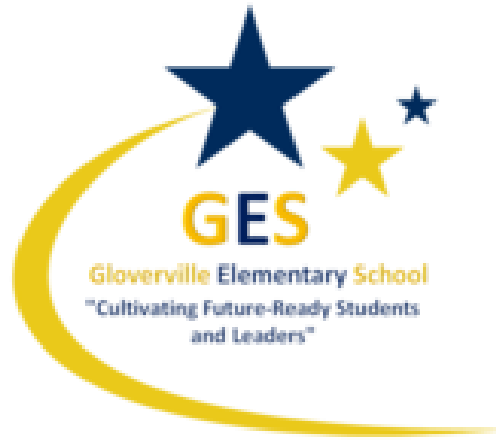


Gloversville Elementary School



Shooting Stars

2021-2022

Parent / Student Handbook

“Cultivating Future Ready Students and Leaders”

Nathan Lobaugh
Principal
Email: nlobaugh@acpsd.net

Office Hours: 7:30 am – 4:00 pm
Phone: 803-593-7280
Fax: 803-593-7281
Website: <https://www.acpsd.net/GLES>

Peggy Coleman
Assistant Principal
Email: ColemanP@acpsd.net

Vision:

“CULTIVATING FUTURE READY STUDENTS AND LEADERS”

G- guarantee high expectations through rigor, relevance, and relationships

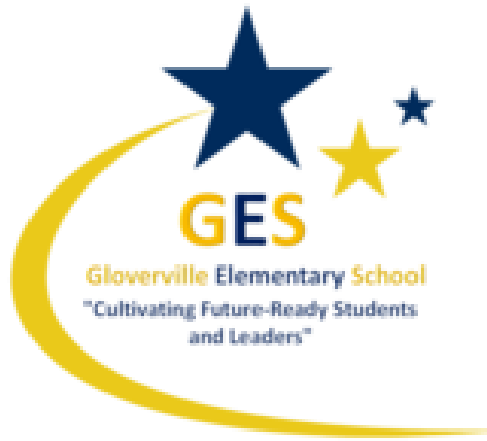
E- every student prepared to be college and career ready

S- striving to become leaders in a global society

Mission:

THE MISSION OF AIKEN COUNTY PUBLIC SCHOOLS AND GLOVERVILLE ELEMENTARY SCHOOL IS TO CULTIVATE FUTURE-READY STUDENTS TO SERVE OUR EVOLVING COMMUNITY AND WORLD THROUGH AN INNOVATIVE, LITERACY-FOCUSED SCHOOL SYSTEM DISTINGUISHED BY:

- *Rigorous, personalized learning opportunities*
- *Highly effective, service-driven professionals; and*
 - *Mutually beneficial partnerships*



Gloverville Elementary School

HOURS OF OPERATION

7:00 AM.	School Opens for student arrival
7:00 - 7:25 AM.	Breakfast Served
7:15 AM	Office Opens
7:25 AM.	First Bell
7:30 AM.	School Day Begins
7:30 AM.....	Tardy Bell
10:15 AM – 12:50 PM	Lunch
2:25 PM.	Bus students dismissal
2:30 PM.	Car riders and walkers dismissal
3:00 PM.	Dismissal for Teachers
4:00 PM.	Office Closes



2021-22 Aiken County Public School District Calendar



July 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
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	
2-30	4-10's Schools and Offices Closed
5	Independence Day Holiday Observed

August 2021						
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	
6	4-10's Schools and Offices Closed
9-13	Professional Development & Teacher Workdays
16	First Day of School

September 2021						
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	
6	Labor Day
16	Interim Reports (1st Quarter)

October 2021						
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	
18	End of the 1st Quarter
22	Q1 Report Cards
25	Teacher Workday/Parent Teacher Conferences

November 2021						
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	
19	Interim Reports (2nd Quarter)
24-26	Thanksgiving Break

December 2021						
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	
20-31	Winter Break

January 2022						
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	
3	Weather Make-Up Day
4	Students Return From Winter Break
7	End of 1st Semester
10	Teacher Work Day
14	Q2 Report Cards
17	Martin Luther King Jr. Holiday

February 2022						
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					

February	
4	District Professional Development Day
14	Interim Reports (3rd Quarter)
18	Weather Make-Up Day
21	President's Day Holiday

March 2022						
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	
18	End of the 3rd Quarter
21	Prof. Dev/Teacher WorkDay/ Weather Make Up
25	Q3 Report Cards

April 2022						
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	
4-8	Spring Break Students & Staff
15	Good Friday Holiday
29	Interim Reports (4th Quarter)

May 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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	
30	Memorial Day Holiday
31	Half Day for Students

June 2022						
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	
1-2	Half Day for Students
2	End of 2nd Semester/ Last Day of School
3	Teacher Work Day
2-3	Graduation Dates
7	Q4/Final Report Cards
10-24	4-10's Schools and Offices Closed

GLOVERVILLE ELEMENTARY SCHOOL

GENERAL INFORMATION

(Topics are presented in alphabetical order for your convenience.)

