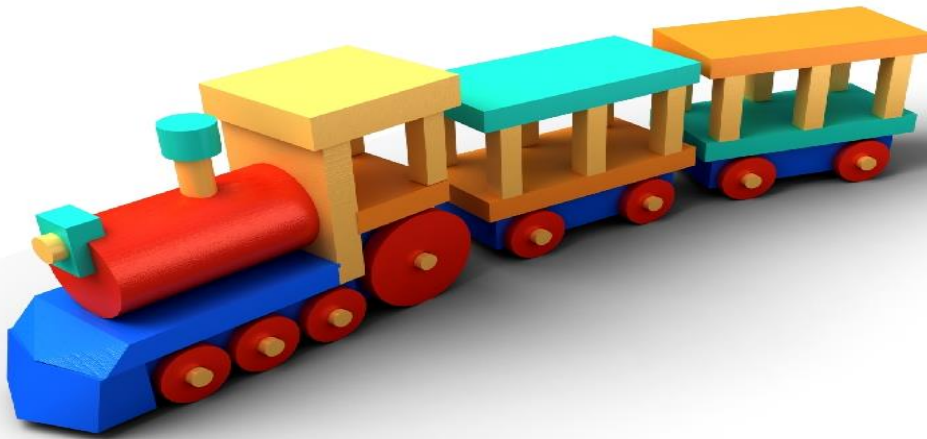


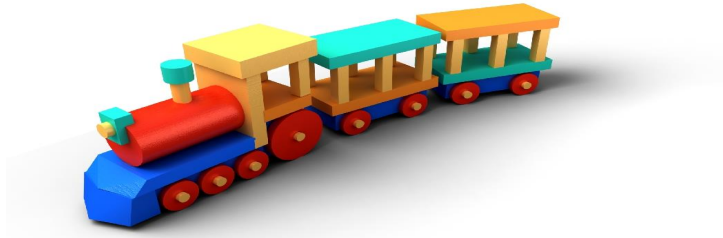
WARRENVILLE ELEMENTARY



STUDENT HANDBOOK 2019-2020

"WE ARE TRACKING SUCCESS"

**WARRENVILLE ELEMENTARY
STUDENT HANDBOOK
2019-2020**



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"WE ARE TRACKING SUCCESS"

This handbook belongs to: _____

Teacher: _____ Grade: _____

MISSION STATEMENT

The mission of Warrenville Elementary School is to provide its students with educational tools and skills necessary to become productive citizens in a global society by setting high standards in academic performance and student behavior.

BELIEF STATEMENT

We believe..

- Education is a life-long learning process,
- Education should prepare children in the 21st Century to be productive citizens,
- Education begins in the home, extends to the school, then to the community,
- Education is the responsibility of each individual,
- Education is an essential component for a well-balanced life.

VISION

We envision...

- A school that provides an academically challenging curriculum,
- A school that provides safety and security for the student,
- A school that is aesthetically attractive, adequately equipped, and meets the demand for a high quality program,
- A school where teachers and staff are of the highest quality,
- A school that works collaboratively and cooperatively with the community,
- A school where students are motivated to learn.

GOALS

School Goal #1: Help all children meet challenging academic standards.

School Goal #2: Build a solid foundation for learning for all students.

School Goal #3: Prepare students for life-long learning skills and behaviors that contribute to society.

PERFORMANCE GOALS

Performance Goal Area:

- Student Achievement
Performance Goal I: By spring of 2020, Warrenville Elementary students will demonstrate proficiency by meeting the following targets on SC Ready ELA and math: ELA LEVEL 2: 75.2% ELA LEVEL 3: 40.3% MATH LEVEL 2: 79.4% MATH LEVEL 3: 44.1%

- Teacher/Leadership Quality
Performance Goal II: By spring 2020, the school will maintain a 100% highly qualified teaching staff through August 2020.
- School Climate (Parent Involvement, Safe and Healthy Schools)
Performance Goal III: By spring 2020, 97.3% of teachers, 96.8% of students, and 88.8% of parents will indicate satisfaction with the learning environment; 97.3% of teachers, 98.1% of students, and 86.2% of parents will indicate satisfaction with the social and physical environment; 87.6% of teachers, 55.4% of students, and 88.9% of parents will indicate satisfaction with school-home relations as measured by the state report card.

