



# Belvedere Elementary School

## STUDENT HANDBOOK

201 Rhomboid Place

Belvedere, SC 29841

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Website: <http://www.acpsd.net/Domain/27>

Dr. Salvatore Minolfo, Principal

Ms. Kimberlie Allen, Assistant Principal

Ms. Regina Hall, School Counselor

### This agenda belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

*This handbook has been developed for the parents, students, faculty and staff of Belvedere Elementary to provide information about the school along with area and district policies and procedures. Use this handbook for easy reference throughout the school year. Changes and additions will be sent to you in our newsletters.*

## **Aiken County Board of Education**

The Aiken County Board of Education meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday nights of each month. The policies of the Board are printed in the official policy manual. Some policies are presented and/or duplicated for you in this handbook, but other pertinent policies are not. The policy manual is located on the Aiken County website <http://www.acpsd.net>.

Additional school policies can be located on the District website <http://www.acpsd.net/>.

## **Attendance**

State law requires all children between the ages of five and 17 to attend a public or private school or kindergarten. A parent whose child is not six years old on or before September 1<sup>st</sup> of the school year may waive kindergarten attendance for his/his child.

Students need to be in attendance all day, every day, if they are to progress in school at their optimum level. The board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

The school year consists of 180 school days. High school students must attend 85 days of each 90-day semester to receive one-half unit of credit. They must attend 170 days through the course of the school year to receive one unit of credit. The board may grant approval of excessive absences in accordance with board policy.

Grades K-5 – Student attendance will be recorded on a daily basis.

**Student Absences and Excuses** - Any student who is absent from school must present a written excuse signed by his/her parent or legal guardian or an email to the attendance clerk or principal. The excuse will contain such other information as directed by the administration. Student excuses are considered to be a part of student records, and such excuses will be processed by those school-based employees designated to administer attendance regulations and will be provided to other staff who have a need to know. If a student fails to bring a valid excuse to school within **five** days, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate action.

The district will consider students lawfully absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- They are traveling or attending events that the principal approved **in advance** as an education experience.
- Emergencies and/or extreme hardships at the discretion of the principal.
- Other lawful absences are explained in administrative rule JH-R.

Chronic or extended illness requires a certification of the illness from the physician or other health care provider. Such

statement will become a part of the student's health file and will be placed in the permanent record. A statement from a physician or other health care provider may be required for the temporary illness of the student or for a death or serious illness in the student's immediate family.

The district will consider students unlawfully absent under the following circumstances:

- They are willfully absent from school without the knowledge of their parents.
- They are absent without acceptable cause with the knowledge of their parents.

**Homebound Instruction** - Parents who anticipate the student's absence from school of more than five consecutive days due to an extended health problem should apply immediately for homebound instruction by calling the school office (803-442-6330) to speak with the attendance clerk. A student on homebound instruction will not be counted absent.

**Intervention** - The district plan for improving student attendance will include, but not be limited to, the following:

- Establish reasons for excessive absences.
- Identify a method to resolve cause of unlawful absences, i.e., influence change in environment, group and/or individual counseling, parent conference and others.
- Notify the attendance supervisor immediately in writing for appropriate action under state attendance regulation in the event unlawful absences continue.
- Maintain evidence of intervention activities, e.g., copies of letters to parents, intervention plans, etc.

**After three consecutive unlawful absences, school officials will attempt to notify the parents first by phone and then by letter.**

After **five** total absences, school officials will identify the reasons for the child's continued absence and develop a plan in conjunction with the student and the parent to improve future attendance. The board of trustees designates the principal of the school to promptly approve or disapprove any student's absence of more than **ten** days. After **three** consecutive unlawful absences or a total of **five** unlawful absences occur, school officials will do the following:

- Notify the parent of the absences using the appropriate form. If the principal is unable to establish contact with the parent for the purpose of developing an intervention plan, the student will be referred in writing to the attendance supervisor who will make every effort to arrange a conference with the parent.
- Hold a conference with the student and the parent at which time they will identify the reasons for the absences and develop a plan to improve future attendance. The student and the parent will sign this plan.
- A copy of this plan will be sent to the attendance supervisor.
- After the plan is in operation, if the student is unlawfully absent again, he/she will be immediately referred to the attendance supervisor with a copy of the attendance card.

After **ten** unlawful absences, school officials will notify the parent of the absences. School officials will review the plan

for improving attendance with the parent and student and re-clarify the consequences of continued absences. The district will refer students who continue to be absent from school unlawfully to the family court.

**Denial of Credit** - Any student who fails to meet the minimum attendance requirements will not be promoted unless the principal approves the promotion in cases of chronic or extended illness or in emergencies gives approval of excessive absences.