ACCREDITATION

Gloverville Elementary School is accredited by both the Southern Association of Colleges and Schools and the South Carolina State Department of Education.

ASBESTOS MANAGEMENT PLAN – (See letter at end of handbook)

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

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

The entire school system was re-inspected for ACBM condition in October, 1998 and found to be in compliance with AHERA regulations. Any questions pertaining to the Management Plan may be directed to Mrs. Beth Clark in our Facilities Construction Department at (803) 641-2534.

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, or the district policy (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.

ARRIVAL AT SCHOOL (procedures)

All students are to be dropped off in front of the cafeteria from the Pine Street entrance between 7:00 AM and 7:25 AM. Students are to enter the cafeteria entrance.

Students may NOT be dropped off at the School Street Entrance location because there is not adult supervision in this area. On duty staff and safety patrol students help escort young children to the correct duty location from the Pine Street drop off.

Parents should NOT go to classrooms in the morning without first receiving a visitor's pass from the office.

Students arriving after 7:30 AM must be escorted by their parents to the office to sign in and obtain a tardy pass. Please do not take students directly to the classroom or mobile if they are tardy.

ATTENDANCE

Regular attendance and punctuality are essential in providing for the development of personal responsibility and for continuous growth in learning experiences. Time lost from the classroom can never be made up completely since many extras beyond textbook content and completion of assignments contribute to the learning process. (There is no substitute for actual daily participation in class!)

The Law: The Compulsory Attendance Law requires that all children in South Carolina between the ages of 5 and 17 attend school continuously. Also, **the law affirms that the primary responsibility for regular attendance resides with the parents and/or guardians. Only 10 unexcused absences are allowed per year (5 per semester); however, after 5 unexcused absences, student will be coded as truant in the S.C. attendance system. Truancy status will remain on student's record through twelfth grade.**

Students, please remember that all absences, along with tardies, are recorded on your permanent record. Each student enrolled in the schools of the district shall be expected to attend school regularly. When a student has been absent from school, **a written statement explaining the absence is required on the student's first day back to school.** The note should include the date of absence, reason for absence, and be signed by a parent or guardian. Absences are lawful or unlawful. The following conditions are considered lawful absences: (1) Student's personal illness (a physician's statement may be required). (2) Illness of an immediate family member which requires emergency help from the student. (3) Death in the immediate family. (4) Observance of a religious holiday established by the governing organization of the religion to which the student belongs. (5) Chronic, or extended illness, requires a certification of the illness from a physician or other health provider. The statement must be presented to the school at the time of registration or immediately following the medical diagnosis. Such statement will become a part of the student's health file and will be placed in the permanent record. **All absences in excess of ten (10) must be approved by the principal.**

Unlawful Absences: An unlawful absence is defined as a student's willful absence from school without the knowledge of the parents, or a student's absence from school without an approved reason with or without the knowledge of the parents. The District Board of Trustees or its designee shall promptly approve or disapprove any student's absence in excess of ten days. Excessive absences will be recorded and reported to the District Attendance Supervisor. The Supervisor will in turn contact the student's parents or guardian. Unless a student is present in school for a minimum of three hours and fifteen minutes, he will not be counted present on that day. Policy requires that after ten absences (lawful or unlawful), a doctor's statement will be required in order for further absences to be excused. A certificate will be presented to each student who maintains perfect attendance for the school year.

Tardies:

Tardies to school are our school's number one problem. Please help us to ensure that **your child** arrives on time each day. Teachers begin their instruction at 7:30 each morning. Please have your child on campus no later than 7:25 to ensure that they are on time. Please be cognizant that when a child is tardy, it causes them to miss much-needed instructional information. Disciplinary action must be taken when students continue to arrive late to school. When excessive tardies continue to be recorded a parent conference with administration will be required. Minutes from tardiness can accumulate to absences on a student's attendance record and become part of the evidence on record in truancy court cases.

