

J. D. LEVER ELEMENTARY SCHOOL

Parent and Student Handbook With Agenda



2019 – 2020

***"Learning Is Our Ticket
To The World!"***

J.D. Lever Elementary Purpose and Direction

Purpose:

Building the foundation for students to reach their full potential and succeed as life-long learners.

Direction:

At J.D. Lever Elementary, we will:

- ❖ create the foundation for developing independent life-long learners through a technology-infused, student-centered environment utilizing standards-based curriculum and rigorous experiences.
- ❖ build and strengthen relationships among students, staff, families, and the community to support the academic, emotional, social, and physical development of each child in a safe and nurturing environment.
- ❖ cultivate a faculty and staff who are committed to providing instructional excellence in a stimulating and caring environment while working cooperatively with students, parents, and the community.
- ❖ provide ongoing professional development utilizing research-based strategies and best practices to promote continuous professional growth for faculty and staff.

**J. D. Lever Elementary School
2404 Columbia Highway North**

School Office: 803-641-2760
Cafeteria: 803-641-2587

School Fax: 803-641-2402
Bus Transportation: 803-641-2507

Welcome to J. D. Lever Elementary School

For over 80 years our school has been a centerpiece in the community. Continuing this tradition requires that all teachers, staff, parents, volunteers, businesses, and community members are partners in the important task of educating our children. Cooperation and communication between the home and school play a major part in any child's success. Working together will better prepare us to reach the goals set for each child and celebrate our achievements. This handbook is designed to provide basic information, rules and regulations. Please refer to the handbook for answers to most questions, however feel free to contact the office, email the teacher or the people below if you need additional information. In addition to these partnerships, we will ensure a safe environment, clear communication, and a quality curriculum. Together, J.D. Lever Elementary School will be a premier school in South Carolina!

School Hours

	Doors open	Start Bell	Dismissal	Late pick up
Regular day	7:00 am	7:30 am	2:30 pm	3:00 pm
Early Dismissal	7:00 am	7:30 am	12:30 pm	1:00 pm
Half day (last 3)	7:00 am	7:30 am	10:30 am	11:00 am
2 hour delay	9:00 am	9:30 am	2:30 pm	3:00 pm

Please note: Students should not be dropped off before 7:00 am unless other permission has been granted by the School Administration. **Supervision is not provided for students who arrive before 7:00 am.** At 7:00, faculty and staff are stationed throughout the school to ensure that your child reaches his/her classroom in a timely and safe manner. Breakfast is served to students who arrive between 7:00 am and 7:20 am.

Principal – Michael Truitt
mtruitt@acpsd.net

Assistant Principal – Kippy Kelly
kkelly@acpsd.net

Guidance Counselor – Louise Dent
ldent@acpsd.net

Secretary / Parent Liason – Drew Sapp
dsapp@acpsd.net

2019-20 Aiken County Public Schools Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- JULY 2019**
- 4 July 4th Holiday (12 Mo. Staff) ■
 - 5 4 10's Schools & Offices Closed (12 Mo. Staff) ■
 - 12 4 10's Schools & Offices Closed (12 Mo. Staff) ■
 - 19 4 10's Schools & Offices Closed (12 Mo. Staff) ■
 - 26 4 10's Schools & Offices Closed (12 Mo. Staff) ■

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- AUGUST 2019**
- 2 4 10's Schools & Offices Closed (12 Mo. Staff) ■
 - 9 4 10's Schools & Offices Closed (12 Mo. Staff) ■
 - 12 School Professional Development Day ■
 - 13 Teacher Work Day ■
 - 14 EZ Conf./ONE TEAM ■
 - 15 Teacher Work Day/Meet The Teacher ■
 - 16 Teacher Work Day ■
 - 19 First Day of School □

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- SEPTEMBER 2019**
- 2 Labor Day Holiday ■
 - 19 Interim Reports Issued ■
 - 25 Early Dismissal Day* (District PD) ■

October 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- OCTOBER 2019**
- 18 Weather Make-Up Day, if needed (or School Closed) ■
 - 21 Parent Teacher Conferences ■
 - 23 Early Dismissal Day* (End of 1st Nine Weeks) ■
 - 29 Report Cards Issued ■

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- NOVEMBER 2019**
- 25 Interim Reports Issued ■
 - 27-29 Thanksgiving Holidays (Students & Staff) ■

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- DECEMBER 2019**
- 16-19 Semester Exams
 - 19 Last Day of Class before break
 - 20-31 Winter Break (Students & Staff) ■