#### **Lawful Absences -**

1. Students who are ill whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance. A statement from a physician or other health care provider may be required.
2. Students in whose immediate family there is a serious illness or death may be temporarily excused from attendance. (A statement from a physician or other health care provider may be required.)
3. Students may be excused from attendance in school for recognized religious holidays of their faith.
4. Students may be excused from attendance for travel or attendance at events that the principal judges to relate to concepts and objectives of the school curriculum. Request for approval should be submitted to the principal at least five (5) days in advance. A project approved by the teacher and principal is required.
5. Students may be excused for genuine emergencies as approved by the principal.
6. Other lawful absences are detailed in JBD-R.
7. Chronic or extended illness requires a diagnosis of the illness from a physician or other health care provider. Such statements will become part of the student's health file and will be placed in the permanent record.
8. **The principal must approve all absences in excess of ten.**

#### **Unlawful Absences**

An unlawful absence is defined as a student's willful absence from school without the knowledge of the parents or a student's absence from school without cause with the knowledge of the parents.

South Carolina State Law, Section 59-65-90 requires that: (1) school officials should immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences, and (2) the district board of trustees or its designee shall promptly approve or disapprove any student absence in the excess of ten days.

To intervene means to identify the reasons for the students continued absence and to develop a plan in conjunction with the student and parent or guardian to improve his/her future attendance. The School Board designee for the implementation of this policy is the school principal. Nothing within this policy interferes with the Board's authority to at any time refer a child to a truancy prevention program, or the court pursuant to Section 59-65-50.

#### **Procedures for Approving / Disapproving Absences:**

**Late entrance** - Students are expected to attend school for the full year beginning with the first day of school. For

students who enter school after the first ten days (five days for semester courses) and whose reasons for failing to attend school are not accepted according to board policy, credit will be withheld.

**Transfers from out-of-state or district** - If a student begins school in another state or district and transfers into the school district, the following rules will be observed. Rules prevailing in the former school system will be considered. Prorata application of South Carolina attendance policies may be used.

**Field trips** - Students may be permitted to miss class to participate in approved field trips.

**Suspension** - In-school suspensions will not count as absences. Out-of-school suspensions will count as lawful absences.

#### **Routine scheduled visits for dental, medical, mental health**

- Students who require routine periodic visits to their orthodontist, dentist, physician, mental health specialist, health department specialist and other health-related professionals should schedule their appointments at other than instructional time. If such visits are required during the school day, they will be scheduled at varying times. Lawful absences for these purposes are not to exceed five during the school year.

**Late buses** - Students who are late to class or school due to tardy arrival of school buses will not be counted absent or tardy.

**Court appearances** - Student absences resulting from required court appearances will be considered as lawful.

#### **Appeals procedure for denial of promotion/credit** -

Appeals of the principal's decision will be processed through the district's administrative functions (executive director, district superintendent, respectively) with the Board of Education being the final appeal step.

**Tardy Students** - The tardy bell rings at 7:30 a.m. and the front door is locked for security. If students arrive after the tardy bell rings, parents must sign their children in at the office and students will receive a tardy pass. Students will not be allowed to enter the classroom. After ten tardies, the student's parents will be called for a conference. Excessive tardiness is considered a truancy act and will be reported to the District Pupil Personnel Office.

**Perfect Attendance** - Students who have perfect attendance will be honored at the end of the year.

**Absences and Makeup Work** - Within five days of a student's return to school, students are expected to schedule with their teachers makeup of all work missed as a result of absences from school. A student absent from class for any reason is responsible for all work missed. If you want to pick up assignments for a student who is absent from school, call the office before 11:00 am to let teachers know that you will be picking up assignments at dismissal time. Books and assignments may be picked up in the office after 2:30 pm. Do not go directly to the classroom during school hours, as classes should not be interrupted. The assignments may be picked up until 4:00 pm in the office.

### **Birth Certificates**

Certified birth certificates are required from all new students entering child development through 5<sup>th</sup> grade.

### **Breakfast/Lunch**

Belvedere Elementary offers breakfast each morning.

Students wishing to eat breakfast must report to the cafeteria before going to their classrooms. Students must arrive before 7:20 am if they plan to eat. No credit is available for breakfast. Students qualifying for free or reduced lunch will also qualify for breakfast.

School lunches are an important part of the school program. Lunch money should be paid on Monday of each week. Make checks payable to School Food Service.

Lunch money should be sent to school in a sealed envelope with the student's name, date, homeroom teacher, and the amount written on the outside of the envelope. If a student is absent on Monday, he/she should bring the lunch money on their first day back to school.