BICYCLES

Bicycles are not encouraged, but are allowed. Parents should be extremely cautious in allowing students to ride bicycles to and from school.

BIRTH CERTIFICATE

Pupils entering Kindergarten must be five years old on or before September 1. Pupils entering first grade must be six years old on or before September 1. A certified copy of the birth certificate must be presented before a student is officially enrolled in the school. A student entering 4-year-old Kindergarten must be four years old by September 1.

BUS TRANSPORTATION AND CONDUCT

Refer to the updated Aiken County Code of Conduct.

Our Transportation Department recently launched a new mobile app that will allow parents and guardians to know where their child's school bus is at all times! We encourage parents and guardians of bus riders to download the app "Here Comes the Bus" from the Apple Store or the Google Play Store before the first day of the 2021-22 school year on August 16.

You will need the school district's Here Comes the Bus specific code of "29333" as well as your child's unique State Student ID number which can be found in the Parent Portal under the Transportation Tab. If you have questions or concerns about the app email whereisthebus@acpsd.net. If you have any questions about the Parent Portal account, please call the school (803)-593-7280.

CARE OF SCHOOL PROPERTY

The Gloverville Elementary School is an excellent school facility that will be kept **clean, neat, and in good condition**. Anyone who willfully destroys school property through acts of vandalism, arson, or larceny (or creates a hazard to the safety of students, faculty, and staff) will be referred to the proper law enforcement agency. All students should take pride in caring for school property. The school belongs to the public and all students are a part of the public! **NOTE—STUDENTS**, if you should accidentally damage or break something, please report it immediately to your teacher or to the office.

CHECKS

All checks should be made payable to Gloverville Elementary School. Please note that any check which is dishonored by the bank for non sufficient funds will be turned over to a collection agency and the maker of the check will be responsible for the check and all fees incurred. Also, school will no longer accept payment by check from anyone with returned checks. All checks must have name and account printed on them. We can not accept counter checks.

COMMUNICABLE DISEASES

It is the policy of the Board of Trustees to attempt to provide a safe and secure environment for all students and employees. If it is determined, based on sound medical evidence and in accordance with the procedures set in Policy Code JGCC-R, 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 placement will continue, with periodic evaluation, until the risk to others has been abated. The 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 the case of acute tonsillitis (streptococcus), scabies, ringworm, or impetigo contagiosa, the student will be excluded from school during such illness and be readmitted only on the certificate or acknowledged telephone call of the attending physician or local health authority attesting to such recovery and non-infectiousness. A student infected with head lice may be readmitted under the following conditions: The parent must accompany the student to school and submit evidence of treatment (i.e., box, bottle, or receipt from purchase which list product name and date of purchase. The parent must remain present as a visual inspection of the student's hair by the principal's designee is preformed.

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 attendance policy.

DAILY SCHEDULE

The first bell will ring at **7:25** each morning, instruction begins at 7:30 and the tardy bell will ring at **7:30 AM**. Early morning student supervision begins at 7:00 AM. **Please do not bring your child to school before this time—there is no supervision prior to 7:00 AM.** School will be dismissed each day at 2:30 PM for all students. Parents are strongly encouraged not to sign their child out early unless it is an emergency situation or a medical appointment. ***Students should not be signed out early just to avoid traffic at the end of the day!*** It is very important that all students are picked up on time. **If you have to sign your child out at the end of the day, please do so prior to 2:00.**

DISCIPLINE CODE

Every student is entitled to an education and every staff member is entitled to perform his/her responsibilities in a **safe, respectful, and responsible environment**. All students receive Aiken County School District's Code of Student Conduct. The Code is to be signed by both parents/guardians and students and returned to the school. This code specifically outlines school district behavior policies and consequences **Parents are requested to read and discuss the Code of Student Conduct with their children.**

DISMISSAL (procedures)

Bus dismissal will begin at 2:25. Bus students load buses in the rear of the building. Car riders and walkers are dismissed daily at 2:30 PM. Pre-Kindergarten through 2nd grade students will be dismissed from the Primary Wing (School St.). 3rd through 5th grade students will be dismissed from the front entrance (Pine St.). If 3rd – 5th grade students have younger siblings, they should go to the Primary Wing to be dismissed.

Students will always be dismissed from the same location unless a written note is sent to the teacher or the office in advance. Any and ALL transportation changes must be in writing. ***No changes will be made over the phone.*** In the rare occasion that an emergency arises and a change in transportation needs to be made, notify the school office immediately. **Please do not call the office after 2:00 PM to change transportation arrangements.** Late phone calls interrupt dismissal procedures and routines at a very busy time of the day.