January 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- JANUARY 2020**
- 1-2 New Year's Day (Jan. 1)/Winter Break ■
 - 3 Teacher Workday ■
 - 6 Students Return from Winter Break
 - 14 End of the 1st Semester ■
 - 17 District Professional Development Day ■
 - 20 Martin Luther King, Jr. Holiday ■
 - 22 Early Dismissal Day* (Teacher Planning Time) ■
 - 23 Report Cards Issued ■

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- FEBRUARY 2020**
- 17 President's Day Holiday (Weather Make-Up Day) ■
 - 20 Interim Reports Issued ■
 - 26 Early Dismissal Day* (Teacher Planning Time) ■
 - 28 Weather Make-Up Day, if needed (or School Closed) ■

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- MARCH 2020**
- 20 Teacher Workday ■
 - 23 Weather Make-Up Day, if needed (or School Closed) ■
 - 25 Early Dismissal Day* (End of the 3rd Nine Weeks) ■

April 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- APRIL 2020**
- 2 Report Cards Issued ■
 - 6-10 Spring Break (Students & Staff)/Good Friday (April 10) ■

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- MAY 2020**
- 5 Interim Reports Issued ■
 - 25 Memorial Day Holiday (Students & Staff) ■

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- JUNE 2020**
- 1 Semester Exams
 - 2-4 Semester Exams (Half Days for Students)
 - 4 Last Day of Class ■
 - 4-5 Graduation Dates ■
 - 5 Teacher Workday ■
 - 11 Report Cards Issued ■
 - 12 4 10's Schools & Offices Closed (12 Mo. Staff) ■
 - 19 4 10's Schools & Offices Closed (12 Mo. Staff) ■
 - 26 4 10's Schools & Offices Closed (12 Mo. Staff) ■

acpsd.net
(803) 641-2428

*EARLY DISMISSAL
ACPSD dismisses students two-hours early on Early Dismissal Days for Teacher Planning Time/Professional Development (PD).

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Safety and Communications

Arrival/Dismissal

Students should be dropped off and picked up in car line. Please do not drop students in the parking lot in the morning, as this creates a safety issue with students crossing over traffic.

Our goal is to have independent students who can travel through the building. Parents may escort their children into the building, but students should walk to class independently. Parents will be allowed to escort their children to their classrooms during the first 8 days of school to help them get acclimated to the building. **Starting September 6th**, students are expected to walk to class independently. There will be faculty and staff in the halls to assist students.

Due to safety reasons, parents should not park and walk over to pick children up in the afternoon. There should be **no parking in the teacher lot on the left side of the school or near the road as this creates safety issues.**

Sign out (Early Dismissal)

Dismissal is at 2:30 pm. Signing students out early interrupts instruction for your child as well as the rest of the class. **Please limit early sign outs as much as possible. Sign outs after 2:00 p.m. will require approval from administration and should be for emergencies.** For sickness, doctor's appointment, or an emergency, a parent must report to the office and sign out the student. Appointments should be scheduled after school when possible. If a doctor's appointment is scheduled for your child during the day, please ask for a written excuse that you can give the attendance clerk for the time missed at school. **Only persons designated on the registration card may sign out a child, unless it is an emergency situation. Changes to transportation must be in writing (email, note).**

Visitors, Volunteers, and School Safety

All doors will be locked during the school day. Visitors must report to the main entrance and buzz in to enter the building. All individuals not employed by the School District of Aiken County are required to enter through the main entrance and report to the office.

We invite parents, guardians, family members, and volunteers to visit our school. The safety and protection of all students and employees are of utmost importance. **Visitors and volunteers must report to the office, sign in, and use their state issued identification to receive a pass. Our Hall Pass system checks the background of every individual for the safety of all within the building.**

If interested in volunteering in our school, complete the School Volunteer form (page 21) and return to the school's guidance counselor. Volunteers must also attend an orientation with the guidance counselor. All volunteers must read the board policy provisions applicable to volunteer interactions with students and sign that they acknowledge the conduct expectations of volunteers (pages 19-20). Volunteers must record daily assignments and hours volunteered, as mandated by the Educational Improvement Act (EIA).

Parents/Guardians are welcome to attend school functions and programs. **When you volunteer, visit, and/or observe within a classroom during school hours, please**

make necessary child care arrangements so young children are not with you. For safety and instructional reasons, children not enrolled at J. D. Lever should not be at school during school hours.