Students will not be permitted to eat lunch on credit. Only if an emergency exists will credit be allowed with the approval of the principal. ***(Prices subject to change at beginning of yr.)***

**Breakfast fees:** Regular \$1.75 Reduced \$0.30 Adult \$2.25

**Lunch fees are:** Regular \$2.60 Reduced \$0.40 Adult \$3.75

Milk purchase extra is \$0.50

Students are not allowed to have carbonated drinks at school. These drinks, when opened may spurt and spray causing possible injury and clean up problems.

Students may bring their own lunch boxes. The student is responsible for his/her own food and drink. If a student leaves their lunch box at home, parents may bring the box to the office. Students will be allowed to check on their way to lunch for their lunchbox. The office staff will try to make sure boxes are delivered, but in trying to limit classroom interruptions and because of busy office duties, a failure in delivery may occur. A student will be allowed to purchase a tray on credit that day; however, payment will be expected the next day.

### **Building and Grounds**

The physical environment of the school is an important part of the school program. Each student should accept his/her responsibility for helping keep our school in good condition. Any student who intentionally abuses school property shall be responsible for repairs or replacing the damaged property.

### **Bus Procedures & rules**

Students load and unload the bus at their assigned stop. Bus students will use the front entrance each morning and afternoon upon arrival and at dismissal. Any changes in riding the bus must be approved by the bus transportation office (803-442-6106) and the principal. Only changes due to an emergency will be approved. The Bus Transportation Office and the principal must approve permanent changes for the remainder of the school year in advance. This request should be made in writing or through email to the principal or secretary with the following information provided:

1. The child's name and homeroom
2. How the child was going home previously

3. The new bus number

4. The name and address of the person of the home where the child is going.

No child will be allowed to switch buses without written notification from the parent and approval from the bus transportation office. Certain laws and regulations govern the operation of school buses. Bus conduct and student transportation are included in the Code of Student Conduct issued to each student.

### **Bus Safety**

Bus transportation is a privilege rather than a right. Safety on the buses is the prime consideration. Order on the buses is a major factor. All students are expected to follow the direction of the bus drivers without hesitation. Certain rules and regulations are observed when riding the bus. These rules will be distributed to each student in the Aiken County Code of Student Conduct. Parents should review the rules with their children. Students who do not behave properly may be denied the privilege to ride the bus. Discipline problems on the bus will be handled at school.

When a student's conduct requires suspension from riding the bus, it is the sole responsibility of the parent to transport the student. Students suspended from riding a bus may not ride another bus. The parents must comply with regular school hours. If the student is repeatedly tardy or not picked up on time during the bus suspension, the bus suspension may result in school suspension.

If the misconduct causes the driver not to finish a trip, he/she may return to the school so immediate contact may be made with the student's parents or he/she may stop to telephone administration or the bus supervisor.

### **Car Line**

For the safety and security of your children during dismissal, all car riders will be issued car tags for 2019-2020. These tags should be placed into the front right corner of your windshield when picking your child up from school. Parents may request extra tags if needed. Parents are responsible for sharing car tags with others authorized to pick their child up in car line. The car line route map will be sent home in welcome packets and also published on our school website.

### **Clothes**

Parents should be very aware of the clothes their children are wearing to school. Children should wear clean, neat, and comfortable clothes. We realize children want to keep up with the styles, but discourage any extreme situation such as tight or very short clothes. Shorts length should be to the end of the fingertips and may not be worn over leggings. Boys' shirts are to be buttoned and pants are to be worn around the waist, tucked in with a belt if appropriate. Girls should not wear halters or midriffs. Tank top straps must be at least two inches wide. Shoes are to be worn; no cleats, high heels, or shoe skates. It is **recommended** that students not wear flip flops to school. When broken, it can cause tripping and safety hazards. Hats are not to be worn inside the building. Please make sure that your child brings tennis shoes to wear on the day that their class is scheduled

for PE. All students will be required to wear tennis shoes during their PE class so that they may participate safely.

### **Daily Schedule**

Belvedere Elementary does not open until 7:00 am to supervise students. Do not leave your children outside the building before 7:00 am. Cafeteria workers and custodians arrive before 7:00 am, but are not allowed to supervise students. Teachers arrive at 7:00 am to supervise students. All students must be picked up from school no later than 2:45 pm. Students not picked up on time will be sent to Questzone, our after school program. Parents will be charged rates determined by the Questzone program.

Office hours 7:00 am – 4:00 pm

Library hours 7:15 am – 2:45 pm

7:00 am Breakfast

7:20 am Classrooms open and teachers in their classrooms receiving students

7:30 am Car line doors are locked and duty monitors report to their classrooms for instruction.