DISMISSAL, EARLY

Any student who is to be dismissed early must be signed out through the school office. A student will be dismissed only to the parents, legal guardians, or persons designated on the student's registration card. Students dismissed prior to 11:00 AM will be counted absent. Early dismissal will not be allowed after 2:00 p.m. unless an emergency situation arises. Please be mindful that instruction continues until 2:30. Parents, please list all persons on the registration card that may be checking your child out of school.

DRESS CODE—STUDENT

Refer to the updated Aiken County Code of Conduct.

EMERGENCY CLOSING OF SCHOOLS

The District Superintendent is empowered to close school in the event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members. Every possible means will be taken to notify school patrons as quickly as possible when an emergency closing is necessary. The release to any news media or information related to early dismissal of schools, or temporary non-opening of schools, shall be effected by the District Superintendent only. The District Superintendent shall relay such announcements to local radio and television stations. (It is the parent's responsibility to stay abreast of conditions.) To permit the effective coordination of transportation services, any early dismissal action authorized in the District shall apply to all schools in the District.

Timeline on the next page:

Emergency Early Dismissal and Delay Start Times

Regular Start Time	1 hour delay start time	1 ½ hour delay start time	2 hour delay start time	2 ½ hour delay start time	3 hour delay start time	3 ½ hour delay start time	4 hour delay start time
7:30 am	8:30 am	9:00 am	9:30 am	10:00 am	10:30 am	11:00 am	11:30 am
Regular Dismissal Time	1 hour early dismissal time	1 ½ hour early dismissal time	2 hour early dismissal time	2 ½ hour early dismissal time	3 hour early dismissal time	3 ½ hour early dismissal time	4 hour early dismissal time
2:30 pm	1:30 pm	1:00 pm	12:30 pm	12:00 am	11:30 am	11:00 am	10:30 am

FIELD TRIPS

Field trips are planned to relate to instructional objectives. Transportation will be by school bus or chartered bus, depending on the distance involved. All students must begin and return to school on the same bus or car in which they began the trip. Supervision is provided by teachers and adult volunteers. Written parental/guardian permission is required before a student may participate in field trips. Students will not be allowed to participate in field trips if: (1) they have accumulated more than five (5) unlawful absences during a semester; (2) they have been suspended from school for any reason during the nine-week period, and the student is currently on probation (in-school or out-of-school suspension); (3) they have been involved in any discipline problem while on a previous field trip; (4) the principal and teacher determine that the student shall not be allowed to participate due to documented excessive behavior problems.

EMERGENCY DRILLS

All students will participate in regularly scheduled emergency drills throughout the school year. Students will be expected to participate in all emergency drills just as if a real emergency were occurring. All parents should impress upon their children the importance of maintaining a serious attitude towards all emergency drills—following proper procedures could save lives during an emergency! **Students**, please remember that all teachers have complete authority over all students during an emergency drill!

GIFTED AND TALENTED PROGRAM (Talent Development Class) IN AIKEN COUNTY PUBLIC SCHOOLS

The Aiken County Public Schools serve 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 (G/T) serves academically gifted students in grades 3-12 throughout the school year. Gateway serves artistically gifted students in grades 3-12 in a summer program.

Academically gifted students qualify for the Gifted and Talented Educational 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 G/T teacher 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 in grade 2 using the CogAT test to measure aptitude in the fall. Students at or above the 96th national age percentile on the composite score receive automatic G/T placement.

Dimension B: High Achievement in Reading and/or Mathematical Areas. Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by a nationally normed test, fall MAP testing or South Carolina statewide assessment instruments (PASS Qualifying scores determined each year). All second-grade students are tested during fall testing using the Iowa Test of Basic Skills. Students in grades 3-8 are PASS tested yearly 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 7-12 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 (A or B) as given above. This performance assessment (STAR) is given in the spring of each year district-wide.

Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level.

Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. The summer program serves newly qualified and previously qualified students. Complete information is on the District website.

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.

For more information on the Gifted and Talented Educational Program, contact your school principal.

GRADING SYSTEM In kindergarten, progress reports and parent conferences will be used to report student progress. In grades one through five, the grading scale listed below is uniform throughout the School District of Aiken County.