Parent Classroom Visit Guidelines

Parents are welcome to visit classes for observations. To ensure the best learning environment, please follow these guidelines during visits to classrooms:

1. Observations should be conducted as discreetly as possible. Please do not interrupt instruction by talking to the teacher, your child, or other students. If you need to talk with the teacher, please do so by calling during his/her planning or leaving a message for a return phone call. Please do not "take just a moment" of time when students are in the room. We guard our instruction as every minute counts! The teachers focus will be on the children and instruction.
2. Please note that your child may behave differently when a parent is in the classroom. Students often complete work or have better behavior when a personal visitor is present. Often times, specific concerns will not be observed during a parent observation or visit.
3. Teachers may not greet you until an appropriate break in instruction. Please do not think he/she is being rude as teachers have been instructed to make every minute count and to guard instructional times.
4. Parent observation-classroom visits should be limited to no more than 30 minutes. More than 30 minutes often becomes a distraction. Please arrange your visits with the teacher.
5. Siblings of students should not be brought to school to visit or observe classrooms. Siblings will not be permitted in classrooms. This includes classroom celebrations and field days.
6. Due to safety concerns, parents are not permitted on the playground during recess. The teacher's attention needs to be on supervising students to ensure the safety of all children. Thank you for your cooperation in helping us keep our students and teachers safe.
7. Lunch time should not be used to conduct parent teacher conferences. While parents are welcome to have lunch with their child, this time should not be used to discuss student progress with the teacher. The teacher is responsible for supervising the students and eating his/her lunch during this time.

Bus Riders

No child will be allowed to ride any bus other than his/her regular bus or get off at any other stop other than his/her regular stop. **The office will not take telephone requests to change transportation plans.** This is for the protection and safety of your child. Only persons designated on the registration card may sign out a child. In an emergency situation, we can accept a faxed note signed by the parent along with a copy of the parent ID. Our fax number is **641-2402**. However, after the note is faxed, please call the school to make sure our office received the fax. **The bus transportation telephone number is 641-2507.** The bus driver must see an adult at the bus stop to let kindergarten through second grade children off the bus. If an adult is not present, the child will be taken back to the school and wait to be picked up by an adult listed on the registration card. Students who are returned back to school three times within a semester will have their bus privileges revoked for the remainder of that semester.

****Students who do not ride the bus for 3 consecutive days will have their stop removed from the route. Parents will have to contact the transportation office to reregister their child to ride the bus. 803-641-2507**

Car Riders

Morning: No supervision is provided for students dropped off in car line prior to 7:00 a.m. Children should remain in the vehicle until the bell rings. Teachers will supervise the unloading of the cars. **Parents should not park in the parking lot and let children out to cross.** A school employee will be directing traffic at the crosswalk. You must use the crosswalk during arrival and obey the direction of the school crossing guard.

Afternoon: Parents should pick up students through the car line. Do not park and get out of the vehicle to pick up students, as this causes a distraction and is a safety issue. Car line tags will be supplied by the school. Tags should be displayed with student name and grade on the rear view mirror. **Any cars without the school issued tag visible will need to park and report to the office to obtain a new tag. Then return to the carline to pick up the student. As a safety precaution, extra hang tags can be signed for in the office by the parent only.** All students are to be picked up by 3:00 p.m. After 3 p.m., students will be taken to the office and parents must come into the building to sign them out. **Requests to change transportation must be in writing.**

Change of Address and Telephone Numbers

The school must have a correct home address and at least three current and working telephone numbers where parents or relatives can be reached in case of an emergency. If your address or telephone numbers change, please come to the school office to change it on the registration card and/or send a note indicating the change to the teacher for their records as soon as possible.

Procedure for Transferring Your Child and Enrolling at a Different School

Parents or guardians wishing to withdraw a student from school must report to the office and request a transfer form that must be signed by all teachers and the principal, indicating clearance concerning textbooks, library books, school equipment or money owed. All textbooks and library books must be returned to school before leaving.

Inclement Weather and Emergency Dismissal

In case of extreme weather conditions (hurricane, tornado, ice, snow, etc.), school may be opened late, dismissed early, or canceled. 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 and dismissal. They will carry all needed information as soon as a decision has been made. Blackboard Connect is an automated telephone system that contacts parents/guardians concerning school related issues. It is **very important** to have a correct, working phone number on file at school so you can receive the call. When possible, buses will complete their normal routes. Tornado warnings will delay dismissal until clear.