7:30 am Tardy bell rings. Parents sign students in at the office to get a tardy pass

1:50 pm Early dismissals are not allowed after this time

2:30 pm Daycare and bus students will be dismissed

2:30 pm Car riders will be dismissed

2:30 pm Walkers and bike riders will be dismissed

### **Discipline**

To establish an educational and safe atmosphere, students will be expected to conduct themselves in an orderly manner. Students are expected to follow the Code of Student Conduct.

A copy is provided to each student. Read and discuss this booklet with your child. In this booklet you will find certain offenses that, if committed, may result in suspension or expulsion from school. Keep this booklet for reference throughout the year. Each teacher will also provide each student with a copy of classroom rules, procedures, and consequences.

When students are referred to the office, an administrator will decide appropriate consequences. A letter will be sent with the student to the parent/legal guardian. A copy will also be given to the teacher. When the student returns to school after a warning or suspension, he or she must return the letter to the office signed by the parent/legal guardian. If a student needs to be excluded from a field trip, a PTO program, Field Day, or any special program or event, the teacher must first contact the parent and discuss the problem. This will warn the parent and the child before action is taken. If the student does not improve he/she must be referred to the office for disciplinary reasons. After this process, the decision may be made to exclude the child from the event.

### **Dismissal**

Each day when students arrive at school, they should know how they are going home. For the safety and security of your children, we cannot accept telephone requests to change transportation. Students will not be allowed to change their usual way of departing school without a written note from

the parent or guardian or an e-mail or fax sent to the office by 2:00 pm. The office will accept changes until 2:00 pm each day. Parents should call to make sure the message was received. After this time, packing and dismissal procedures are in place and any changes would be confusing and very difficult. The teacher will not accept the child's word. The parent/guardian must write a note.

2:30 pm Daycare and Bus riders are dismissed

2:30 pm Car riders are dismissed

2:30 pm Quest Zone and Walkers are dismissed.

The school dismissal plan will be included in your welcome back packets. Dismissal information will also be posted on the school website. Students will not be allowed to exit the playground entrance at dismissal. The playground is not supervised and students will be reported to the office for failure to leave the school campus promptly. Students must not remain at the school to play on the playground.

### **Educational Records - Confidentiality (complete Policy on ACPSD website <http://www.acpsd.net>)**

#### **(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 parent 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 office of the Director of Communications in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than August 31, 2019. If there are any questions, please contact Merry Glennie Piccolino, Director of Communications at (803) 641-2639.

## **Registros Educativos – Confidencialidad (Algunas Excepciones)**

En cumplimiento de la ley federal, los padres de familia y los estudiantes tienen derecho a esperar que se mantendrá la confidencialidad de los registros del estudiante. Las agencias educativas podrían actuar para declarar que ciertos aspectos de los registros educativos de un estudiante son “información de directorio”, lo que significa que la información contenida en tales registros no se considera generalmente perjudicial o una invasión a la privacidad, si fuese revelada. La Junta Educativa del Condado de Aiken ha determinado previamente que la “información de directorio” podría ser divulgada a terceros, a solicitud, a discreción del director de la escuela. La ley federal y la autoridad reguladora permiten la divulgación de dicha información sin previo consentimiento, sujeto a ciertas condiciones de pre-divulgación a los padres o estudiantes. El propósito de este aviso es el de cumplir con dichos requisitos de pre-divulgación

En cumplimiento de las políticas del Distrito, la siguiente información es considerada como que se puede divulgar: El nombre, la dirección, el número de teléfono, la fecha y el lugar de nacimiento del estudiante; sus materias de estudio, su participación en actividades o deportes oficialmente reconocidos, el peso y la altura de los miembros de los equipos atléticos, la fecha de su participación (de manera diaria y anual), los diplomas y premios recibidos, fotografías y la más reciente asistencia a una agencia educativa o institución, por parte del estudiante. **(Los ejemplos de los tipos de información que más frecuentemente se divulgan incluyen, pero no se limitan a, la Lista de Graduandos, Anuarios/Calendarios, Ganadores en la Feria de Ciencias, Estudiante del Mes, Lista de Honores, Sociedad Nacional de Honores, programas de eventos atléticos, etc.)** Aquel padre de familia o apoderado de un estudiante que está asistiendo a las Escuelas Públicas del Condado de Aiken que preferiría que parte o toda la información detallada más arriba **no** sea divulgada sin su consentimiento previo, debe de notificarlo por escrito a la oficina del Director de Comunicaciones (1000 Brookhaven Drive, Aiken, SC 29803) a más tardar el 31 de agosto de 2019. Si tuviera alguna pregunta, sírvase comunicarse con Merry Glenn Piccolino, Directora de Comunicaciones al teléfono (803) 641-2639.