ELEMENTARY SCHOOL ATTENDANCE

State law requires all children between the ages of five and seventeen to attend a public or private school or kindergarten. The School Board expects students to attend school regularly in order to make the desired and expected academic and social progress.

The School Board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the students. However, the School Board recognizes that some absences are unavoidable.

1. Students are required to bring written documentation for absences within 5 days from the day they return from an absence.
2. The principal shall approve or disapprove absences in excess of 10 (5 for semester classes). A medical note or other documentation will be required after a student accumulates 10 absences (5 for semester) in order to assist the principal in making that decision.
3. Absences with no documentation are automatically considered unlawful.
4. Students who accumulate 3 consecutive unlawful absences or a total of 5 unlawful absences will be considered truant. Parents/guardians and students (12 years and older) will be contacted to develop a written Attendance Intervention Plan. Failure to participate and/or adhere to the plan will result in a referral to the District Attendance Office and/or Family Court.

Lawful Absence(s)

1. The student is ill and attendance at the school would endanger the student's health or the health of others.

2. There is a death in the student's immediate family. Three absences per occurrence.
3. There is a serious illness in the student's immediate family. Absences of this nature should not exceed three per year.
4. Recognized religious holiday of the student's faith.
5. Emergencies and/or extreme hardships at the discretion of the principal.

Unlawful Absence(s)

1. The student is willfully absent from school without the knowledge of his/her parents.
2. The student is absent without acceptable reason with the knowledge of his/her parents.
3. The student is absent and fails to turn in an acceptable note within 5 days of the student's return from an illness.
4. The student accumulates more than 10 absences and a medical note is not received.

Truancy

1. Truant: A child from age five until age seventeen years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.
2. Habitual Truant: A child, ages 12 to 17, who accumulates two or more additional unlawful absences after an intervention plan has been developed by the school, parent/guardian and the child.
3. Chronic Truant: A child, ages 12 to 17, who has been through the intervention process and who has reached the level of habitual truant, has been referred to Family Court and placed under a school attendance order, and continues to accumulate unlawful absences.

Tardiness

Unexcused/Unlawful tardies are considered a violation of the CSAL (Compulsory School Attendance Law) in that instruction time is missed. Unexcused tardies will be addressed in an Attendance Intervention Plan and may result in a referral to the District Attendance Office and/or Family Court. **Any student arriving after 7:30 a.m. will be considered tardy. Students who arrive after 7:40 a.m. should be walked in by a parent.**

Lawful Tardies: In order for a tardy to be excused written documentation must be provided.

1. Illness on part of the student with written medical excuse
2. Emergency and/or hardships at the discretion of the principal
3. Doctor or Dentist appointment

4. Late bus arrival
5. Teacher, Guidance or Administrator Conference

Unlawful Tardies: Three written parent excuses for any reason or combination of reasons will be accepted per semester. Any additional excuses must be official written medical excuses etc. or will be considered unlawful.

1. Illness on part of the student without a written doctors excuse
2. Oversleeping, traffic, carpool trouble or other "personal reasons"
3. Missed Bus
4. Car trouble

To support the goal of the Compulsory School Attendance Law and decrease a possible referral to the District Attendance Office and/or Family Court schools may implement the following actions:

Tardies	Actions
1-3	Verbal and/or written warning by school personnel (Level 1)
4-6	Verbal and written offer to connect parent with support services (Level 2)
7-9	Verbal and written letter for an Unlawful Tardy Intervention Plan (School Level) (Level 3)
10-15	Verbal and written letter for an Unlawful Tardy Intervention Plan (School Level) (Level 4)

Level 1: Warning Level

Level 2: Support Services Letter: (i.e. Student Services Worker, Guidance, Transportation, etc.)

Level 3: Unlawful Tardy Intervention Plan (School Level)

Level 4: Unlawful Tardy Intervention Plan (School Level)

*All referrals to District Attendance Office will be dependent upon amount of loss instructional time.

Make-up work

Teachers will permit students to make-up work missed during an absence as long as the student makes appropriate arrangements with the teacher no later than the student's fifth day back at school.

School principals will exert every realistic effort to provide assurance that these regulations are adhered to in a fair and consistent manner. Principals will place special emphasis on coordinating implementation affecting students within the same family.