Medication (Policy JGCD-R)

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

Prescribed Medication

The parent/guardian or emergency contact designee is required to complete a District Medication Form and is required to bring the prescribed medication or controlled substances to the school. **In order for a child to be given a prescription medicine at school, there are two options that you may use:**

1. The child's health care practitioner may send to the school a copy of the prescription or a written statement from the health care practitioner that provides the child's name, name of the drug, the dosage, and the approximate time it is to be taken.
2. The child's health care practitioner and the parent/guardian should complete and sign the Aiken County School District's Medication Permission Form. The District's Prescription Medication Administration form is enclosed for your convenience.

Students can not bring medication to the school. All medication including inhalers must be labeled and remain in the original prescription container/box.

Non-prescribed Medication/Non-prescriptive (over the counter)

Medications in the following categories are requested to be delivered to the school by the parent/guardian. A District Medication Form must be completed by the parent/guardian and the medication must be in the manufacturer's original container. Medications listed below are the **ONLY** over the counter drugs administered to students with parental permission only. **Over the counter medications other than those listed below will require a physician's note.** *Analgesics i.e. Tylenol etc. *Antibacterial Ointments i.e. Bacitracin etc. *Antihistamine Benadryl etc. *Antacids i.e. Tums, Gaviscon etc. *Antitussives i.e. Robitussin, cough drops

Medication Information

Refilled prescription drugs must be provided in a new container and appropriately labeled. Medication may not exceed a one-month supply. 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. A copy of this regulation and the policy may be provided to the parent/guardian upon request for administration of medication in the schools. 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 school district and therefore, will assume no responsibility for the effects of such medications or treatments upon students. **Students may be given permission to carry and self-administer their medications due to life threatening conditions. Permission will be granted only after a physician's order is received. The school district retains the discretion to reject any request for administration of medicine.**

School Personnel will do the Following:

Inform the principal or principal's designee of the medication.
Keep a record of the receipt and administration of medication on the district form.
Keep medication in a secure and locked container.
Return unused medication to the parent/guardian at the principal's discretion unless instructed otherwise. Revised 2/08/00 JGCD-R Medicines

School Day

Universal Breakfast Program

J. D. Lever is a Title One school with approximately 81% of our children eligible to receive free or reduced meals; therefore, we are able to offer free breakfast to all of our students. Breakfast will be offered to students beginning at 7:00 a.m. and ending at 7:25 a.m. each morning. No breakfast will be given to students after 7:20 a.m., unless they arrive on a late bus. Students will eat breakfast in the cafeteria, then report to designated grade level areas. Teachers and staff will be on duty to assist students.

Lunch Program

Free and reduced lunch is provided for students who qualify based on financial need. The applications are distributed in the registration materials. However, if you need any additional copies, contact the main office. We encourage you to pay for lunch by the week because lunch can not be charged. You can send the correct amount in cash or a check made out to **School Food Services**. Any questions concerning amounts owed can be directed to the cafeteria manager at (803) 641-2587. Please put lunch/milk money in an sealed envelope with the child's first and last name, teacher's name, grade, and the amount of money enclosed for the days the child will eat a school lunch. **Our district requests that every family fill out the free/reduced lunch application.**

Healthy Snacks

Due to health concerns, such as student allergies, all snacks and drinks brought to school for students to share must be purchased from a store, in the original sealed package, and have all ingredients listed on the labels. Parents must check with the teacher before bringing or sending any drink or food items for a child's class or school activity. **Please do not send any glass containers for snacks and/or lunch to school.**

Telephone Calls

Messages will be delivered to students only in emergencies. Teachers cannot be interrupted during the school day for telephone calls. If you need to call a teacher, send a note or an email asking them to call you or leave the teacher a voicemail and he/she will call you back during their planning period or after school.

Deliveries

We do not accept or deliver flowers, balloons, etc. for students to take to the classrooms or keep in the office. **We will refuse delivery of the flowers, balloons, etc., and the item will have to be picked up at the business establishment.**

Celebrations

We have two celebrations each year for students, winter break and end of the year.

Birthday invitations may not be sent to school to pass out to students. If you would like to send cupcakes, they have to be purchased from the store, sealed in the original package with the nutrition labels. See "Healthy Snacks" section.

Special Events (Awards Programs and Field Day)

Parents are welcome to bring their young children, not of school age, to special events but must keep them in their supervision at all times. Siblings of students who attend Lever will have activities in their classrooms and cannot be signed out to attend the program.