## **Emergency School Closing**

When inclement weather occurs, district administrators will decide by 6:30 am if school will open. The decision will be broadcast on Augusta, Aiken, and Columbia radio and television stations.

## **Equal Opportunity - Statement of**

### **Nondiscrimination**

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 appropriate Academic

Officer, or the School District’s Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters ([803] 641-2428). Copies of applicable policies are available upon request. (See Policy JI and Administrative Rule JI-R.)

## **Gifted & Talented Program For Aiken County**

### **Public Schools**

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 program through the school’s GT teachers or the school’s guidance counselor at any time during the school year.

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

Dimension A: Reasoning Abilities – Students must demonstrate high aptitude (93<sup>rd</sup> 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 96<sup>th</sup> 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 (94<sup>th</sup> 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. Math coursework is accelerated in grades four and five. 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).

Specifics of this policy can be found on website:  
<http://www.acpsd.net>.

**Grading System**

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

Grading Scales:

**Kindergarten:** In kindergarten, a checklist-report card reflecting academic achievement standards will be used each nine weeks.

**Grades 1 – 5:** In grades one through five, numerical grades as specified will be used to report student progress for each reporting period. Report cards will reflect the academic achievement standards.

Numerical grades will be used on report cards, transcripts, and permanent records in reading and mathematics for grades one and two. Numerical grades will be used in all subject areas for grades three through five except as noted in the following paragraph.

<b><u>Letter Grade</u></b>	<b><u>Numerical Average</u></b>
MS – Meeting Standard.....	80 – 100
MPS – Making Progress towards Standards .....	70 – 79
NMP–Not Making Progress towards Standards....	Below 70
A – 90–100, B – 80-89, C – 70-79, D – 60–69, F – Below 60	

**Honor Roll- Academic Achievement**

An honor roll list will be prepared at the end of each nine weeks. To qualify for the honor roll a student must have:

- A Honor roll – 90 or above or S on each subject and MS in all activity classes
- B Honor roll – 80 or above or S on each subject and MS in all activity classes

A student must have either A or B in conduct to qualify for either Honor Roll.

**Homework**

A certain amount of homework is necessary. Homework may become a part of your child's grade. Provide your child with a time and place suitable for studying. During the first week of school the teacher will send to you the homework policy for his/her class. Good study habits should be started early.

Be sure your child returns his/her report card to be signed and papers sent home to keep you informed on the type of work your child is doing.

**Immunizations**

All children attending elementary school must follow DHEC guidelines in regards to current immunizations. Updated copies of immunizations should be sent to the office to be placed in the student's file.

**Medication Policy Aiken County School District**

A copy of the county medicine policy has been reprinted for your reference. If you have a child who requires medication at school we must follow this policy closely. Teachers are not allowed to administer or dispense any medicine at school.

If you child complains of not feeling well at home before coming to school, check his/her temperature. If he/she has a fever of 100 degrees or higher, please keep them at home. Your child should be fever free without medication before returning to school.

No medication will be given without written permission from the parent or legal guardian. A doctor's directions/prescription are required for prescription medicine. All medication must be delivered to school by an adult.

**Medication Policy Highlights Communicable**

**Disease Policy**

Students will be excluded from school during the following illnesses: acute streptococcal tonsillitis, conjunctivitis (pink eye), ringworm of the scalp, or scabies. They may return to school only on the certificate, acknowledged telephone call, or fax of the attending physician or local health authority attesting to such recovery and non-infectiousness. A student with chicken pox will be excluded from school until all lesions are scabbed over and dry (approximately 5-7 days). A student infected with head lice will be excluded and readmitted when (1) accompanied by a parent or guardian, and (2) evidence of treatment is provided, and (3) hair is found to be nit free on physical inspection.

**POLICY JGCD – MEDICINES**

School personnel will dispense medication to students according to the provisions stated below:  
The principal or his/her designee may assist students with medicine during school hours or during authorized school events at the written request of the doctor or parent(s)/guardian(s). All controlled substances will be delivered by the parent/guardian. All medications will be properly labeled and in an original container.  
All medication must be taken to the school office, where it will be kept in a secured, locked location. In the case of life

threatening conditions, students may be given permission to carry and self-administer their medication with a physician's order.

In some rare instances, the school district, after reviewing individual situations, reserves the right to reject requests for the administration of any medication.

Schools will comply with Section 44-53-360 of the South Carolina Code of Laws regarding prescriptions for controlled substances in Schedules H through V and Administrative Rule JGCD-R – Adopted 218100 ADMINISTRATIVE RULE JGCD-R MEDICINES Please see the school nurse for this policy and required forms.