Grade Weights:

Language Arts

40% composition

40% English/Grammar

20% Spelling (Embed spelling within other grades)

Letter Grading

80%-100% for “Meeting Standards”

79% - 60% for “Making Progress towards Standards”

0% - 59% for “Not Meeting Standards”

Science / Health

Science 80%

Health 20%

<u>Letter Grade</u>	<u>Numerical Grade</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

In elementary schools MS, MPS, NMP will be used in art, physical education, music, and handwriting. In grades one and two a numerical grade is given in reading and math. In grades three through five a numerical grade is given in reading, language arts, math, science, and social studies. Conduct grades will be recorded as A, B, C, D, or F. No pluses or minuses will be used. The conduct grade is not reflected in academic grades and is recorded separately (Policy IHA adopted 5/00)

GUIDANCE

Our school is served by a full-time school counselor. The counselor provides appropriate individual and group classroom guidance activities for our students. The guidance counselor, classroom teacher, and the principal work cooperatively with students and parents to provide needed guidance services.

HALL TRAFFIC

Parents and **Students**, please walk quietly, properly, and always on the right side of the hall. Please be considerate and remember that classes are in session as you move along.

HOMEBOUND INSTRUCTION

When it has been determined by a doctor that your child will need to be out of school for a long period of time due to illness or injury, please notify the school office immediately. If the child is able to receive homebound teaching services, a homebound teacher can be sent to your home at no expense to you.

HOMEWORK

Homework will be assigned as needed to achieve maximum growth and development. The homework assigned will be purposeful and meaningful to students. Homework may be assigned for any of the following reasons: reinforcement, develop responsibility, organize skills, develop review and study skills, improve confidence, teach independence, offer a challenge, complete work not finished in class, give individualized practice on skills, or prepare for the next day's lesson. **Students will be expected to do assigned homework.** Parents can help with their child's homework by providing a quiet, well-lighted place for your child to do homework and by helping your child in planning a suitable time for completing his/her responsibilities. (Do not do homework for your child.)

IMMUNIZATION

Before a student shall be admitted to any public school, a valid South Carolina Certificate of Immunization must be presented. If the immunization certificate is conditional (all shots not completed), it is the responsibility of the parent or guardian to see that the student receives all necessary immunizations required to receive a completed certificate. A South Carolina Certificate of Special Exemption, signed by the school principal or his authorized representative, may be issued to transfer students while awaiting arrival of medical records from their former area of residence. A South Carolina Certificate of Exemption may be issued only once and shall be valid for only 45 calendar days from date of enrollment. Students who fail to secure the South Carolina Certificate of Immunization, or valid exemption, within the 45-day "grace period" will be denied admission to school until the appropriate certificate is obtained (Policy JGCB/JGCC School District of Aiken County).

Minimum Requirements:

Four (4) doses of any combination of DTP, DT, Td, or DtaP vaccine with at least one (1) dose received on or after the fourth birthday. Three (3) doses of any combination of oral or inactivated polio vaccine with at least one (1) dose received on or after the fourth birthday.

One (1) dose of rubella (measles) vaccine received on or after the first birthday, except that children admitted to any child development program under the control of the State Department of Education, or to kindergarten, the first, second, and third grade, must have two (2) doses of rubella (measles) vaccine with both doses received on or after the first birthday and separated by at least one month.

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

All children entering third grade must have a second measles shot.

4K-5th grade must have (1) dose Varicella (chickenpox) vaccine or must have had chickenpox.

4K-5th grade must have series of (3) shots for Hepatitis B.

INSURANCE

The school offers students protection through Markel Insurance Company of Wheaton, Illinois. Additional information and insurance application will be available on the Aiken County School District website.

KINDERGARTEN

Children must be four years old on or before September 1 to be eligible for the (4-year-old) child development program. A birth certificate, an immunization certificate, and a social security number are necessary for registration.

Five-year-old kindergarten attendance is compulsory for children in South Carolina who are five years of age on or before September 1. A birth certificate, an immunization certificate, and a social security number are necessary for registration.

LIBRARY

The library program is designed to encourage and build every student's interest in books and reading, and to develop library "use" skills. The library will be open from 7:20 AM – 2:45 PM each day. Students who misbehave will lose library privileges. Each class will be scheduled to visit the library. Individuals and small groups will be permitted to use the library as often as necessary.

LICE

Head lice do not normally carry or spread disease, nor does their presence indicate that a child is dirty; however, they can spread rapidly throughout a school and community if preventative measures are not taken as soon as the lice or their eggs have been detected. Head scratching and intense itching of the scalp are the main indications of head lice. Their presence can be more definitely confirmed by a close visual inspection of the hair and scalp under a good light with a strong magnifying glass. Look for tiny grayish crawling forms and tiny whitish oval eggs adhering to the hair shafts about ¼ inch from the scalp. You should not be overly alarmed if you discover the lice or their eggs, just take immediate action. In most cases, all that is required is shampooing with a good anti-lice preparation. A-200 Pyrinate Pediculicide Medicated Shampoo is extremely effective and available at your local pharmacy without a prescription. All persons in an infested individual's household should undergo treatment with the anti-lice shampoo. All bed linen and personal grooming instruments (comb, hairbrushes) should be cleaned. Lice infections cut across all racial and economic groups and do not necessarily denote any lack of personal cleanliness. Infestations usually occur when infested people fail to report and treat the problem due to a misguided notion of a social stigma. Once detection, immediate reporting, and proper treatment procedures are instituted, the problem can be quickly and easily eliminated. Please instruct your child not to borrow personal items such as combs, brushes, hats, and articles of clothing from other students.

As soon as a child has been identified as having lice, the child is to be removed from the school and cannot return until treatment has been administered. Proof of treatment must be provided to the school and the parent **must** accompany the child to school and be present as school personnel execute a visual check of

the child's head. The Aiken County School District has a "No Nit" policy in effect. **If a student has been treated and all nits (eggs) have not been removed, regardless of treatment, the student will not be allowed back in school until all nits (eggs) have been removed.**

LITTER

All students will be expected to help in keeping our building and grounds free of litter.

LOST AND FOUND

Unlabeled articles of clothing, textbooks, and various other items, when found, will be taken to the office which is open daily from 7:30 AM-4:00 PM. Please label all clothing items, etc. with your child's name.

LUNCH/BREAKFAST PROGRAM

Gloverville Elementary School provides FREE school breakfast and lunch for ALL students. Visiting adults are required to pay the adult price for meals.

MATERIAL FEES

Instructional fees are necessary to provide materials vital to our educational program. It is expected that fees be paid for every student. These fees provide workbooks and other instructional materials that supplement the textbooks. The material fees should be paid promptly. Should a severe hardship exist, it will be the parents' responsibility to construct a fee payment plan with the Principal or his/her designee.

NONDISCRIMINATION STATEMENT

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.

NOTICE OF OPT-OUT OPTION FOR PRESIDENTIAL OR GUBERNATORIAL SPEECHES

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

Notification of Rights under Family Educational and Privacy Act

ANNUAL STUDENT RECORDS NOTICE PURSUANT TO

The Family Educational Rights and Privacy Act

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

ORAL MEDICATION IN SCHOOLS

If under **exceptional circumstances** a child is required to take oral medication during school hours and the parent cannot come to the school to administer the medication, only the school nurse or the Principal's designee(s) will administer the medication in compliance with the regulations that follow: (1) Typed instructions by the physician and permission by the parent must include (a) the child's name, (b) name of medication, (c) time to be administered, (d) dosage, (e) possible side effects, and (f) termination date for giving medication. (2) **The school reserves the right to refuse administration of any medication that is not presented using the guidelines noted above.** (3) Medication will be accepted only from a child's parent or guardian. **Medication cannot be taken from or returned to children.** (4) An Oral Medication Form will be provided by the school office when a parent requests one.

All controlled substances will be delivered by the parent/guardian. All medications will be properly labeled and in an original container. All medication must be taken to the school office, where it will be kept in a secured, locked location. In the case of life threatening conditions, students may be given permission to carry and self-administer their medication with a physician's order.

In some rare instances, the school district, after reviewing individual situations, reserves the right to reject requests for the administration of any medication. Schools will comply with Section 44-53-360 of the South Carolina Code of Laws regarding prescriptions for controlled substances in Schedules H through V and Administrative Rule JGCD-R – Adopted 218100 ADMINISTRATIVE RULE JGCD-R MEDICINES Please see the school nurse for this policy and required forms.

PARENT-TEACHER CONFERENCES

Our staff feels that it is most important that lines of communication be kept open between the home and the school. One of the best ways to do this is scheduling parent-teacher conferences. All members of our school faculty are available for conferences on an appointment basis. It is necessary to call in advance and make an appointment for a conference. All conferences should be arranged through the teacher (phone 593-7280). District-wide parent conferences are on the district calendar.