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 approved parent volunteers. Each student's share of the cost of the transportation and any admission are calculated in advance. Therefore, it is not possible to refund field trip fees if a student is not able to go on the trip. Only children attending our school and in the class involved may go on field trips. Siblings may not accompany parents/guardians on field trips. Students who receive in-school/out of school suspension prior to a field trip may not be allowed to attend if deemed a safety concern (discretion of school administrators).

Payments

Students making payments should bring money in an envelope with the following on the outside: Child's first and last name, grade, teacher, and what the payment is for. Neither the teacher nor the school can be responsible for lost or misplaced money. Please make sure that you keep your receipts throughout the school year. Also, please send the exact amount as we cannot make change.

Textbooks

Students are responsible for the care of all textbooks and must assume full responsibility for any damages. Books are issued to students and must be returned upon completion of the school year or withdrawal from school. **Book covers should be on all books.** If a textbook is lost, payment for the original must be received before another one is issued. If books are damaged, there will be a charge based on the type of damage. See "Payments" above for sending in fines.

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. (Application and special permission, based upon demonstrated need, will be utilized for approval of this process.) Certain families may qualify for waiver of such fees or pro rata reduction, based upon eligibility for free lunch or reduced lunch, respectively. It is the parent's responsibility to seek such alterations to the formal fee arrangements **prior to paying fees.** However,

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." **Fees will not be refunded.**

Parent and Student Information

Student Attendance

State law requires all children between the ages of 5 and 17 to attend a public or private school. Regular attendance is necessary if students are to make the desired and expected academic and social progress required. The school year consists of 180 school days. Attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student; however, some absences are unavoidable. Any student absent from school must provide a written excuse with the date, reason absent, and signature of parent or legal guardian. The district will consider students **lawfully absent** under the following circumstances:

- They are ill and 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 educational experience.
- Emergencies and/or extreme hardships are 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.

Intervention

The district plan for improving student attendance will include, but not be limited to, the following: Establish reasons for excessive absences/tardies.

After **three (3) 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 10 days.

After **three (3) consecutive unlawful absences or a total of five (5) unlawful absences** occur, school officials will do the following:

Notify the parent of the absences using the appropriate form. If the attendance clerk 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 staff and the parent will sign this plan. Identify a method to resolve cause of unlawful absences, i.e., influence change in environment, group and/or individual counseling, parent conference and others. Maintain evidence of intervention activities, e.g., copies of letters to parents, intervention plans, etc. 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 (10) 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 again clarify the consequences of continued absences. The district will refer students who continue to be absent from school unlawfully to the family court. In addition, the principal will be responsible for implementing and expediting the homebound program for students experiencing a prolonged illness or injury requiring them to be absent from school.

Procedures for Approving or Not Approving 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 10 days (five days for semester courses) and whose reasons for failing to attend school are not accepted according to board policy, credit can be withheld.

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 during non-instructional time. If such visits are required during the school day, appointments should 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.

Make-Up Work

Work missed due to student absence(s) must be made up within 5 days of the student's return to school.

Homebound Instruction

Parents who anticipate a student's absence of more than 10 consecutive days due to an extended health problem should apply immediately for homebound instruction by calling the school attendance clerk. A student on homebound instruction is not counted absent.

Parent and 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 with your child's teacher. Conferences may be scheduled by notifying the teacher in writing, email, or by calling the school office and leaving a voicemail message with the teacher to schedule a date and time. Always report to the office and receive a visitor's badge before going to a teacher's classroom. See "Visitors" section on page 8.

Notes Required from Parents

The school requires notes from parents explaining the following:

- * absences and tardies
- * request for early dismissal
- * request to miss recess or physical education
- * prolonged absences from school (trips, hospitalization, etc.)
- * change in usual method of transportation home
- * allergic reactions (insect, milk, foods)
- * authorization to administer prescription medicine (form)
- * specific medical treatment of special health needs
- * permission to walk home or to school – (approved by an administrator)

Evaluation for Special Needs/Referral Process

The Aiken County Public School District uses the School Intervention Team (SIT) to provide assistance to teachers and students. School Intervention Teams can make referrals for special services only if a student fails to make progress after an appropriate period of intervention.