### **Money**

All money sent to school should be placed in a sealed envelope and the following information should be written on the outside: Student's name and homeroom, amount, purpose of money sent.

### **Morning Announcements**

As part of the morning announcements, students will be asked to say the pledge to the American and South Carolina State flags. Please contact the principal if you wish to have your child not participate.

### **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 that their children be excused and offered appropriate alternate supervised activities. (see Policies IHAC & IHAA for more info)

### **Notices Sent Home**

Student progress and school information is sent home on Wednesday each week. Parents are asked to date and sign these. Students are to return the envelope the following day. This insures the school that the parents have received needed information. Students not returning envelopes will lose privileges.

### **Notification of Rights under Family Educational and Privacy Act**

ANNUAL STUDENT RECORDS NOTICE PURSUANT TO

#### ***The Family Educational Rights and Privacy Act***

Student Records Notice: Under the Family Educational Rights and Privacy Act parents or eligible students have the right to 1) inspect and review a student's educational records; 2) request an amendment to incorrect or misleading records, or records otherwise in violation of a student's privacy rights; 3) consent to disclosures of personally identifiable information (except as allowed without consent by law); and 4) file with the U. S. Dept. of Education a complaint for any alleged failure by this School District to comply with the Act. A more detailed explanation of rights and procedures may be found in the Policy Manual located at any school, area office, or the District office (Policy JRA and Administrative Rule JRA-R). Policies may also be found online at the Aiken County Public

Schools website ([www.acpsd.net](http://www.acpsd.net)). A copy of this policy will be mailed to any parent upon request. **Parents or eligible students who have limited or no visual acuity, who have a primary home language other than English, or who may be disabled in some other way which effectively impairs their ability to see, comprehend, or become aware of this notice will be accommodated upon discovery of such limitations by the District. Patrons who may be aware of others with such limitations are requested to notify the District of these circumstances.**

### **NOTIFICACIÓN ANUAL DE LOS REGISTROS DEL ESTUDIANTE DE CONFORMIDAD CON LA**

#### ***Ley de Derechos Educativos y Privacidad de la Familia***

Notificación de los Registros del Estudiante: En cumplimiento de la Ley de Derechos Educativos y Privacidad de la Familia, los padres de familia o los estudiantes que sean elegibles tienen el derecho a 1) inspeccionar y revisar los registros educativos del estudiante; 2) solicitar una enmienda de aquellos registros que estén incorrectos o sean confusos o engañosos, o aquellos registros que de cualquier manera transgredan los derechos a la privacidad del estudiante; 3) dar su permiso para la divulgación de la información de identificación personal (excepto en tanto la ley lo permita sin consentimiento); y 4) presentar ante el Ministerio de Educación de los Estados Unidos una queja por cualquier presunto incumplimiento de la Ley por parte de este Distrito Escolar. Una explicación más detallada de los derechos y procedimientos puede encontrarse en el Manual de Políticas que puede ser hallado en cualquier escuela, oficina de área o en las oficinas del Distrito (política JRA y Reglamento Administrativo JRA-R.) Las políticas también pueden ser halladas en línea, en el sitio de internet de las Escuelas Públicas del Condado de Aiken ([www.acpsd.net](http://www.acpsd.net)). Si se solicita, una copia de esa política será enviada al padre de familia. **Los padres o los estudiantes que sean elegibles y que tengan una agudeza visual limitada o nula, que tengan un idioma primario en el hogar que no sea el inglés, o que puedan ser discapacitados de alguna otra manera que impida efectivamente su capacidad de ver, comprender o tomar conocimiento de este aviso, recibirán acomodaciones a lo que el Distrito tome conocimiento de tales limitaciones. Se solicita que aquellos clientes que pudieran estar al tanto de otras personas con tales limitaciones, le notifiquen al Distrito de esas circunstancias.**

### **Parties**

Elementary schools are allowed to have two class parties (Christmas and End of the Year). Birthday parties are not permitted at school. Invitations to private parties are not to be given out at school unless all members of the class are invited. The teacher is not responsible for this in any way. **Prior permission from the teacher must be received if a parent wishes to furnish refreshments to the class, other than on designated party days. Students may not receive bouquets (flowers or balloons) at school.** On party days, parents should not park in the driveway in front of the office wing. This driveway needs to be open for bus access.

**Food Policies** – Regulations by the SC Department of Health and Environment Control require that food served to students must be prepared commercially, (Publix, Walmart, etc;) pre-packaged or prepared in a DHEC approved kitchen.