PARENT-TEACHER ORGANIZATION

We invite you to become an active member of our school PTO and support its program throughout the year. Information regarding PTO officer elections, meeting dates, etc. for the 2021-2022 school year will be provided at the start of the school year.

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 Educational Improvement Act of 1984, as amended and local requirements of the Aiken County Board of Education. **Handicapped students:** Identified handicapped students will be governed by the student's Individualized Education Program (IEP). If objectives in the IEP are not met, the student will be considered for retention. Retention will be based on a case-by-case analysis by the Principal, teachers, and the appropriate support personnel (Policy IHE—R School District of Aiken County).

PowerSchool Parent Portal

Parents may access their child's grades and attendance, via the Internet through a secure program called Power School Parent Portal. This program will allow parents to view this information any time they have internet capabilities. In order to access this information, parents will need to obtain a secure ID and password. Passwords are available in the guidance office or with the Student Information Clerk. Parents will also need access to this in order to register their child for school.

REPORT CARDS AND INTERIM REPORTS

Report cards are sent to parents at the end of each nine-week period. All parents will receive a mid-nine week interim report that indicates student progress.

Report Card Schedule: End of each 9 weeks as indicated on the district calendar

Interim Reports: Interim Reports are issued at the mid-point of each nine-week grading period. Reports are sent to all parents to notify them of student strengths and weaknesses. This is done so that parents may help their children make any needed adjustments before the end of each grading period.

SCREENING NOTIFICATION

During the school year, students in various grade levels are screened to detect problems in the areas of speech/language, hearing, and vision. The screening process includes: (1) Speech/language—all kindergarten, first, second, and third grade students, new students, referrals, and students for whom re-screening was recommended the previous year; (2) Hearing—all kindergarten, first, second, and third grade students, new students, referrals, and high risk students who have a medical problem associated with hearing impairment or who failed the re-screening the previous year; (3) Vision—all kindergarten, first, third, fifth, ninth, and eleventh grade students and referrals (you will receive a letter if your child is recommended for further evaluation in speech/language or fails the hearing or vision re-screening).

SEXUAL HARASSMENT OF STUDENTS

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

TARDINESS

Complete cooperation between the home and school is needed if we are to have our students at the right place, at the right time, ready for instruction. At 7:25 AM the first bell rings and school begins. The tardy bell rings at 7:30 AM. **To ensure that your child is on time, please have him/her on campus by 7:25 AM.**

Important: If a student is continually tardy, the parent will be notified by the school office and requested to comply with school policy. If the student continues to be tardy after a warning, the child will lose recess time and the child's name and the parents' name will be turned over to Student Services for possible court action.

Technology Resources Use

Each employee, student, or non-student user of an Aiken County Public School District (ACPSD) information system is expected to be familiar with and follow the expectations and requirements of Policy IJNDB and corresponding administrative rule IJNDB-R found at acpsd.net. The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

Legal Requirements

ACPSD is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to, the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPPA)

Users of ACPD's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of ACPD networks may result in discipline or litigation against the offender(s) by the proper authority. ACPD will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

TELEPHONE

Telephones are maintained in the school for the prime purpose of conducting school business. Only messages of an emergency nature will be delivered to students. Other messages will be delivered at the end of the school day. We appreciate your cooperation in this matter. Students are not allowed to use the telephone. **Students are not allowed to have cell phones at school.**

Please be sure to notify the office if your telephone number changes during the school year. The office must have a working telephone number at all times in case of an emergency.

Textbooks

The student and parent/guardian are responsible for each textbook issued to the student. A student who fails to return all textbooks at the end of the year forfeits the right to free textbooks the next school year until each textbook previously issued but not returned is paid for by the student, parent or guardian. The school shall allow the student to use textbooks at school during each school day. Students will keep textbooks covered and in good condition at all times. Any misuse of textbooks due to carelessness or neglect may be considered cause to charge the student a fee for damages to that book. Students will return textbooks to the teacher or textbook coordinator at the close of the school year or when the student withdraws from school.

All textbooks are bar-coded. The bar-codes are permanently attached to the books in two places. If the bar-code label is removed, the student will have to pay a damage fee of \$5.00, and the label will have to be replaced.

TESTING SCHEDULE, STANDARDIZED

Standardized testing during the school year will be administered in accordance to Aiken County School District policy. Attendance during testing is mandatory by law. A doctor statement will be required for any absence occurring during testing.

TITLE I

Our school has been named a Title I school and offers special programs for students who need additional instruction in the basic skills of reading and/or mathematics. Students receive assistance from aides, and teachers. A lab is also maintained to provide individualized computer assisted instruction. Our school has implemented a Parental Involvement Policy which consists of the following: Information from parents is gathered from parent surveys, conferences, PTO meetings, and the School Improvement Council; A Title I parent meeting will be held during PTO Open House which is scheduled during the second week of school. During this meeting, information will be given to parents explaining the Title I program; During the parent conferences scheduled in October, parents receive a copy of the individual score reports from the previous year's testing. Parents have the opportunity to meet with other parents and teachers during PTO meetings, conferences (before and after school) and at Title I parenting workshops; School/Parent Compact – Our school/parent compact includes our mission and vision statements. Parents will receive a copy of their child's grade level expectations letter. These include responsibilities of parents, students and the teachers that will support the child's learning. Each week students receive packets that include graded papers, progress reports, grade level information letters, conduct reports, and homework assignments. Our school has an open-door policy that encourages parents to volunteer and participate in their child's class. The staff at our school is easily accessible; A parent resource room has been established to provide parents with parenting guides, books, videos, and games.

Title IX Notice:

Aiken County Public School District Statement of Non-Discrimination and Sexual Harassment

The District, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.

The District will respond promptly to actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable Board policies, including the Code of Conduct.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made to:

Jennifer Hart

Chief Officer of Human Resources and Administration

Title IX Coordinator

1000 Brookhaven Drive

Aiken, South Carolina 29803

Telephone: 803-641-2428

Email: jhart@acpsd.net

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

For more information on sexual harassment and the Title IX Sexual Harassment grievance process, please refer to Aiken County Public School District Board Policies JI Students Rights and Responsibilities and JIA Title IX Sexual Harassment at acpsd.net.

TRAFFIC

On School Street, the car loop (primary wing) will be used to pick up students in grades kindergarten, one, and two. The car loop is a one-way drive. Automobiles will come off of Pine Street onto School Street into the car loop. **Parents are to stay in their car and drive through the loop to pick up their child.** Parents of students in grades three, four, and five will continue to pick up students near the flagpole. All car riders should be dropped off at the front entrance of the school near the flagpole. Safety monitors will escort younger students to their designated waiting area. Regular bus students will be unloaded in the mornings at the front of the building near the flagpole to be able to go directly to breakfast. Please do not park in this bus-unloading area. Bus students will be loaded in the afternoon at the rear of the building. Do not park in the designated bus parking area which is located in the back of the school near the bleachers. Please continue to help us as we strive to provide the greatest safety we can for your children, our students. Your cooperation will be appreciated.

TRANSFERS

Students who transfer during the school year will be given a transfer form if all books have been returned to the school and all obligations are met to the satisfaction of the Principal. Please notify the school office immediately when you are planning to transfer your child from our school.

TRANSPORTATION, STUDENT

Students are expected to be transported from school in the way which is stated on the registration card; i.e. bus rider, car rider, walk, daycare van. ***Any transportation changes must be submitted in writing prior to dismissal time.***

VISITORS

Gloverville Elementary has an open-door policy to all parents/guardians of students attending our school. We welcome you. **Please adhere to the “No Parking” signs along the front curb. Parking is allowed in designated visitor spaces or any other undesignated available space. We must require that when a parent/guardian visits our school or classroom while classes are in session that they must first stop by the office to check in and receive a visitor’s badge. To protect the instructional program, we must insist that when visiting the classrooms that you do not bring younger children, older children, or extended family members** to minimize distractions, we ask that upon arriving at the classroom, please enter quietly and take a seat in the back of the room. If you would like to talk with your child’s teacher, please do not do so while the teacher is instructing. We ask that you please call and set up an appointment to discuss your situation. We are not in anyway attempting to restrict our parents from visiting our school or their child’s classroom; we are trying to protect the instructional program and safety of all of our children.

The administration of our school reserves the right to deny individuals access to our building.

VOLUNTEERS

Our school has seen an increase in the number of volunteers who are willing to help us in various ways. We are very appreciative of this support. All volunteers must complete the chaperone/volunteer information packet and attend volunteer training. Packets are available in the office. We hope you will consider becoming a volunteer and working with our staff to continually improve Gloverville School. Your support and assistance are very important.



Parents and/or Employees
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employees:

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

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

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

Any questions pertaining to the Management Plan may be directed to Mr. Robbie Roberson, Coordinator for Facilities Construction Department at 803.642.0431.

Sincerely,

King Laurence
Superintendent