Discipline

The School District of Aiken County has written conduct codes by which schools and students must follow. 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 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 the action taken.** Specific school and classroom 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. Questions about specific classroom rules should be directed to the teacher. **Please sign and return all discipline notices that you receive.**

Bus Discipline

Students riding the school bus are subjected to the rules noted in the Code of Student Conduct. Students suspended from riding the bus will need to be picked up from school between 2:30 and 3:00 p.m. If the designated person does not have a car tag with student name and grade displayed, he/she must park and come inside to the office to obtain a car hangtag. **An adult must be present to meet students in grades K-2 at the bus stop. If an adult is not present, the student will be brought back to the school. If the student is brought back to school 3 times, the privilege to ride the bus may be suspended for the remainder of the semester.**

Consequences of Not Following School or Bus 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 will be done depending on the nature of the offense:

- Conference requested with the parent, child, teacher, principal and/or assistant principal
- Assigned to Behavior Management Room (BMR) for In-School Suspension
- Suspension out of school or off the bus
- Recommended for expulsion from school or the bus for the remainder of the year

Notification of Rights under Family Educational 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). 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.

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 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 Chief Officer of Operations and Student Services in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than September 8, 2017. If there are any questions, please contact Dr. Shawn Foster, Chief Officer of Operations and Student Services at (803) 641-2514.

Statement of Non-Discrimination – 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.)

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.

J.D. LEVER ELEMENTARY SCHOOL



Per the Aiken County School District board and J.D. Lever Elementary School administration, all volunteers must adhere to the district's policy on interacting with our students. Please read the following information. You may retain the first page for your records, but return the completed form and signed portion to the front office before proceeding to your volunteer duties. **To protect our students, school, and the district, you will not be permitted to serve our students or staff without returning this form.**

J.D. Lever Elementary Volunteer Policy and Procedures:

- Read and return the signed portion of the volunteer policy and procedures prior to working with students.
- Sign in at the front office and receive a badge upon arrival for duty. The badge must be worn at all times during service. At the end of service, return to the office to sign out.
- Outside arrangements must be made for child care of non- J.D. Lever students. Do not bring them to school during volunteer time.
- All discipline is the responsibility of the teacher or staff member. Volunteers must never discipline a student.
- Volunteers must follow same the procedures as staff during emergency drills.
- Volunteers may not work directly with students in groups of less than two. If requested by the teacher, a positive SLED background check must be completed before working one-on-one with any student

BOARD POLICY PROVISIONS APPLICABLE TO VOLUNTEER INTERACTIONS WITH STUDENTS



Policy GBEB and Policy GBEBB

- Set a good example
- Remember dress, conduct, and interpersonal relationships are continuously observed by students.
- Refrain from engaging in cell phone use or other electronic communications, including texting, during time in a classroom or while engaging in student assistance (except in emergency or exigent circumstances)
- Immoral or inappropriate conduct on the part of any person while working with students will constitute grounds for immediate cessation of activities. No person will commit or attempt to induce students or others to commit an act or acts of immoral conduct which may be harmful to others or bring discredit to the district. If it appears any person may have violated the law, the district will cooperate with law enforcement agencies.
- A person's use of private (non-District-issued) electronic equipment, outside of volunteer hours, such as through improper or inappropriate student contact through social networking sites and/or inappropriate personal portrayal[s] on the internet), will result in immediate cessation of duties and possible referral to law enforcement if violation of law is suspected.

- Volunteers working in the District, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form and will not consume or be under the influence of intoxicating beverages or unlawful drugs or substances.
- A volunteer arrested for a misdemeanor offense, which does not involve criminal intent or which would indicate no danger or appearance of danger to students, staff, or the district, or otherwise cause disruption to the district's programs or have the potential to undermine patron confidence, will normally not be subject to any request to cease involvement.
- A volunteer arrested for any other offense which would indicate a possible danger or appearance of danger to students, co-workers or the school district or otherwise cause disruption to the district's programs or have the potential to undermine patron confidence, will be subject to action consistent with district policy or procedure and the circumstances of each case.

Policy JRA and JRA –R

Personal information about students with whom volunteers work is confidential and can only be shared with the supervising staff member with whom the volunteer works, and/or the parent or legal guardian of the student.



Be an active part of your child's education.....as a volunteer.

J.D. Lever Elementary School offers a variety of activities in which parents can get involved. One form must be completed for each volunteer. Return the completed form to the front office.

Name _____ **Date** _____

Home Phone _____ **Cell Phone** _____

Email _____

List the names of each student enrolled at J.D. Lever Elementary:

Name	Teacher(s)

I am available to volunteer on the following days of the week:

Check	Day of the Week	Additional Information
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	

I am available to volunteer during...