### **Personal Property**

Put your child's name on caps, gloves, jackets, sweaters, coats and etc. This will identify your child's belongings if they should be misplaced. Send all money in an envelope with the child's name, homeroom, date, and what the money is for on the front. The school is not responsible for lost or stolen personal property. Lost and found is in the cafeteria. Unclaimed items will be donated to charity.

### **Promotion and Retention of Students (Board Policy IHE)**

To be promoted, a student must satisfactorily complete the minimum criteria established by the State Board of Education as mandated by the Accountability Act of 1998. Promotion to the next level of work or retention in the same grade or subject level will be the cooperative recommendation of the teacher and the principal. An appeal of the principal's decision will be addressed to the Executive Director of Elementary Schools.

**Kindergarten** - Completion of the kindergarten program generally leads to placement in first grade. Retention in kindergarten will be based on an evaluation of the child as indicated by formal and informal instruments, with input from teachers, principal, parents, and other appropriate district personnel.

**Grades 1 – 5** - The following criteria shall govern student promotion from one grade to another. Reading and math proficiency will be determined by state assessments, mastery tests, and samples of assigned work. In addition, other objective measures may be utilized.

**Promotion Criteria** - The following criteria will apply from promotion consideration for all students in grades one through five.

**Grade One** - Successful completion of grade one reading and math skills and significant improvement in reading and math based on objective measures.

**Grade Two through Five** - A yearly passing average in reading and math or significant improvement in reading and math of at least one grade level based on objective measures (based on successful completion of the IEP, CAI, and PASS). In addition to meeting the mastery criteria for reading and mathematics in grades three through five, a student must pass at least two of the three academic courses i.e., language arts, science, social studies.

The promotion or retention of a student in grades one through five should be determined on a case-by-case basis with input from teachers, parents, principal and appropriate school personnel in accordance with the local accountability plan. Written documentation must be given when other factors override academic standards. When a student is administratively assigned placement and has not met mastery standards appropriate for his/her grade level, a document is signed by the parent/guardian and the principal is made a part of the student's cumulative record. Data for any student

who is not meeting promotion requirements will be analyzed at the school level. Consideration may be given for referring this student for evaluation by the SIT team, provided this student has not been referred for evaluation previously.

During the school year, when a student is identified as functioning below the level required for promotion, remediation should begin immediately. Remediation measures for students who are not promoted will be addressed in the student's academic plan. The school principal and other appropriate school personnel will jointly determine the recommendation for retention.

Other factors may be considered with regard to the child's ability to succeed at the next higher grade. These factors may be health, social and emotional maturity, chronological age, physical development, and mental maturity.

### **Quest Zone**

Belvedere Elementary and the Aiken County Board of Education will allow the Quest Zone to have access to our building to offer our students an after school supervised program. This program will be housed in the cafeteria, and they will also use the playground. Students who are Quest Zone children will report to the cafeteria when the 2:30 pm bell rings. All arrangements and payments must be handled through the Quest Zone. Information is available through the by calling 803-648-1740.

### **Report Cards and Progress Reports**

A report card will be issued to your child every nine weeks. Check the school calendar for the dates that report cards and progress reports will be sent home. A student must be present 30 days out of 45 days reporting period to receive a report card. Parent/teacher conferences will be conducted the first nine weeks. In grades one through five, letters will be used to report student progress for each reporting period. The present grading scale is included for your information. In kindergarten a narrative report and a parent conference will be provided at the end of the first nine weeks. A checklist, instead of letter grade, will be used for the remainder of the school year.

### **Schedules**

Please follow schedule times closely. Half day schedules will run from 7:30 am – 11:30 am On early release days, students are released 2 hours earlier than the regular time (12:30 pm).

Students arriving at school before 7:20 am are to report to their assigned locations. Staff members supervise students until they are taken to their classrooms at 7:20 am. Students who eat breakfast report directly to the cafeteria. Students who arrive after 7:20 am will not have time to eat breakfast. If you see that you will arrive after 7:20 am make sure your child has had something to eat for breakfast.

We will follow our regular dismissal time unless notices are sent home in advance or in the case of extreme emergencies. Local television stations will know of early dismissals. No child will be dismissed from the classroom except by permission from the office. Children must be

signed out from the office. No early dismissals after 2:00 pm. Late bus pickup from school happens occasionally. Someone will remain in the office until all buses have picked up students from the school.

Students are not permitted to use the telephone during an emergency resulting in the close and/or early dismissal of school or late buses. Explain to your child instructions about what to do in case of early/emergency closing of school. Listen to your local radio/television station for information regarding emergency school closings and dismissals.

