained. Any absence shall require a note from a parent/guardian when the student returns to school.

Notes from parents/guardians shall be kept on file for the duration of the school year.

When a student has 3 consecutive absences or a total of 5 unlawful absences, the attendance secretary will try to establish contact with the parent/guardian to determine the reason for the absences and to see if there is a need to involve the parent/guardian, student and principal in order to develop a written plan to insure that all involved have an understanding regarding the future attendance of the student.

Students who exceed the number of absences allowed per year may/may not receive credit for the year. This decision will be made by the principal with input from the teacher. The parent/guardian will be notified immediately when the determination is made that credit shall not be granted.

The law states: "A parent who neglects to enroll his child or ward or refuses to make such child attend school, shall, upon conviction, be fined not more than fifty (\$50) dollars or be imprisoned not more than thirty (30) days; each day's absence shall constitute a separate offence."

Examples of Lawful Absences:

1. Students who are ill and whose attendance in school would endanger their health or the health of others. (Physician's statement may be required.)
2. Students in whose immediate family there is a serious illness or death. (Physician's statement may be required.)
3. Student recognition of religious holidays of their faith.
4. Students may be excused for genuine emergencies as approved by the principal.
5. Student absences resulting from a required court appearance or school bus problems.
6. Suspension: Out-of-school suspensions will count as lawful absences. In-school suspensions will not count as absences.
7. Medical/Dental/Mental Health appointments. (A physician's statement is required.)

Examples of Unlawful Absences.

1. Any of the above absences that do not have a written excuse from the parent/guardian or a doctor's excuse upon return of the student to school.
2. Student's willful absence from school with or without the knowledge of the parent/guardian.
3. Bus suspension.
4. Vacations (e.g., Disneyworld, cruises, etc.)

CLARIFICATION FOR THE YEARLY PERFECT ATTENDANCE

In order to receive an Aiken Elementary Perfect Attendance Certificate Award for the year, the following must apply:

1. You must attend school every day of the school year.
2. You can have no more than 5 tardies/early sign outs per year.

HOMEBOUND INSTRUCTION

When it has been determined by the family doctor that your child will be out of school due to illness or injury for ten (10) or more days, notify the school office immediately. If the child is able to receive homebound teaching service, a homebound teacher can be sent to the home at no cost to the parent.

TRANSFERS

Students transferring to another school need to notify the Student Information Clerk several days before leaving and secure a completed transfer sheet. It is most important that all parents notify the school, even during the summer months, when moving from our attendance area. All textbooks, technology, and library books must be returned before withdrawal.

COMMUNICATION

Aiken Elementary desires to keep you informed throughout the school year. Check your child's agenda each day and the weekly (Thursday) folder each week. In addition, parents may access school and teacher web pages. Please contact the school office if you are not receiving materials regularly.

PARENT-TEACHER CONFERENCES

Teachers welcome the opportunity to discuss a student's progress with parents. Please do not wait for problems to arise before making contact; get to know your child's teacher. Conferences may be scheduled by notifying the teacher in writing or by calling the school to leave a message for the teacher. Please report to the office to receive a pass before going to a teacher's classroom. Conferences should be scheduled on Monday, Tuesday, or Thursday. Grade level and faculty meetings are held on Wednesday afternoons.

DELIVERIES/INVITATIONS

No deliveries of flowers, balloons, etc., will be accepted at school. This causes a disruption in the class. No personal invitations to parties or outside events (does not include approved school district flyers) will be distributed at school.

TRANSPORTATION CHANGES

A signed and dated note must be sent to school with the student if a change is made on how he/she is to get home from school. **No transportation changes will be taken over the phone or by email. A note may be faxed at 641-2526. The fax must be received before 1:45 p.m. Students may not be checked out from the office after 2:00 p.m. Please be ready to show your photo I.D. when checking out your student.** This is for the protection of your children.

EARLY DISMISSAL

If a student must be dismissed early due to sickness or an emergency, a parent or guardian must come and sign him/her out in the office. Please make sure to bring your photo I.D. No one will be allowed to sign-out after 2:00 p.m. Please be certain to limit this privilege to absolute emergencies.

RAINY DAY DISMISSAL

Rainy day dismissal will be determined by 2:15p.m. During rainy day dismissal only, all walkers will go out to the car line. Walkers will need to know if they will be picked up on the pink (Pine Log) side or the blue (By-pass) side. All bus riders will be held in the classroom until their bus has arrived. Because this is a longer process, please be aware that students who ride the bus may arrive home later than usual.

INCLEMENT WEATHER/EMERGENCY DISMISSAL

In case of extreme weather conditions (hurricane, tornado, ice or snow), school may be opened late, dismissed early or canceled. The Aiken County Public School District has adopted a notification system which will call your home with a message providing information about school closings due to inclement weather or other school emergencies. The superintendent of schools checks closely with

the weather station and then individual schools are notified. Listen to the local radio and TV stations for information regarding emergency school closings/dismissal. They will carry all needed information as soon as a decision has been made. Do not call the school. Our lines need to be open for emergency information. Weather information is also mentioned on the back of the district calendar which was placed in the registration packet.

School bus routes are not adjusted to accommodate early dismissals and/or school closings. Therefore, buses will complete normal routes delivering students to their usual destinations (bus stops).

*Please remember that in emergency situations when school closes early, your child must know what you expect him/her to do. Be certain you discuss your plan of action so your child knows what to do. There is no way that students or teachers can come to the office to telephone for directions. A note must be written for any change in transportation.

BUS TRANSPORTATION

Buses are provided for any student living 1.5 miles from our school. The Transportation Supervisor at Aiken High will be happy to work with you about concerns, questions, and any problems that may arise throughout the school year. The Aiken High Bus Office (641-2507) can give you information concerning the bus your child should ride.

BUS RULES

1. Students should consider riding as a privilege; however, if rules are not followed, the privilege will be denied.
2. Your child should be seated and his/her conduct must be such that it will not divert the attention of the driver.
3. Failure to cooperate with the driver will result in the following:

First Offense – Warning to students and bus discipline form to parents advising them of such misconduct, unless the offense is of a nature which, in the judgment of school officials, warrants a suspension from riding the school bus.

Second Offense – Suspension from riding the bus for a period of up to one week depending upon the nature of the offense; discipline

notice to parents. In case a student has already been suspended, the suspension time will increase.

Third Offense – Up to two weeks suspension from riding the school bus. Conference at the end of this period among parents, assistant principal, bus supervisor and student will be held before bus privileges may be restored.

Fourth Offense – If after a third offense, a student persists in uncontrollable conduct while riding a school bus to and from school, he/she will then be suspended from riding any bus for the remainder of the school year then in progress. In such cases, all circumstances will be thoroughly reviewed by school officials before the action is taken. Once the action is taken, it is to the Tribunal, whose decision is final.

4. It is expected that the driver will report all incidents to the school administration. Bus students are under the supervision of the bus driver and are considered to be on school grounds as soon as they are on the bus.
5. It has been a long-standing policy of the Transportation Department of the Aiken County School District to require that students in grades K-2nd only be released from the supervision of the bus driver to a parent, adult guardian, or older sibling. If a parent, adult guardian, or older sibling is not visually present at the bus stop, the driver is required to return the student to the school and the supervision of an administrator. If your child is returned to school three times, he/she will lose bus riding privileges for the remainder of the semester. If a third offense occurs near the conclusion of the first semester, the administration has the authority to deny bus privileges for the remainder of the school year.
6. Students may not ride a bus without first registering through transportation. Students may only ride the bus they are assigned to.

CAR TRAFFIC

Aiken Elementary is concerned about the safety of all students, teachers and parents. As part of our continual effort to plan for the safety of our school community, the following Aiken Elementary Traffic Policy is provided for you.

MORNING SAFETY PROCEDURES

1. Parents picking up or dropping off their children will enter the parking lot from Pine Log Road or the By-pass. Parents are not to enter the bus driveway from Huntsman Drive for the purpose of dropping off their children.
2. Cutting through the parking lot to save a few minutes is not acceptable and may result in an auto-pedestrian accident. Neither is it acceptable to park and have your child walk through the parking lot to get into the school. Please stay in car line and drop your child off at the designated area (the covered walk-way).
3. When reaching the designated area, please pull forward to the front. All drivers must stay in their vehicles. Do not exit the line when your child has left the car. The staff will indicate when the next group of cars may move forward.
4. Parents needing to enter the building will park in the designated parking visitor's areas. (Do not park by yellow lines or in the carpool line.)
5. Do not drop your child off prior 7:00 am. Students may not enter the building prior 7:00 am.

AFTERNOON PROCEDURES

We need everyone to cooperate to make the car line pick-up safe for everyone. This procedure was developed by our school staff and parents. Please read these procedures carefully so that you will know what to do when picking up your child/children from school.

1. All drivers/adults must stay in their vehicles. No child will be dismissed to a pedestrian for any reason!
2. All students will be dismissed from inside the building.
3. Two pick-up lines will be formed on the pink (Pine Log) and blue (By-Pass) side. The inner line (on both sides) will pull forward to allow six cars to park in the loading area. The traffic line will be stopped by a staff member to allow a gap between the loading area and the traffic line. The outer line will pull forward to allow **six** cars to park in the loading area. The traffic line will be stopped by a staff member to allow a gap between the loading area and the traffic line.

4. Once all loading lines have stopped, students will be allowed to load.
5. Parents who choose to ignore these safety procedures and try to pick up their students from the carline will be jeopardizing the safety of all students as well as complicating the process.
6. If parents/visitors need to park for any reason between 12:30 and 3:00, please park in the lower concrete lot near the by-pass entrance. The front upper parking lot (nearest the building) is for staff and district personnel only!

NOTICE CONCERNING FEES

The Consolidated School District of Aiken County is authorized by statute, as are all school districts, to charge fees to help offset incidental supply and similar costs in connection with serving students' needs. All patrons are encouraged to remit these fees as promptly as possible. In certain hardship situations, the fees may be paid by installments. Certain families may qualify for waiver of such fees or pro rata reduction, based upon eligibility for free lunch or reduced lunch, respectively, if request is made. Our school seeks one hundred percent participation by parents relative to fees in view of the important impact and contribution these payments make on the instructional program and availability of materials.

PAYMENTS

Payments should be made during registration or the first week of school. Please make checks payable to Aiken Elementary School.

If you have more than one (1) child attending Aiken Elementary, you may write one check but must include each child's name and teacher in the memo section.

MONEY AT SCHOOL

Whenever possible, payments should be made by check. However, sometimes students wish to bring cash to school for specific purposes, such as purchasing supplies at the book fair or for lunch. All students, especially young children, should place such money in an envelope with his/her name written on it as well as the teacher's name, the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

TEXTBOOKS

The student and parent/guardian are responsible for each textbook issued to the student. All textbooks are bar-coded, creating a computerized inventory system for textbooks. The bar-codes are permanently attached to the books in two places. If the bar-code labels are removed from the books, the student may be charged as much as a lost textbook fee or a \$5.00 fee.

Students are required to keep textbooks covered and in good condition at all times. Any misuse of textbooks due to carelessness or neglect may be considered cause to charge the student a fee for damages to that book. Students will return textbooks to their teacher or textbook coordinator at the close of the school year or when the student withdraws from Aiken Elementary.

SNACKS/FOOD ITEMS

Due to health concerns, such as student allergies, all snacks and drinks which are brought into the school for students to share must be purchased from a store and have all ingredients listed on the labels. However, parents must check with the teacher before bringing or sending any food or drink items for a child's class to share.

BREAKFAST/LUNCH

Free and reduced-price lunch/breakfast are provided for students who qualify based on financial need. These forms are distributed along with registration materials. Parents wishing to apply must return the completed form promptly. It may take up to 45 days to be processed. All students receive free breakfast and lunch.

PROMOTION/RETENTION POLICY

To be promoted, a student must satisfactorily complete the minimum criteria established by the State Board of Education as mandated by the Education Accountability System of 1998, R2S Act, and by the local requirements of the Aiken County Board of Education. Promotion to the next level of work or retention in the same grade or subject level shall be made by the cooperative recommendation of the teacher and the principal.

FOLDERS

Every child will have a daily homework folder and an additional weekly folder for important papers (Thursday folder). Parents should check their child's book bag each night for these folders.

GRADING SYSTEM AND REPORT CARDS (Policy IKA)

Student performance should be evaluated based on state grade-level standards, IEPs, textbook and teacher-made tests, and other available methods. Student conduct will be excluded from consideration in determining a student's grade.

Provisions in this policy will supersede all other rules pertaining to class rank, course weightings, course levels and sections.

GRADING SCALES

Numerical Grade*

90 – 100 (A)

80 – 89 (B)

70 – 79 (C)

60 – 69 (D)

Below 60 (F)

Letter Grade

MS – Meeting Standards

MPS – Making Progress toward Standards

NMP – Not Making Progress toward Standards

Kindergarten

In kindergarten a checklist reflecting academic achievement standards will be used each nine weeks.

In grades one through 12, numerical grades as specified will be used to report student progress for each reporting period. Report cards will reflect the academic achievement standards.

First Grade

Numerical Grades – Reading & Math

Letter Grades – Language Arts, Handwriting, Social Studies, Science/Health, Art, Music, PE

Second Grade through Fifth Grade

Numerical Grades – Reading; Language Arts, Math, Science/Health, Social Studies

Letter Grades – Art, Music, PE, Handwriting (for 2nd grade only)

Reports are made to the parents at the end of each 9-week period.

ACCESS TO GRADES AND ATTENDANCE

The Aiken County School System can now provide access to your child's current grades and attendance via a web-based student management software Power Parent. Please contact the school office in person to receive your child's ID number and password.

MEDIA CENTER

Each class will visit the Media Center weekly. Students are permitted to check out books for a week. There will be a fine for lost books and for books damaged beyond normal use while in the possession of the child. These fines are due at the time of the loss.

PHYSICAL EDUCATION

All students will be required to participate in physical education unless a physician's statement is on file. Students should dress appropriately on P.E. days. Tennis shoes or other rubber-soled shoes are necessary. No flip flops.

STUDENT PLACEMENT/CLASSROOM ASSIGNMENTS

All classroom assignments are tentative and are subject to change as enrollment and instructional levels change within a classroom throughout the year.

MEDICATION (Policy JLCD-R)

If a student is required to take medication during school hours and the parent/legal guardian cannot be at the school to administer the medication, only the school nurse, principal or his/her designee will administer the medication in compliance with the following regulations:

The parent/legal guardian or emergency contact designee *is* requested to deliver to the school a completed district medication form and any medication; and is required to deliver controlled substances. All medication must be in the original container labeled with the following typed information:

- Student's name
- Name of medication
- Time to be administered
- Dosage
- Strength
- Direction for use
- Physician's name
- Date
- Pharmacy name, address, phone number

Non-prescriptive (over the counter) medications in the following categories are requested to be delivered to the school by the parent/legal guardian and must be accompanied by the district medication form completed by the parent/legal guardian in the manufacturer's smallest original container available.

- Analgesics – i.e. Tylenol, etc.
- Antihistamines/decongestants – i.e. Benadryl, Sudafed, etc.
- Antitussives – i.e. Robitussin, cough drops, etc.
- Antibacterial ointments – i.e. Bacitracin, etc.
- Antacids – i.e. Tums, Gaviscon, etc.

These will be the **ONLY** over the counter drugs administered to students with parental permission only. Over the counter medications other than those listed in categories above will require a physician's note.

1. School personnel will do the following:
 - Inform the principal or his/her designee of the medication.
 - Keep a record of the receipts and administration of the medication on the district form.
 - Keep medication in a secure, locked container.
 - Return unused medication to the parent/legal guardian or student at the principal's discretion unless instructed otherwise.
2. Refilled prescription drugs must be provided in a new container, appropriately labeled. Medication may not exceed a one month supply.

3. Any changes in administration of a current prescription medication must be accompanied by a changed district medication form and a new label indicating the changes.
4. Students may be given permission to carry and self-administer their medications due to a life threatening condition. Permission will be granted only after a physician's order is received.
5. The school district retains the discretion to reject any request for administration of medicine.
6. A copy of this administrative rule and the policy may be provided to parent/legal guardian upon request for administration of medication.
7. School personnel and employees cannot be responsible for the adequacy of prescribed medications or medical treatments recommended by physicians or related medical professionals and/or supplied by pharmacists or other sources outside the district and, therefore, will assume no responsibility for the effects of such medications or treatments upon students.

Revised 2/08/00 JLCD & AR JLCD-R
Assisting Students with Medicines

The School District of Aiken County

Administrative Rule Go to the District web site (acpsd.net) to read more on this policy and other School Board policies.

SPECIAL SERVICES

Screening Programs are available within the individual schools to identify students with special needs who may need further assistance. Parents will receive a letter if a student is recommended for further evaluation in speech/language or fails the hearing or vision re-screening.

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 make a report to the County Department of Social Services or appropriate law enforcement agency in accordance with the SC Child Protection Act of 1977.

SCHOOL COUNSELING SERVICES

Elementary school counseling services concerns itself with helping each child reach his/her full potential as he/she goes through the developmental process. The elementary school counselor works with the students to help them build positive self-concepts, effective life skills and successful coping processes in order to better deal with the normal developmental problems that they will encounter. The counselor works with children individually, in small groups and in the classroom.

GIFTED AND TALENTED EDUCATIONAL PROGRAM (G/T)

The Aiken County Public School District serves state-identified gifted and talented students according to State Regulation R-43-220 and the policies of the local School Board. Gifted and Talented students are those identified in grades 3 – 12 as demonstrating high performance ability or potential in academic or artistic areas. The Gifted and Talented Educational Program (GT) serves academically gifted students in grades 3 – 12 throughout the school year. The district's Gateway program serves artistically gifted students in grades 3 – 12 in a summer program.

Academically gifted students qualify for the Gifted and Talented Education Program if they meet the criteria set forth in the state regulations. Identification may be appealed to the District Evaluation / Placement Team. Private testing may be used only for referral purposes according to state regulations, but not for identification. Parents, teachers, and students may make student referrals to the principal.

To be identified, students must meet two of the following dimensions:

Dimension A: Reasoning Abilities – Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal/linguistic, quantitative/mathematical, non-verbal, and/or composite of the three. All students are tested during the fall of grade 2 using the CogAT test to measure aptitude. Students at or above the 96th national age percentile on the composite score receive automatic GT placement.

Dimension B: High Achievement in Reading and/or Mathematical Areas – Students must demonstrate

high achievement (94th national percentile and above) in reading and/or math as measured by a nationally-normed test or the South Carolina statewide assessment instrument (SCReady qualifying scores are determined each year by the state). All second grade students are tested during the fall using the Iowa Test of Basic Skills. Students in grades 3 – 8 are SCReady tested in the spring.

Dimension C: Intellectual/Academic Performance – Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits. Students entering grades 6 – 12 meet this dimension if they demonstrate a 3.75 grade point average on a 4.0 scale in language arts, math, science, social studies, and foreign language. Students entering grades 3 – 6 demonstrate this dimension through a performance task assessment administered to students meeting one of the two dimensions detailed above.

Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level through a special class designated model in grades 3 – 12. Students in grades 3-5 are served through the special class model. Advanced and Honors courses are available for GT students in the middle schools, and Honors, Dual Enrollment, and Advanced Placement courses are used to serve GT students in the high schools. Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. This summer program serves newly qualified and previously qualified students.

The Aiken County Public School District does not discriminate on the basis of ethnic or racial background, religious beliefs, sex, disability, economic or social conditions, alienage, national origin, immigrant status (except as limited or restricted by certain visa qualifications set forth in federal law) or by English-speaking status in, or employment in, its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Chief Officer of Administration (641-2420). For more information on the Gifted and Talented Educational Program, contact your school principal or the Office of Federal Programs (641-2403).

NOTICE OF OPT-OUT OPTION FOR PRESIDENTIAL OR GUBERNATORIAL SPEECHES

While it is the board's policy to facilitate the opportunity for students to observe live presidential or gubernatorial speeches or presentations by electronic media when the same are offered for school-age students during school hours, parents may request in writing to the principal (or his/her designee) that their children be excused and offered appropriate alternate supervised activities.

(See Policies IHAC and IHAA for more information.)

STUDENT RECOGNITION PROGRAMS AND OPPORTUNITIES FOR INVOLVEMENT

Aiken Elementary strives to make each and every student feel special and important. Recognition programs are in place that attempt to honor/reward students in as many positive ways as possible. The following are ways we accomplish this:

Academic Achievement – Students are recognized each nine weeks for outstanding academic achievement. Students are recognized in the following three (3) categories:

Principal's A Honor Roll: Students on grade level making all A's on their report cards (Grades 3-5)

Principal's A & B Honor Roll: Students on grade level making all A's and B's (Grades 3-5)

Good Citizens – Grades K – 5. One exemplary citizen is chosen each month as the "Good Citizen of the Month." These students receive certificates and incentives. They are featured on the good citizen display in the hall.

Educational Records – Confidentiality (Certain Exceptions)

Under federal law parents and students have a right to expect the confidentiality of student records. Educational agencies may act to declare certain aspects of a student's educational records to be "directory information," meaning information contained in such records which is not considered to be generally harmful or an invasion of privacy if disclosed. The Aiken County Board of Education has previously determined that "directory information" could be released to third parties upon request, at the discretion of the school principal. Federal law and regulatory authority allows the

release of such information without prior consent subject to certain conditions of pre-disclosure to parents or students. The purpose of this notice is to meet such pre-disclosure requirements.

Under District policy the following information is considered to be releasable: The student's name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and the most recent previous educational agency or institution attended by the student. **(Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.)** A parents or guardian of a student attending Aiken County Public Schools who would prefer that any or all of the information designated above **not** be released without the parent's or guardian's prior consent should so notify the District Office in writing (1000 Brookhaven Drive, Aiken, SC 29803). If there are any questions, please contact Dr. Shawn Foster, Chief Officer of Operations and Student Services.

STATEMENT OF NONDISCRIMINATION- EQUAL OPPORTUNITY

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the Area Office, or the School District's Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (at [803] 641-2428). Copies of applicable policies are available upon request. (See Policy JI and Administrative Rule JI-R.)

Notification of Rights under Family Educational and Privacy Act (Elementary and Secondary Schools)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years

of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a

parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of
Education
400 Maryland Avenue, SW
Washington, DC 20202-
5920