_____ **the morning.**

_____ **the afternoon.**

_____ **both the morning and afternoon.**

Please indicate your areas of interest:

Check	Activity	Additional Information
	PTO Volunteer	
	School Improvement Council Volunteer	
	Classroom Helper -laminating, copying, filing papers, etc.	Teacher :
	Tutoring	Subject:
	Lunchroom Monitor	
	Back Pack Program Distribute food to classrooms the last day of every week	
	Field Trip Chaperone	
	Outdoor Classroom (flower beds, weeding, etc.)	
	End of year testing Monitor	
	Career Day Speaker- share your work experiences & training.	Profession:
	Field Day	
	Book Fair	
	PTO Winter / Spring Arts Fest	
	Teacher Appreciation Luncheon- lunchroom monitor	
	Library Volunteer- shelving books, processing new and old books, etc.	

Please return this completed form to the front office.

OFFICE USE ONLY:

<p>_____ Will need to attend Volunteer Training according to School Board Policy GBEBB</p> <p>_____ Attended J.D. Lever Volunteer Training</p> <p>_____ Attended J.D. Lever Volunteer Training</p>
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School-wide Rules and Expectations for J.D. Lever Elementary School

	<u>Show Respect</u>	<u>Take Responsibility</u>	<u>And Be</u>	<u>Ready to Learn</u>
Cafeteria	<ul style="list-style-type: none"> Use voice level 1 or less Keep hands, feet, and objects to yourself Use table manners Use voice level 0 in serving line 	<ul style="list-style-type: none"> Carefully walk Clean up after yourself 		<ul style="list-style-type: none"> Get everything you need Wait for talking signal Sit on bottom, facing forward, with feet on the floor
Playground	<ul style="list-style-type: none"> Take turns Play fairly Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Care for and use equipment safely Stay in designated area Look and listen for signal to line up Collect shirts & jackets before leaving 		<ul style="list-style-type: none"> Show good sportsmanship Return equipment Enter building silently – Voice level 0
Hall	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk silently – Voice level 0 	<ul style="list-style-type: none"> Keep hallways neat and clean Walk on the right 		<ul style="list-style-type: none"> Face forward Follow directions
Bathroom	<ul style="list-style-type: none"> Give others privacy Enter/exit silently – Voice level 0 Knock before entering 	<ul style="list-style-type: none"> Keep the bathroom clean Flush, wash, leave no trace Use supplies responsibly 		<ul style="list-style-type: none"> Use bathroom only when necessary Return to class promptly
Bus	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Follow bus driver's directions 	<ul style="list-style-type: none"> Stay in assigned seat Walk silently to designated area 		<ul style="list-style-type: none"> Sit properly Whisper – Voice level 1
Arrivals and Dismissals	<ul style="list-style-type: none"> Follow directions of adults and safety patrols Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Walk directly to assigned area silently – Voice Level 0 Keep belongings with you 		<ul style="list-style-type: none"> Sit properly until dismissed – Voice level 1
Special Events	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Ask questions when appropriate Stay silent – Voice level 0 	<ul style="list-style-type: none"> Stay in designated area Watch teacher for signal to line up 		<ul style="list-style-type: none"> Sit on your bottom Eyes on the speaker
All settings	<ul style="list-style-type: none"> Be helpful to others Ask to use things that are not yours 	<ul style="list-style-type: none"> Report problems and ask for help Tell the truth Follow all rules Ask permission to leave area 		<ul style="list-style-type: none"> Be on time Be prepared

Voice Levels

0 = Silent, no talking



1 = Whisper



2 = Talk quietly



School Wide Student Expectations

- Give 100% effort
- Be focused
- Be actively engaged
- Cooperate with others
- Be on task
- Be kind
- Be safe
- Be responsible
- Use polite language
- Encourage others positively
- Follow directions
- Participate and discuss
- Be respectful
- Be supportive of others
- Be prepared
- Be a good listener

Signature of student: _____ Date: _____

Student Dress Code

Students in all grades should dress appropriately for school. This includes:

- Shorts and skirts longer than the middle finger tip when hands are by their side
- Pants. Tight pants, leggings and sagging pants are NOT appropriate to wear in school
- Shoes. Please do not wear skates, cleats, high heels, or **flip flops**.
- Shirts. Thin tank tops, halter tops, muscle shirts, 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
- Hats or sunglasses are not to be worn inside the building unless special circumstances

Any student whose attire is not appropriate for school will need to go home to change or the parents can bring appropriate clothing.

Lost and Found Items

Please put your child's name on all sweaters, coats, etc. and book bags. Lost and found items are kept for 4 weeks in a designated area. After four weeks, unclaimed items will be donated to local agencies.