### **School Instructional Fees**

All kindergarten through fifth grade students pay fees of \$40.00. The school Financial Secretary will receipt the money. Instructional fees are used for parent and student handbooks, supplemental supplies such as workbooks, postage, communication folders, and test preparation materials.

### **School Improvement Council**

Membership of the School Improvement Council includes two parents selected from the community, two members appointed by the principal, and two teachers selected by the faculty. The Council makes a study of the school program and submits a report through the County Board to the State Department of Education. The report is prepared annually and indicates areas in which improvements are needed. Council members will be elected during the first month of school.

### **School News & Alerts**

A copy of the school newsletter, *The Bear Facts*, is sent home on the first Wednesday of each month. This paper is very important for giving updated information about school policies, procedures, important reminders, and special reports. You should read this carefully and keep each copy for future reference. This newsletter can answer many questions you might have about school. We also send out Blackboard calls weekly to inform parents of school events and other important information. Emergency alerts also go out through the phone call system. Please be sure the office has your current phone number at all times.

### **Sexual Harassment**

According to the District Code of Student Conduct, engaging in sexual harassment of any student, staff member, or visitor, either male or female, or on school property or while under the jurisdiction of the school, is considered a violation that is disorderly, disruptive and/or criminal in nature may result in disciplinary action, including suspension and/or expulsion in certain instances when it occurs while a student is on school property or while under the jurisdiction of the school, including while riding or waiting on the school bus. Sexual harassment may be generally defined as unwelcome sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual favor.

Students who feel that they may be subjected to sexual harassment are encouraged to report the matter to a parent, teacher, guidance counselor, principal or other school official with whom the student feels comfortable.

### **Telephones**

Telephones are maintained in the school for the purpose of conducting school business. Only messages of an emergency nature will be delivered to students. Teachers cannot be called to the telephone for conferences during class time. You may leave a message for a teacher to return your call, but the time the call may be returned would be according to the teacher's schedule.

### **Textbooks**

The student and parent/guardian are responsible for each textbook issued to the student. A student who fails to return all textbooks at the end of the year forfeits the right to free textbooks the next school year until each textbook previously issued but not returned is paid for by the student, parent or guardian. The school shall allow the student to use textbooks at school during each school day. Students will 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 the teacher or textbook coordinator, Mrs. Allen, at the close of the school year or when the student withdraws from school. All textbooks are bar-coded. The bar-codes are permanently attached to the books in two places. If the bar-code label is removed, the student will have to pay a damage fee of \$5.00, and the label will have to be replaced.

### **Traffic Flow**

Traffic flow maps will be included in welcome back packets and published on the school website. **Children will not be walked across the street to the Bel-Ridge parking lot. All parents are asked to pick up their students in the appropriate car line.** Only buses and cars with handicapped or special decals are allowed in the front entrance circle until the tardy bell rings at 7:30 am and during the afternoon dismissal beginning at 2:30 pm. Cars should avoid use of the main entrance during dismissal and morning carline. Do not park your car at the front entrance. Use the allotted parking spaces. **Do not pass the buses when they are stopped unloading students.** Even if buses are not in the driveway, do not pass other cars and be especially careful, because children and adults are crossing to enter the building.

### **Transfers**

Students must be officially withdrawn to transfer to another school. At least 24 hours advance notice should be given to the office in writing. Transfer forms must be prepared by the office staff and teachers. Notification will be processed and ready the next day. Books belonging to the school must be returned to the teacher. Personal items should be taken with the student. The school will not be responsible for returning any materials left at school after transferring.

### **Visitors**

Visitors are allowed and encouraged. However, for the safety and security of our students, **All visitors to our school must report directly to the office and receive a visitor's pass.** No one is to go directly to the classroom. Visitors are required to enter and exit through the front entrance.



# AIKEN COUNTY

PUBLIC SCHOOLS

Parents and/or Employees  
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employee:

This letter is to formally notify all parents and employees that the Aiken County Public School District is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) U.S. EPA Asbestos Containing Building materials (ACBM) in schools, 30 CFR Part 763, October 30, 1987. A Management Plan, which identifies and assesses the asbestos found in our facilities, has been prepared for each building.

A copy of the Management Plan has been approved by the State Department of Health and Environmental Control and distributed to each school or administrative office. The public may view the Management Plan for each facility during normal operating hours by contacting the school office or administrative office. The Management Plan lists the planned response actions for the ACBM, which are currently in progress.

The entire school system was re-inspected for ACBM conditions in October 1998, and found to be in compliance with AHERA regulations.

Any questions pertaining to the Management Plan may be directed to Mr. Robbie Roberson, Coordinator for Facilities Construction Department at (803) 642-0431.

Sincerely,

Sean Alford, Ph.D.  
Superintendent