Homebound Instruction

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

Appeals

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

AFTER SCHOOL CARE

The Quest Zone is held in the school cafeteria each day. The Quest Zone is an innovative afterschool program that offers inventive activities and structure while keeping your child engaged and having fun after the school day ends. The hours are from 2:30-6:00. For more information visit qzinfo@thequestzone.com or call (803) 413-2497.

ASSEMBLIES

Assemblies will be held periodically. School-sponsored programs are under the direction and supervision of all teachers as well as the administration. Students are requested to conduct themselves in an orderly manner. Whistling, booing, wild applause, and other inappropriate forms of expression will not be tolerated. The appropriate way to show appreciation is through applause.

BREAKFAST AND LUNCH FEES

(Prices subject to change)

Full Pay Breakfast	\$1.85
Reduced Breakfast	\$.30
Full Pay Lunch	\$2.55
Reduced Lunch	\$.40
Extra Milk	\$.50

Please pay lunch money in full for one week at a time on the first day of the school week. Lunch money should be put in an envelope with the student's name, homeroom teacher's name, and the words *lunch money* written on the envelope. **Checks should be made payable to School Food Service.** All questions pertaining to the cafeteria should be addressed to the cafeteria manager from 7:00-2:00 at (803) 663-4228.

All food must be eaten in the cafeteria. For those who bring a lunch to school, the lunch must remain in the homeroom until lunchtime. Drinks must be in plastic bottles or in an unbreakable container. **Soft drinks are discouraged.**

COMMUNICABLE DISEASES

Students with communicable diseases, including AIDS and HIV infection, will be permitted to attend school in accordance with this regulation only. If it is determined, based on sound medical evidence and in accordance with the procedures set forth herein, that any child with any communicable disease poses a significant risk to the health

and safety of other students in his/her current placement, a determination will be made whether an appropriate adjustment can be made to the student's school program to eliminate the risk. If such adjustments are not possible, an alternative educational program should be offered. This board reserves the right to require a satisfactory certificate from one or more licensed physicians that the student's attendance is no longer a risk to the student or to others. In case of acute streptococcal, tonsillitis, conjunctivitis (pink eye), ringworm of the scalp, or scabies, the student will be excluded from school during such illness and be readmitted only on the certificate or 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 may be readmitted when 1) accompanied by parent/guardian, 2) evidence of treatment product is provided, and 3) hair is found to be nit free on physical inspection.

If it is the determination of the principal that a student should be sent home with a communicable disease, steps should be taken by the principal to inform parents and to assist in securing non-public transportation for the student. It is the parent's responsibility to have the student examined by a physician. The principal may decide on the appropriateness of readmission of students who have been sent home because of infectiousness, except for HIV infection, in accordance with this regulation.

The names of parents/guardians who keep their child out of school four or more days without arranging for him/her to see a physician or other health agency will be reported to the Office of Student Services for appropriate action in line with the attendance policy.

CURRICULUM

The instructional organization at Warrenton Elementary provides for the flexibility needed to teach each child as an individual learner.

The child's instructional day is divided into blocks of time for mathematics, reading, writing, science, and social studies. Art, music, media, guidance and physical education are provided as special area classes. Learners are grouped for different time blocks by skill needs, levels of accomplishment, interests, and/or grade levels.

Emphasis is placed on providing learning experiences that motivate and enhance student achievement. A wide variety of resources and materials is utilized with varied approaches. Student assessment is provided through activities such as teacher observation, teacher-developed instruments, textbook tests, and standardized tests. Local, state, and national data are obtained through the administration of Strategies Gold, Kindergarten Readiness Assessment (KRA), Fountas and Pinnell, HMH Reading Inventory (RI), HMH Math Inventory (MI), CogAt, SC Ready, and SCPASS.

Students with special needs are served through the Academic Gifted Program (AGP) and/or in self-contained classes. The staff at Warrenville Elementary is dedicated to each child and strives to assist each one to reach his/her maximum potential.

DISCIPLINE CODE

All students are provided copies of the *Code of Student Conduct*. Parents are requested to read and discuss this with their child. The code should be signed by both parent and student, dated, and returned to the school. Discipline on school-sponsored trips or events will be by the *Code of Student Conduct*.

DISMISSAL

Students will not be dismissed early unless their parent, guardian, or person named on the registration card signs them out in the office. **In order to guarantee that students are dismissed as parents request, telephone calls cannot be accepted.** (Office staff may not recognize a voice). **Due to the importance placed on instruction, parents are requested not to sign out students after 2:00 p.m. unless an emergency occurs.**

DRESS CODE ELEMENTARY SCHOOL

APPROPRIATE AND NON-DISTRACTING ATTIRE SHALL BE WORN IN THE EDUCATIONAL SETTING. THIS INCLUDES OFF-CAMPUS ACTIVITIES SUCH AS FIELD TRIPS, PERFORMANCES AND SCHOOL-SPONSORED EVENTS.

1. APPROPRIATE ATTIRE

- Skirts, shorts and skorts must be at least two inches below fingertip length or longer when standing (leggings or tights do not substitute for length)
- Clothing must cover undergarments
- Pants, shorts, skirts, and skorts must be worn at the waist
- Shoes, shirts and pants must be worn at all times

2. INAPPROPRIATE ATTIRE FOR ALL STUDENTS

- Hats, hoods on clothing or jackets, head scarves, bandanas, and sunglasses should not be worn inside the building (this does not apply to designated spirit days assigned by the administration)
- Tank tops, tube tops, halter tops and tops with string straps, unless covered by a shirt or blouse
- Bare midriffs and backs
- See-through garments
- Garments that have open holes higher than the knee
- Leggings/jeggings and tights worn as pants
- “Sagging” pants, shorts worn below the waist-line

- Clothing/jewelry may not display alcohol, tobacco, or controlled substance advertisements. Clothing may not display vulgar writing or symbols that are sexual in nature or which illustrate violence. Also, while the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate and students will be asked not to wear the clothing/jewelry.
- NO shoes with wheels and/or cleats inside the school building
- Flip Flops (refrain from wearing because of safety concerns)

3. HAIR STYLES AND COLORS

- All students are asked to refrain from hair styles/colors that are potentially distracting in a school setting (any action related to hair styles/colors is at the discretion of administration).

NOTE: The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or result in the disruption of or interference with the school environment and student safety. In the event the administration determines a student’s dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be addressed as outlined in the District’s Behavior Code.

EARLY MORNING SUPERVISION

Students should not arrive on campus before 7:00 a.m. There is no supervision before this time; therefore, parents are asked not to drop students off until the front doors are unlocked at 7:00 a.m. Teachers/staff who are at school before this time are not available to supervise.

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.

EMERGENCY DRILLS

Fire, tornado, intruder, and earthquake drills are conducted on a regular basis. Faculty, staff, and students are expected to comply with all instructions with the seriousness for which an emergency drill is designed. Procedures for each drill and evacuation plans are posted throughout the building.

EMERGENCY SCHOOL CLOSING

When inclement weather occurs, district administrators will decide by 6:30 a.m. if school will open. The decision will be broadcast on Augusta, Aiken and Columbia radio and television stations. The emergency calling system will dial each number listed through the school's system.

FEES

Instructional fees are necessary to provide materials that are vital to the educational program. It is expected that fees be paid for every student. Should a severe hardship exist, it will be the parent's/guardian's responsibility to construct a fee payment plan with the principal or her designee. Fees for this school year will be as follows (subject to change):

Kindergarten – Grade 5	\$40.00
Reduced Fees	\$6.15

FIELD TRIPS

Classes may take field trips during the year. Participating students are subject to all school district policies including the discipline code, attendance policy, and field trip regulations. Students will not be allowed to go on a field trip if they are serving a suspension, have missed more than ten (10) days of school, or caused trouble on a previous field trip. Students who are suspended off the school bus at the time of the field trip may not ride the bus on a field trip. All chaperones must be approved by the administration at least

five days before the field trip. Refunds cannot be made for the transportation.

GIFTED AND 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 (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.

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).

GRADING SCALE

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 grades one and two. Numerical grades shall be used in all subject areas for grades three through twelve except as noted in the following paragraph.

S for Satisfactory, N for Needs Improvement, and U for Unsatisfactory shall be used in art, physical education, music, and handwriting in grades three, four, and five. In grades one and two, S, N, and U shall be used in science, health, social studies, handwriting, and spelling.

<u>Letter Grade</u>	<u>Numerical Average</u>
S - Satisfactory	70 – 100
N - Needs Improvement	60 – 69
U - Unsatisfactory	Below 60

<u>Letter Grade</u>	<u>Numerical Grade</u>
A	90 – 100
B	80 – 89

C	70 – 89
D	60 – 69
F	Below 60

GRADING SYSTEM

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

Provisions for this policy will supersede rules pertaining to class rank, course weightings, course levels, and sections relevant to such as found in Policy IHC.

GUIDANCE

A full-time guidance counselor is available to assist students with various situations. The guidance counselor, classroom teacher, and administration work cooperatively with students and parents to provide guidance services.

HONOR ROLL

The Principal’s Honor Roll (for students who have all As) and the School’s Honor Roll (for students who have As and/or Bs) give recognition to students who excel academically.

IMMUNIZATIONS

Pursuant to Regulation 61-8, the SC Department of Health and Environmental Control has declared the following minimum immunization requirements are necessary for a child to be admitted to any public, private, or parochial school, grades five-year-old kindergarten through 5th grade.

Vaccine Minimum Requirements for:

Diphtheria, Tetanus and Pertussis:

Four (4) doses of any combination of DTP, DT, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday

Polio:

Three (3) doses of oral and/or inactivated polio vaccine with at least one (1) received on or after the fourth birthday.

Rubeola (Measles):

Two (2) doses of rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least 4 weeks.

Rubella (German Measles):

One (1) dose of rubella (German Measles) vaccine received on or after the first birthday.

Mumps:

One (1) dose of mumps vaccine received on or after the first birthday.

Hepatitis B:

Three (3) doses of Hepatitis B vaccine with the third dose received ≥ 24 weeks of age and at least 16 weeks after the first dose .

Varicella:

(5K Grade 3) Two (2) doses of varicella vaccine with both doses received on or after the first birthday and separated by at least 4 weeks or a positive history of disease.

(Grades 4 & 5) One (1) dose of varicella vaccine received on or after the first birthday or positive history of disease.

INAPPROPRIATE ITEMS

Items such as skateboards, balls and other sporting goods, iPods, iPads, MP3 players, toys, baseball or other types of cards, handheld electronic games, etc. are not necessary to the instructional program and therefore should be left at home. If these items are brought to school, they will be confiscated and kept until the end of the school year.

INTERIM REPORTS

Interim reports are issued at the midpoint of each nine weeks. Interim reports must be signed by the parent/guardian and returned. The dates for interim reports are as follows:

September 19
November 25
February 20
May 05

LOST AND FOUND

Money, jewelry, or other valuables will remain in the office until claimed. All other items (clothing, book bags, lunch boxes, etc.) may be claimed on the clothes rack in the main hallway. It is recommended that parents put nametags in jackets and label all private property.

MEDICINES

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

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

- a. student's name
- b. name of medication
- c. time(s) to be administered
- d. dosage
- e. strength
- f. directions for use
- g. approximate duration of use

- h. physician's name
- i. date
- j. pharmacy name, address, phone number

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

3. 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, locked container or cabinet.
- Return unused medication to the parent/legal guardian or student at the principal's discretion unless instructed otherwise one week after termination of treatment or at the end of the school year.

4. Refilled prescription drugs must be provided in a new container, appropriately labeled. Medication may not exceed a one-month supply.

5. Any changes in administration of current prescription medication must be accompanied by a district medication form and a new label indicating the changes. A faxed or hard copy of the physician's order to change the administration of a drug may also be accepted. 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.

6. The school district retains the discretion to reject any request for administration of medicine.

7. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

8. 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 a pharmacist or other sources outside of the school district and, therefore, will assume no responsibility for the effects of such medications or treatments upon students.

(Administrative Rule JGCD-R)

MISBEHAVIOR

Students who misbehave will be disciplined according to the *Code of Student Conduct*.

Parents of students who continually misbehave may be required to have a conference with a school administrator. If a child is misbehaving, parents may be contacted at home or

work to pick the child up from school. As a last resort, local law enforcement will be called to come for an unruly child.

PARENT-SCHOOL COMMUNICATION

Communicating with your child's teacher(s) helps you understand what is expected of your child as well as how he is meeting the expectations. It also lets your child know that both you and the teacher are interested in his progress. You may communicate with teachers either by writing notes, by calling, or via e-mail.

We hope that each parent will be able to meet with his child's teacher on a regular basis during the school year. Please call the school office (663-4270) if you would like assistance in scheduling a conference. Your child's teacher will be able to meet with you during a planning period or after school.

PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization is made up of parents and teachers who are actively interested in promoting a better understanding in the home, school, and community. With the cooperation of all parents, teachers, and students, Warrenville Elementary's goals will be reached.

You are invited to become a member of the PTO. Membership is **FREE!**

Schedule of Meetings:

Tuesday, August 27	6:00 p.m.
Friday, October 4	6:00 p.m.
Tuesday, December 10	6:00 p.m.
Tuesday, April 21	6:00 p.m.

(Dates are subject to change).

PARTIES

Classes may have two parties during the school year. If you wish for your child not to participate, please notify the school.

PROMOTION AND RETENTION

Kindergarten

Completion of the kindergarten program generally leads to promotion to first grade. Retention in kindergarten or administrative placement in first grade shall be based on an evaluation of the child as indicated by formal and informal instruments, with input from teachers, parents, principal, and other appropriate school personnel.

Grades One Through Five

Student promotion from one grade to another will be determined by reading and math proficiency on state assessments, mastery tests, teacher-made tests, and samples of student work. In addition, other objective measures may be utilized.

Promotion Criteria

Promotion consideration for all students in grades one through five will be determined by:

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

Grades 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.

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 (language arts, science, and 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 and has not met mastery standards appropriate for his/her grade level, a document should be signed by the parent/guardian and the principal and 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 Child Study Center, providing he has not previously been referred for evaluation.

Other Consideration for Promotion/Placement (Levels 1-5)

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

Handicapped Students

Identified handicapped students will be governed by the students' Individual Education Programs (IEP). If objectives in the IEP are not met, the students will be considered for retention. Retention will be determined on a case-by-case basis by the teachers, parents, principal, and appropriate support personnel.

REPORT CARDS

Report cards are sent home every nine weeks. They should be signed by the parent/guardian and returned to the homeroom teacher. Report cards will be issued on the following dates:

- October 21 – Parent Conferences
- October 29
- January 23
- April 2
- June 11

RULES

1. Car riders who are picked up after 2:50 p.m. will be required to be signed out.
2. For everyone's safety, running in the hallways, in the cafeteria, and on the walkways is not permitted.
3. School grounds are to be kept clean by having all items placed in the proper receptacles.
4. If a student has a problem on the playground during recess and needs to enter the building, the teacher on duty should be contacted. A student must have permission from the teacher on duty before coming back into the building.
5. If students ride to and from school in a car, they will not be allowed to deviate from this procedure unless a **written request is received from the parent.**
6. If a bus rider is not to ride the bus on a particular day, **the parent must send a note;** otherwise, the student must ride the bus.
7. Students may be exempt from going outside for PE and/or recess for health reasons with a note from the parent/guardian.
8. Profanity, swearing, gesturing, or obscenities will not be tolerated.
9. Students involved in fighting, either in anger or play, will be disciplined. All students involved will be disciplined regardless of who instigated the incident.
10. Throwing objects of any kind is not allowed.
11. The lunch period is a time for eating quietly and enjoying lunch. Loud talking and playing will not be permitted.
12. Students will not be allowed to take writing instruments out of the classroom during school hours. They will not be allowed in the restrooms, cafeteria, or halls, and they are not to be taken out to recess.
13. Students are not allowed to receive flowers, balloons, gifts, etc. at school.

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE

ELEMENTARY SCHOOL

LEVEL I – DISORDERLY CONDUCT

Disorderly conduct is defined as those activities which tend to impede the orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following violations – depending upon severity. All final disciplinary actions are left to the discretion of the administration.

Level I - Disorderly Conduct

- * Disorderly conduct on the bus
- * Getting on or off the bus at other than the designated stop

- * Eating and/or drinking on the bus
- * Littering on the bus
- * Minor violation of any safety procedures (standing, sitting improperly, etc.)
- * Making loud noises (yelling, etc.)
- * Pushing, tripping, or general horseplay
- * Encouraging misbehavior
- * Using an unauthorized electronic device (earbuds, etc.)

Consequences

- 1st referral – warning and contact parents
- 2nd referral – suspended from the bus up to three days and contact parents
- 3rd referral – suspended from the bus up to five days and contact parents
- 4th referral – suspended from the bus up to ten days and contact parents
- 5th referral or more – suspended from the bus for ten or more days

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following violations. All final disciplinary actions are left to the discretion of the administration.

Violations

- * Possession and/or using any tobacco products (electronic cigarettes, vapors, etc.) on the bus
- * Throwing objects on or out of the bus
- * Refusing to sit in an assigned seat
- * Using profanity, abusive language or obscene gestures
- * Severe violation of safety procedures (having head, arms, hands, extended from the bus etc.)
- * Defacing property (writing or marking on seats, etc.)
- * Disrespect/refusal to obey the bus driver (depending on severity)
- * Harassing, threatening, intimidating, or physically abusing another person on the bus
- * Pushing, tripping, or general horseplay (depending on severity)
- * Spraying/Use of scented products

Consequences

- 1st referral – suspended from the bus up to three days and contact parents
- 2nd referral – suspended from the bus for up to five days and contact parents

- 3rd referral – suspended from the bus for up to ten days and contact parents
- 4th referral – suspended from the bus for up to thirty days and parent conference
- 5th referral – suspended from the bus for the remainder of the school year and parent conference

*Transportation Supervisor must be involved in conference for bus suspensions of 30 days or longer

*Level II violations may also result in out-of-school suspensions and/or restitution of property.

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of Trustees. Level III violations may lead to a student's immediate removal from the bus at the school or bus transportation office. Acts of criminal conduct may include, but are not limited to the following violations.

Violations

- * Fighting on the bus
- * Physically abusing or hitting another passenger
- * Possessing, using, or distributing explosives and/or fireworks
- * Carrying a weapon or any object that might be used as a weapon
- * Persistent uncontrollable conduct
- * Possessing, using, or distributing alcohol, drugs, paraphernalia and/or look-alike drugs on the bus
- * Pushing or tripping that leads to injury
- * Harassing, threatening, intimidating, physically abusing persons on the bus (depending on severity)
- * Vandalism – destruction of any part of the bus (seats, interior and/or exterior)
- * Sexual misconduct

Consequences

Any Referral – suspended from bus for the remainder of the school year and conference with parents

*Transportation Supervisor must be involved in conference for bus suspensions of 30 days or longer

*Level III violations may also result in out-of-school suspension, recommendation of expulsion, notification of law enforcement authorities and/or restitution of property.

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offences, the student must remain off the bus for at least 45 school days. If parents wish to appeal the removal after 45 school days have been served, the parents should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus supervisor regarding reinstatement and inform the parents of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code. If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off of the bus with no appeal under this code.

*Students in grades kindergarten – second grade must have an adult at the bus stop to receive the student. If no one is present, the child will be returned to school and parents will be responsible for picking the student up. Multiple cases can result in further discipline action by administration.

SECTION 21-816 A PUPIL MAY BE SUSPENDED FROM RIDING THE BUS FOR ONE WEEK FOR THE FIRST OFFENSE, TWO WEEKS FOR THE SECOND OFFENSE, THREE WEEKS FOR THE THIRD OFFENSE. IF, AFTER A THIRD OFFENSE, A PUPIL PERSISTS IN UNCONTROLLABLE CONDUCT WHILE RIDING A SCHOOL BUS, HE/SHE SHALL BE SUSPENDED FROM RIDING SAID BUS FOR THE REMAINDER OF THE SCHOOL SESSION IN PROGRESS.

SCHOOL CEREMONIES AND OBSERVANCES

All students and staff members recite the Pledge of Allegiance, the SC State Pledge, and the school pledge each school day during the morning announcements. Each day, by South Carolina law, a moment of silence is observed. This will be at or near 7:35 a.m. Everyone is asked to enter and move about the building quietly at this time.

SCHOOL PLEDGE

I pledge today to do my best
 In reading, math and all the rest.
 I promise to obey the rules
 In my class and in my school.
 I'll respect myself and others, too,
 I'll expect the best in all I do.
 I am here to learn all I can,
 To do my best and be all I am.

SCREENING NOTIFICATION
SPEECH/LANGUAGE, HEARING, VISION

This is to notify parents of the screening programs within the Aiken County Public Schools. The areas and students to be screened include:

Speech/Language

All child development and kindergarten students, new students, referrals, and students for whom re-screening was recommended the previous year

Hearing

All child development, kindergarten, 1st, 3rd, and 5th grade students, new students, referrals, and high risk students who have a medical problem associated with hearing impairment or who failed the re-screening was recommended the previous year

Vision

All child development, kindergarten, 3rd, and 5th grade students, new students, and referrals

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, on school property or while under the jurisdiction of the school, is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action, including suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school, including while riding a 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 nature.

STATEMENT OF NONDISCRIMINATION
EQUAL OPPORTUNITY - STUDENTS

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.)

STUDENT RECORDS NOTICE

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). 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.**

STUDENT SCHEDULE

The school day will begin at 7:30 a.m. and end at 2:30 p.m.

TESTING PROGRAM

Aiken County School District participates in all testing programs mandated by the State. Students entering the child development program are assessed using the DIAL-3 battery. Second grade students take the Iowa Test of Basic Skills (ITBS) and the Cognitive Achievement Test (CogAt) in the fall. Third through fifth grade students take SC Ready English/Language Arts and math in the spring. Students in fourth and fifth grade also take the Palmetto Assessment of State Standards (PASS) social studies and science state tests in the spring of each year.

In addition, 4K teachers administer Strategies Gold, 5K teachers administer KRA, 5K, 1st and 2nd grade teachers administer Fountas and Pinnell, 2nd through 5th grade students take the HMH Reading Inventory and the HMH Math Inventory which are all benchmark assessments given three times during the year. All English as a Second Language students are also assessed through the English Language Proficiency Test (ACCESS) in the spring of each year.

TEXTBOOKS

Textbooks are furnished by the State of South Carolina. Students must assume full responsibility for the care of all textbooks. Each textbook has a barcode label on the back of the book and a label inside the back cover. If a student damages or removes a barcode, they will be charged a fee for damages. They are required to keep textbooks covered with non-adhesive book covers at all times. If a textbook is lost, the original book must be paid for before another one can be issued. If the book is found and returned, a refund will be made. If books are damaged, a damage fee will be charged.

The amount will depend upon the degree of damage and the condition of the book when it was issued.

TRANSFERS

Students who transfer during the school year will be given a transfer form to take to the receiving school. All textbooks and library books must be returned and any money owed to the school must be paid before the transfer is completed.

Parents are requested to notify the school office as soon as possible if their child is being transferred to another school. Completion of the transfer form requires several signatures. Parents are requested to allow at least one school day for an accurate report to be completed. Records will be sent after the parent officially withdraws the student.

TREATS

Parents may send individually-wrapped, commercially-produced treats for their child's class. **Home-made or home-baked treats are not allowed, for safety reasons.**

VISITORS AND VOLUNTEERS

All visitors and volunteers must report to the main office before proceeding to any other area of the building. They are to sign in and obtain a visitor's or volunteer's sticker before reporting to the designated location. Visitors and volunteers are welcome and are requested to allow the teacher to continue conducting her/his class. Conferences with teachers should be scheduled during a teacher's non-instructional time.

Volunteers enhance the educational environments in Aiken County Public Schools and are always encouraged!

In order to ensure the safety and security of all students and staff, the Backgrounds of all volunteers are screened prior to an individual's service in our schools.

A National Sex Offender Registry Check is required of all volunteers (and school visitors). Additionally, a Criminal Background Screening is required of all Level 2 Volunteers (volunteers who work with students in settings that are not always supervised by school personnel).

Background Checks are available at no cost to interested volunteers. Please contact the school's volunteer coordinator for additional information on serving as a Level 2 Volunteer to initiate your background screening.

Level 1 Volunteer is an individual whose contact with students is supervised by school personnel at all times. Volunteer conditions are typically public settings and classrooms. Examples of these situations include, but are not limited to:

- classroom tutor
- test monitor
- homeroom parent or class assistant
- lunch buddy, playground, computer or media

- assistant,
- volunteer assistant in an after-school program supervised by school personnel
- school office volunteer
- room parent

Level 2 Volunteer is an individual who works with students in settings which may not always be supervised by school personnel. This volunteer likely will have direct and unsupervised interactions with students. No volunteer, Level 2 or otherwise, should ever place themselves in a situation where they are alone with an individual student. Typical examples of Level 2 volunteers include, but are not limited to:

- on-site tutoring outside of the classroom
- chaperones for school field trips, sporting events, and overnight events
- Booster Club and PTA Officers
- athletic coaching assistants
- mentors

All volunteers and chaperones must be pre-approved **annually**.