Inappropriate Items

Items such as cell phones, computer/video games, game systems, iPods, cameras, cards, toys, laser pointers, fidget spinners, etc. should be left at home. If these items are brought to school, they will be confiscated and returned only to a parent or guardian at the end of the school day or year. It is possible that the bringing of some of the items could result in suspension from school or a recommendation of expulsion according to the Aiken County Code of Student Conduct.

Homework Policy

The Homework Policy is set through teacher expectations that are sent home at the beginning of the year.

Grading System and Report Cards (Policy IKA)

Student performance should be evaluated based on state grade-level standards, IEP's, standardized and classroom assessments, and other available methods.

Grading Scales

Kindergarten

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

Grades 1-12

In grades one through twelve, numerical grades as specified shall be used to report student progress for each reporting period. Report cards shall reflect the academic achievement standards. Numerical grades shall be used on report cards, transcripts, and permanent

records in reading and mathematics for grade one. Numerical grades shall be used in all subject areas for grades two through twelve except as noted in the following paragraphs.

- Meeting standards (MS), making progress towards standards (MPS) and not making progress towards standards (NMP) will be used in art, physical education and music in grades one through five. MS, MPS and NMP will be used in ELA, social studies and science in grade one and handwriting in grades one and two. Health will be included with science in grades one through five.
- In grades one through five, the ELA grade will be a composite of spelling, English and composition, with reading being a separate grade.

GRADING SYSTEM – Grades 1 – 5

Letter Grade	Numerical Average
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Reports are sent to the parents at the end of each 9-week period. Bi-monthly reports are sent by all teachers. These reports are designed to keep you updated on your child's progress prior to receiving the 9-week report card. Please be involved and aware of your child's grades and ask for a conference with the teacher if your child is failing.

Promotion and 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 and by the local requirements of the Aiken County Board of Education. Policy AR-IKE-R

Appeal Procedure for Denial of Promotion/Credit

Appeals of the principal's decision will be processed through the district's administrative functions with the board of education being the final appeal step.

Gifted and Talented Program (G/T) 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 (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. 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.

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).

Reading Level Correlation Chart

Grade Level	Reading Stage	Grade Performance Equivalent	Lexile	Fountas and Pinnell	DRA 2	Reading Recovery
KDG	Emer- gent	.3	BR-49	A	A & 1	1
		.4		B	2 & 3	2
	FIRST GRADE	Early	.9	50-70	C	4
1.1			71-124	D	6	5 & 6
1.3			125-174	E	8	7 & 8
1.4			175-199	F	10	9 & 10
1.5			200-224	F	10	
Transitional		1.6	225-274	G	12	11 & 12
		1.7	275-299	H	14	13 & 14
		1.8	300-324	I	16	15, 16, & 17
		1.9	325-349	J	18	18, 19, & 20
		SECOND GRADE	2	350-424	J	18
	2.3		425-449	K	20	
	2.5		450-499	K	20	
	2.7		500-524	L	24	
THIRD GRADE	Extended	2.9	525-549	M	28	
		3	550-599	M	28	
		3.3	600-649	N	30	
		3.7	650-674	O	34	
		3.9	675-699	P	38	

FOURTH GRADE		4	700-724	P	38	
		4.3	725-749	Q	40	
		4.7	750-774	R	40-44	
		4.9	775-799	S		
FIFTH GRADE		5	800-824	T		
	Fluent	5.3	825-849	U		
		5.6	850-874	U		
		5.9	875-899	V		
		6	900-1010	W		

SRI STRETCH LEXILE RANGES (Link to SRI Performance Bands)					
GRADE 3	520-820	GRADE 4	740-940	GRADE 5	830-1010

Performance Bands for Grade levels without State Summative Assessments

	4K		Kindergarten		1st Grade		2nd Grade		3rd Grade	
	Teaching Strategies GOLD		DRA 2		F & P		F & P		SRI	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Advanced	51 - 72	63 - 72	2 and above	5 and above	F and above	L and above	L and above	O and above	716 and above	756 and above
Core	40 - 50	46 - 62	1	4	C - E	H - K	H - K	M - N	456 - 715	481 - 755
Strategic	24 - 39	31 - 45	*	A - 3	B	D - G	E - G	J - L	161 - 455	211 - 480
Intensive	4 - 23	4 - 30	*	Below A	A and below	below A - C	below A - D	below A - I	BR - 160	BR - 210

* Additional assessment is needed to determine Strategic and Intensive levels for beginning kindergarten

Notes: