



# Student & Parent Handbook

2025-2026

## SCHOOL INFORMATION

### DAILY SCHEDULE

7:05 am Doors Open (Breakfast Served)  
7:35 am First Bell (Breakfast Ends)  
7:40 am Tardy Bell & School Day Begins

2:25 pm Bus & Daycare Dismissal

2:30 pm Car Dismissal

2:35 pm Walk Home Dismissal

### EMAIL AND HOME PAGE

Visit Lake Murray Elementary School's website at:

<https://lmes.lexrich5.org/>

By going to the "Quick Links" tab and then selecting LMES Staff Directory, a link to our staff members' emails can be found.

### PHONE NUMBERS

Main Number	803-476-4600
Cafeteria	803-476-4608
Fax Number	803-476-4620
Nurse	803-476-4609
District Office	803-476-8000
Bus Transportation	803-575-5856
Special Needs Transportation	803-732-8134

### STUDENT FEES

All students in D5 will be assigned a \$25 technology fee.

**What is the fee used for?** Fees are collected to support technology resources that are directly used by students.

The specific purpose of the funds is as follows:

- repair and/or replacement of student-issued devices
- parts and accessories (cases for example) for district-issued student devices
- parts and accessories (headphones for example) for computers in student labs
- licensing and support of instructional management software for teacher use with district-issued student devices
- licensing and support for Google accounts for students with district-issued or personally owned devices
- address unforeseen issues that may arise.



## LMES ADMINISTRATION

Kristen Eubanks, Principal  
[keubanks@lexrich5.org](mailto:keubanks@lexrich5.org)

Brian Scott, Assistant Principal  
[bscott@lexrich5.org](mailto:bscott@lexrich5.org)

Liz Knott, Administrative Assistant Principal  
[eknott@lexrich5.org](mailto:eknott@lexrich5.org)

Kim Koenig, Secretary  
[kkoenig@lexrich5.org](mailto:kkoenig@lexrich5.org)

## LMES PARENT-TEACHER ORGANIZATION BOARD

### PTO OFFICERS

Molly Fornadel, President

Erin Novak , Vice President

Marianna Guthrie, Secretary

Ali Hendrick, Treasurer

Hannah Patterson, Hospitality and Sponsorship Chair

Kristen Schepker, Membership and Volunteer Chair

### PTO TEACHER REPRESENTATIVES

Heather Fisher

Sydney Quarles

Brandy Seale

## LMES SCHOOL IMPROVEMENT COUNCIL

### ELECTED PARENTS

Sarah Britt (2025-2027)

Bianica Davis (2024-2026)

Jamie Flowers (2024-2026)

Lauryn Harbour (2024-2026)

Ali Hendrick (2025-2027)

Erick Kaufman (2025-2027)

Morgan Leath (2025-2027)

Derek Phillips (2024-2026)

Tiffany Vyskocil (2024-2026)

Greta Vega (2025-2027)

Tiffany Vyskocil (2024-2026)

### COMMUNITY MEMBERS

Gwendolyn Carmichael

William Lynch

Tia McDonald

Dr. Bill Taylor

### SIC-PTO REPRESENTATIVE

Molly Fornadel

### SIC TEACHER MEMBERS

Jennifer Cassese

Adrienne Hoefler

## DISTRICT 5 BOARD OF TRUSTEES

The School District Five Board of Trustees is responsible for setting policies which govern the operation of the schools. Each school office and library media center contain a board Policy Manual stating official procedures to be followed. The policies are also available on the district website. The seven-member board, by law, is fiscally independent and annually sets the millage necessary to operate the schools. The Board's regular monthly meeting, which is open to the public, is conducted at 7:00 pm on Monday evenings.

Board Briefs, summarizing action taken, are available on the District 5 website following the monthly meeting. Notice of the meeting dates and locations are available in the school office, district office and on the district's home page (<https://www.lexrich5.org/our-district/board-of-trustees>).

## DISTRICT PERSONNEL

The offices of the district superintendent and other administrative personnel listed below are located in the Administration Building, 1020 Dutch Ford Road, Irmo. The office is open year round from 8am until 5pm. The telephone number is 803-476-8000.

Dr. Akil Ross	Superintendent
Tina McCaskill	Chief of Academics & Administration
Heather Tucker	Chief Financial Officer
Dr. Tamara Turner	Chief Human Resources Officer
Dr. Michael Harris	Chief of Student Services & Planning
Amanda Taylor	Director of Communications

## DISTRICT 5 BOARD MEMBERS

Kimberly Snipes, Chairman  
Kevin Scully, Vice Chairman  
Dr. Scott Herring, Secretary  
Elizabeth Barnhardt  
Jason Baynham  
Catherine Huddle  
Mike Satterfield  
Kevin Scully



# GENERAL INFORMATION

## ATTENDANCE AREAS

Only students whose parents reside in School District Five may attend classes. An exception is made for children of district employees, with authorization. When students move out of the school attendance area during the school year, permission to attend classes for the remainder of the semester must be received from the District Five Superintendent and, if out of the district, from the superintendent of the district to which the student moves. A parent must provide the child's transportation.

## ATTENDANCE POLICY

As a part of the implementation of the Every Student Succeeds Act, district and school are required to report to the South Carolina Department of Education the number of students who are chronically absent each year. According to the United States Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students must attend class for at least half of the instructional day to be considered present for that day.

Using this new definition, the OCR requires states to report the number of students in each district and school who are absent at least 10% of the time during which they are enrolled in a particular school or district. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10 present) will be

considered chronically absent. The total number of chronically absent students will be included on district and school report cards and reported to the OCR.

Chronic absenteeism is not the same as truancy.

For additional information go to [AttendanceWorks.org](http://AttendanceWorks.org)

## ABSENCES

State law and district policy set specific rules for lawful and unlawful absences. **A note is required for each absence** and should be sent to the school **no later than the student's third day back**. Absence excuses may be submitted in the following ways:

1. Email the teacher and cc Donna Corley at [dcorley@lexrich5.org](mailto:dcorley@lexrich5.org)
2. Email Donna Corley directly.
3. Send in a written note to the teacher (will be forwarded to Donna Corley)
4. Complete the online absence excuse submission form. Link can be found in the weekly Captain's Corner newsletter.

As required by school board policy, a letter is sent to the parents regarding excessive absences. Continued unlawful absences will result in a parent conference and/or referral to Family Court.

Adequate time to catch up will be given to a child who has been absent; with teachers giving assistance as needed. If a child is absent one day, work will be given upon return to school the following day. If a child is absent longer than one day, the parent may email the teacher to request the child's work. The teacher will let the parent know when the assignments are ready to be picked up in the office. Teachers will collect the missed assignments.

When a serious illness or injury occurs where absences will total a week or more, a student may be eligible for instruction at home by a certified teacher. The office can provide more information. Whenever possible, medical, dental and other appointments should be made for non-school hours.

## TARDIES

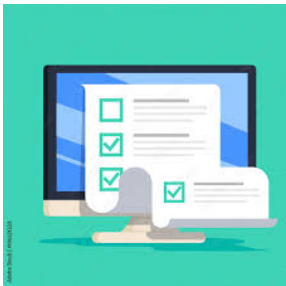
Students are tardy if they are not in their classroom at 7:40am. A letter is sent at the 10th and 20th unexcused tardy. When your child has accumulated 20 unexcused tardies, you will be required to attend a conference with the Assistant Principal to create an attendance plan.

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

# GENERAL INFORMATION

## WITHDRAWING A STUDENT

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. The school will provide parents with a "transfer form" sheet listing materials your child is currently using. This form can be hand-carried to your child's new school so proper placement may be made. Your new school will then request the child's records.



## PARENTS' ADDRESS & TELEPHONE NUMBER

The school office must have current contact information for all legal guardians. Parents can submit changes to demographic information using their student's Final Forms Account. Demographic information includes address, telephone number, employer and emergency contacts. The registrar will preview the changes and update in PowerSchool.

## NOTES REQUIRED

The school requires notes from parents explaining the following:

- ❖ Absences
- ❖ Requests for early dismissal
- ❖ Requests to miss recess or physical education
- ❖ Permission to go home with another student after school
- ❖ Prolonged absences from school such as trips and hospitalization (advanced notification requested)
- ❖ Changes in usual method of transportation home
- ❖ Specific medical treatment or special need
- ❖ If lunch is not to be eaten on an early release day

Please remember to include the (1) first and last name of student, the (2) homeroom teacher's name, and (3) the date on the notes.



## BACKPACKS, BOOKBAGS, OR ROLLING BOOKBAGS

Students are encouraged to bring only needed items to school. Parents should encourage students to clean out their book bags each day. If a student needs a rolling bookbag due to the weight of items, these should be pulled, not pushed, for the safety of other children. Rolling bookbags may be required to stay in a central location due to size/safety.

## COMMUNICATION DEVICES PROHIBITED

Per SC Proviso 1.103 and D5 Board [Policy JICJ](#), students are not allowed to use cell phones or other electronic devices, including smartwatches, for communication (texting, calling, video, etc.) during school hours (7:35 am-2:25 pm). This includes lunch, recess, and related arts. Violations will be handled in accordance with our D5 Code of Conduct.

# GENERAL INFORMATION

## HOMework

Slide 7  
Homework reinforces skills, provides practice, and contributes to development of study skills. Homework expectations build from the previous grade level:

- ❖ **First Grade:** Homework serves as reinforcement of daily lessons.
- ❖ **Second Grade:** Students have specific assignments in the homework folder each day.
- ❖ **Third Grade:** Homework reinforces skills and develops responsibility. Appropriate amounts of homework are assigned and may vary accordingly.
- ❖ **Fourth Grade:** Homework is assigned regularly as an independent activity, which allows students to practice and apply what they have learned in class. The amount and frequency of homework assigned will vary according to subject.

If homework takes a longer time than the parent feels is appropriate, the parent is asked to contact the teacher.



## FIELD TRIPS

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Parents or guardians are required to sign the field trip permission form prior to students going on field trips. All trips are chaperoned by school personnel and assisted by parent volunteers. Only District approved transportation will be used. A fee may be charged. If a parent is unable to pay for the field trip, please notify the teacher or the principal for confidential assistance. Field trip fees are non-refundable unless a refund is issued to LMES by the establishment visited during the field trip. All parents wishing to volunteer as a chaperone must complete a volunteer application form. On the day of the trip, volunteers must sign in through our office prior to the event. Methods for choosing chaperones are determined by grade level teachers based on the needs for the trip. Field trip chaperones are present to help students have a safe, educational experience. Chaperones should adhere to the procedures established by the teacher.

All students are requested to ride with the group to the field trip location and to return with the group. If there is an extenuating circumstance where a student is not able to do so, a written letter should be sent to the principal requesting an exception to this procedure.

## ANIMALS AT SCHOOL

For the safety and protection of our children, we request that family pets not be free to follow children to school. Parents wishing to bring an animal to school for a special reason must first check with the teacher and get final approval from the principal. Animals must be brought in cages (no glass containers) and taken home by the parent immediately.

## SCHOOL STORE

The school store is open periodically throughout the year from 7:20-7:35 a.m. for the convenience of students. Each grade level has an assigned day to shop. The store will have available items such as notebooks, paper, pencils, erasers, poster paper and pens. Assignment notebooks are also available.

## LOST AND FOUND

Please label all coats and lunchboxes with first and last names. Lost and Found items are placed in the cafeteria and will be photographed and displayed in our Captain's Corner. Students and parents are asked to check this regularly. Unclaimed articles will be donated to several organizations at the end of each semester. (Students are asked to turn in small lost and found items such as jewelry to the school office.)

## PICTURES

Individual school pictures will be made in the fall and in the spring. A convenient package is provided for the student to purchase. In the spring students will also have the opportunity to purchase class pictures. The school receives a percentage of all sales and the money is used to support school programs.

## CONFERENCES

Parent Conferences are encouraged. Our goal is to meet with parents of all of our students at least once during the school year to review progress and address concerns. Parents may schedule a conference by writing a note or email to the teacher or calling the school. Teachers will also schedule time for conferences, as needed.

Telephone conferences are also good for checking the progress of your child. When requesting a telephone conference, please give the numbers and times when you can be reached. A teacher cannot take telephone calls during the instructional day, but will return your call within a reasonable time.

At times, a parent may be asked to attend a special meeting to discuss specific needs of the child. Your child's teacher will talk to you prior to these meetings being scheduled.

When a concern arises, parents are asked to contact the teacher first to clarify the issues and reach resolution. If needed, the principal, assistant principal or guidance counselor may be asked to be a part of the conference. If a concern still exists after the parent/teacher conference, the parent may request a conference with the principal or assistant principal.



## SCHOOL NEWSLETTER

Parents are strongly encouraged to read our school newsletter. It will be shared with you each Thursday morning during the school year and periodically throughout the summer via email. The school newsletter will also be accessible via our website each week. In each issue, you will find a calendar with upcoming activities and opportunities for you to be involved.



## PEACHJAR Electronic Flyers

An electronic flyer communication tool called "Peachjar" is being used to provide parents with district-approved community eflyers.

To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts. When you receive your first eflyer, be sure to click "always display images."

This system is used exclusively for distribution of community flyers that are district-approved. Your email address will not be shared or used for any other purpose.

## FERPA NOTIFICATION STUDENT RECORDS

Student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA), as amended. (More information can be found on the website under resources.)

If a student transfers and enrolls in a school other than Lake Murray Elementary School, his/her educational records will be transferred to that school or school system upon request by the school/school system. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible student also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

## RELEASE OF STUDENT INFORMATION

All student information will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended. No student information or pictures will be released without a signed Media Consent Form for your child. The consent form is valid for the 2025-2026 school year. The Media Consent form can be completed online.

Student information includes student's name, address, telephone number, photograph or video clip, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities, sports and student artwork.

**The Media Consent form was part of the online registration or returning student re-enrollment forms indicating your preferences regarding release of information on your child.**

# GRADING SCALES

## Grades Kindergarten through Two Slide 9

Student progress in grades kindergarten through two is reported for Language Arts, Mathematics, Science, Social Studies, Art, Music, Physical Education, and World Language through a standards-based progress report using the following key:

**M** = Meets the grade level expectations at this time (independent achievement consistently meets grade level expectations [standards] at this time)

**P** = Progressing satisfactorily towards grade level expectations at this time (independent achievement shows inconsistent application of skills but is making progress at this time)

**U** = Unable to meet grade level expectations at this time (little or no evidence of meeting grade level expectations [standards] at this time)



## Grades Three through Twelve

Student progress in grades three through twelve is reported for all subjects as follows:

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



## DAILY AND WEEKLY REPORTS

School papers are sent home weekly. If you are not receiving weekly papers, please contact your child's teacher. Teachers are very conscientious about sending papers home and will expect that parents will review the papers and return the signed folder/progress report with their child.

## Student Promotion and Retention

Lexington District Five affirms academic excellence for students. School Board [Policy IKE](#) describes the standards students in each grade band must meet in order to maintain academic excellence to be considered for promotion from one grade to the next. The procedures for Third Grade Read to Succeed State Mandate are also outlined in [Administrative Rule IKE-R](#).

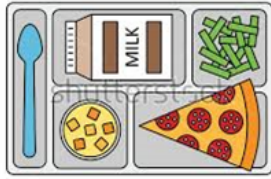


## PARENT PORTAL

Lexington District Five's online student information system, PowerSchool Parent Portal, will provide parents with real-time information to access student schedules, attendance, grades, and test scores.

Before you can log into PowerSchool Parent Portal, you will need a PowerSchool username and password. Parents may receive a username and password from our school Registrar by showing a valid ID. If you have previously received a password and username, it will remain the same. A username and password for new students will be made available at the beginning of the year.

# FOOD SERVICES



An excellent breakfast and lunch are served daily beginning on the first day of school. One carton of milk (plain or chocolate) is included with a lunch. Students may purchase extra milk for 50 cents per carton. Cafeteria food items may also be purchased separately from the school lunch menu.

Parents are welcome to eat lunch with their children. The cost of an adult lunch is \$5.50 and an adult breakfast is \$3.50 (subject to change). Please bring exact change. Parents are asked to sit with their child only in the cafeteria.

Those eating lunch during the regular lunch period are encouraged to be respectful of the other classes and not cut in the line or take food for children from the adult lunch area or purchase food for other children. Parents should not return to the line for additional purchases since this holds up the lunch line of other classes.

**District 5 has requested that no food items from restaurants or fast-food establishments be brought into the cafeteria of all elementary schools.**

## FOOD PRICES

Children's Daily Lunch.....	\$3.50
Adult Lunch.....	\$5.50
Children's Breakfast.....	\$2.80
Adult Breakfast .....	\$3.50
Milk.....	\$0.50

\*Food Prices Subject to change

## Peanut Butter Guidelines for Elementary Schools

School District Five strives to address the needs of students with food allergies by working cooperatively with students, parents and staff to minimize the risks of accidental exposure to food allergens while at school.

- Elementary schools in School District Five serve WOWBUTTER, a soy-based nut-free alternative. To read more about WOWBUTTER ingredients and nutritional facts, visit the company's website at [www.wowbutter.com](http://www.wowbutter.com).
- While the district no longer serves peanut butter in elementary schools, students can still bring peanut butter and other nut products to school for their own consumption. Schools have procedures in place to avoid contact between students with allergies to peanut butter and those opting to bring peanut butter to school for their own consumption.

- Parents/guardians are responsible for student health and medical care during activities, events, or functions outside of the school day or normal school operations.
- Parents should notify schools detailing the presence of a food allergy in their student(s) and will provide the necessary medication, working with school nurses on administration of medicines.
- Students should not consume food or drink given to them by other students. In the case of a reaction, students should immediately communicate with teachers, administrators or other appropriate adults at school.
- The district makes every attempt to notify PTO, PTA and other groups about its peanut butter guidelines.
- For more information on food allergies, including how to read food labels, how to educate your students and others on food allergies, and nut-free options for school snacks, visit: FARE (Food Allergy Research & Education): [www.foodallergy.org](http://www.foodallergy.org)



## AMERICANS WITH DISABILITIES ACT (ADA)

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, creed, religion, sex, age, disability, or handicap in admission to, or access to or treatment or employment in its programs or activities. Inquiries should be directed to the Chief Human Resources Officer, Title IX, and Americans with Disabilities Act (ADA) Coordinator, at 476-8198 and Director of Special Services and 504 Coordinator, at 476- 8222, and at 1020 Dutch Fork Road, Irmo, SC 29063.

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the school district should contact the Chief Human Resources Officer at 803-476-8198 or the school principal at least 48 hours prior to the program or activity.



## Elementary School Level

The South Carolina Code of Law, Section 59-32-30(G) has been amended so as to provide that “beginning with the 2015-16 school year, districts annually shall provide age appropriate instruction in sexual abuse and assault awareness and prevention to all students in four-year-old kindergarten, where offered, through twelfth grade. This instruction must be based on the units developed by the board (South Carolina Board of Education), through the department (South Carolina Department of Education), pursuant to Section 59-32-20(B).”

At the elementary level, instruction includes topics such as being unique, understanding feelings, being a friend, bathing suits cover private parts, good touch/bad touch, stranger danger, getting adult help, general safety rules for home and school, technology safety, and understanding peer pressure and media influences. These topics are aligned with the *South Carolina Health and Safety Education Standards* and the *Erin's Law Resource Guide* provided by the South Carolina Department of Education. These topics will be covered in many parts of the curriculum, including the developmental guidance program, academic classes, Physical Education classes, and school-wide programs.

## GAVIN'S LAW

Gavin's Law ([H.3583](#)) is legislation that makes sexual extortion, the act of blackmailing someone using sexually explicit images or videos, a felony offense and an aggravated felony if the victim is a minor, vulnerable adult, or if the victim suffers bodily injury or death directly related to the crime.

The bill reads in part, "Local school districts shall collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office, as appropriate, to implement a policy to educate and notify students of the provisions of this act which includes adequate notice to students, parents or guardians, the public, and school personnel of the change in law. The State Department of Education must file a report as to the status of the adoption and implementation of the education policies under this act to the Governor, the President of the Senate, and the Speaker of the House of Representatives, annually by July first of each year."

In November 2023, the School District Five of Lexington & Richland Counties Board of Trustees approved new Board Policy [JICFB](#), "Gavin's Law Implementation." Families may find additional information regarding Gavin's Law on School District Five's [website](#).

# ARRIVAL AND DISMISSAL INFORMATION

## BUS TRANSPORTATION



The District Transportation Department's priority is to provide safe, timely transportation in a dependable, personalized, and consistent manner. Concerns should be addressed to the Area Supervisor (575-5856), the District Coordinator (476-4980) or Special Needs Coordinator (476-3254).

State policy requires students to be waiting at the bus stop when the bus arrives so that traffic is not delayed and students do not run near a moving bus. A student is considered "late" when they are not at the stop when the bus arrives. Continued tardiness to the stop may result in suspension of riding privileges. Items that will not fit in the student's lap or between his/her legs will not be transported on District buses. Parents must arrange to pick up or deliver projects, fundraisers, and oversized or unsafe items in personal vehicles.

### Bus Registration

All students riding the school bus must request bus service through their Final Forms account. Residential addresses that are assigned as bus stops must be clearly visible at the road.

### Alternate Bus Transportation

Any student needing transportation other than their own regular bus or requesting drop off or pick-up at an alternate location (i.e. riding home with a friend) must have clearance through the bus supervisor's office. Parents must send a written note or email to

the bus area transportation office 24 hours in advance requesting permission. Be sure to include the following information:

Date(s) -  
Specify - Morning and/or Afternoon Route  
Student's name -  
Grade -  
School -  
Bus # assigned to -  
Student riding with Name -  
Grade -  
School -  
Bus # -

This will be cleared by the bus supervisor and returned to the school office for notifying the student and the teacher of approval. The note will be given back to the child to give to the bus driver. Due to overcrowding on some buses, your request may not be honored.

### Discipline for Behavior Affecting Bus Safety

The driver is responsible for maintaining good conduct on the bus and shall promptly report any misconduct and violation. Inappropriate behavior on a bus will be treated the same as inappropriate behavior in the classroom and will lead to consequences as spelled out in the Behavior Code and/or suspension or termination from bus riding.

When conditions on the bus have become distracting the driver will take actions to ensure safe operating conditions which may include returning to school for disciplinary action.

## Bus Safety Rules

- ❖ Respect driver and follow instructions at all times.
- ❖ Each student will be assigned a seat. Students must not sit on their book bags or legs to avoid serious injury should the child rise above the height of the seat.
- ❖ Students must remain properly seated in their assigned seats at all times. Keep hands, feet and objects to themselves. They will be held responsible for any vandalism to their seat or in the general area of their seat.
- ❖ Eating, drinking, chewing gum and tobacco products on the bus are prohibited.
- ❖ Throwing paper, hanging arms, heads, and legs out of the window is prohibited. Students will not touch or hang on to the bus in any manner before boarding or after discharge.
- ❖ Conversations must be limited to talking - no yelling or screaming because it distracts the driver. No profanity, obscene language or gestures.
- ❖ Students must be quiet when the bus approaches and crosses railroad tracks.
- ❖ No animals, pets or insects are allowed on the bus, this includes science projects. Glass containers or objects that the driver deems dangerous to other riders will not be permitted on the bus.

## WALKERS

### Arrival & Dismissal

Students should enter the building through the green hall doors.

# ARRIVAL AND DISMISSAL INFORMATION

## CAR RIDERS

### Arrival

Students should not arrive prior to 7:05 a.m. since there will be no supervision for them. The following guidelines will help our morning arrival go safely and orderly:

- ❖ Cars should not be parked in the drive/unloading area and left unattended.
- ❖ If you arrive prior to 7:05 a.m. please pull as far forward as possible in the car rider line.
- ❖ Children should be unloaded from the right side of the car.
- ❖ Cars should not pass in the drive area.
- ❖ The bus loop will be open for drop-offs after all buses have left. The bus loop will close at 7:35 a.m.
- ❖ Administrators are located in Rainbow Island to greet the children and provide help as necessary in finding rooms.
- ❖ Parents are encouraged to let children walk into school by themselves. Any parent entering the building will need to sign in through our office. An ID is required. Parents accessing the building will also be required to go through the weapon detection devices in the main office.

## CAR RIDERS

### Dismissal

At dismissal time, students will be grouped according to grade levels and will walk to the designated locations for dismissal. The following guidelines will help our dismissal go smoothly and safely:

- ❖ Please place a school-issued hanging tag in the windshield of your vehicle indicating the child(ren) who is/are being picked up.
- ❖ Cars should pull up as far as possible. Staff will help children find their cars.
- ❖ Parents should encourage their children to stay behind the yellow line as they walk to their cars.
- ❖ Parents should wait in the parking lot if they are walking up to pick up their child.
- ❖ Students must be picked up by 2:50 p.m.
- ❖ A telephone call should be made to the office prior to 1:45 p.m. to notify the child that the parent will be late.
- ❖ Repeated late pick up will result in parent and administrator conferencing to find an alternate dismissal for the students.

## Changes from Regular Dismissal

Any changes from regular dismissal require a signed/dated note from the parent.

- ❖ Request for any changes dealing with bus transportation (e.g. riding home with a friend on a different/same bus or drop-off or pick-up at a different location) see Alternate Bus Transportation.
- ❖ Any changes from car rider or day care require a signed/dated note from the parent.

Written permission, signed by the parent, must be sent to the school. Please include child's first and last names and teacher's name/grade on notes.

## Early Dismissal

When children leave early from school, parents must send a note with the child in the morning or call the office no later than 1:30 p.m. indicating the time of the dismissal. All early dismissals between 2:15 p.m. and 2:30 p.m. must be pre-arranged by sending a note or calling before 1:30 p.m. Students will be called to the Reception Area by school personnel when the parent arrives to pick them up.

No students will be dismissed between 2:15 and 2:30 p.m. without prior notification.

Students are not allowed to leave the school grounds during the school day unless they are signed out in the office by a parent or guardian.



# EMERGENCY SCHOOL CLOSINGS

## D5 early morning school cancellation

The transportation office will make a recommendation to the Superintendent by 6 a.m. as to whether roads are suitable for school bus traffic. If the Superintendent determines that school should be canceled, he will notify emergency preparedness, local television and radio stations. In case of bad weather, please listen to local stations for information on school cancellations and closings. Information will also be available on the school website and Facebook page.

## D5 wide mid-day closing

In the event bad weather forces a mid-day closing, local media and the emergency preparedness departments will be notified.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site (Ballentine Elementary School) along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up.

## Elementary single school early dismissal

In the event of an emergency, such as the loss of power or water for an extended period of time, elementary schools will use the Emergency Dismissal Form to determine the method parents have selected for their children to go home. The local media will be notified and other forms of mass communication, such as email and mobile phones will be utilized (if feasible under the circumstances) to notify parents, guardians or other contacts listed on the form.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site (Ballentine Elementary School) along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up.

## Alternate Transportation for Car Riders

To eliminate uncertainty for your children, please indicate alternate transportation for your car rider(s). If we have a school-wide early dismissal, we can then send car riders home according to your wishes (bus, day care, other). Please complete the **PARENT/GUARDIAN EMERGENCY DISMISSAL INFORMATION SHEET**.

## Finalsite Parent Notification System

Finalsite is an automated system that has the capability to communicate directly with every family in the district in a fast, efficient manner. Finalsite will call hundreds of phone numbers in a matter of moments to notify families of school closings or delays due to inclement weather or other unforeseen circumstances.

In addition, schools have the capability to use Finalsite to only contact families of students who attend their schools with news such as upcoming teacher/parent conference days, PTO meetings, late bus information and other school-based news.

Finalsite is an effective way to notify parents quickly in case of an emergency. In order for this system to work efficiently, parents must make sure they change their information in Final Forms.

The district will continue to use local media outlets such as television and radio stations, as well as the breaking news email group, to inform parents of emergency closings or delays.

## Telephone Consumer Protection Act (TCPA)-Use of Automated Telephone Notifications

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information/emergency.

The District requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

# RULES AND PROCEDURES

## DISCIPLINE

Student Discipline Code Handbooks are now available [online](#). To access, click on the Student Discipline Code Handbook. If you do not have access to online connection and require a hard copy, please contact the school office and one will be made available.

Parents are requested to read the code thoroughly and discuss the code with their child(ren). Please complete the online form indicating that you have read and understand the discipline code.

## STUDENT RESPONSIBILITIES

The letters in **SAIL** represent our expectations for student behavior.

**S** is for **Show Self-Control**. We expect each student to exhibit self-control and follow procedures in all that they do.

**A** is for **Act Responsibly**. We are responsible for our own actions and attitudes.

**I** is for **Initiate Kindness**. Students are encouraged to show kindness and encouragement; treating others as they would like to be treated.

**L** is for **Lead Your Learning**. Students should stay focused, listen, follow directions, use self-talk and be assertive.

Articles may not be brought to school by students which are hazardous to the safety of others or interfere in any way with learning & school procedures.

Students are not to sell anything at school without the written permission of the principal.

Students should be at their assigned locations at all times while at school.

## DELIVERY OF ITEMS TO STUDENTS

Flowers, balloons, and other similar items will not be accepted by the school for delivery to students.

## PARTY INVITATIONS & BIRTHDAY SNACKS

**Parents/students may not bring or issue invitations for parties on the bus or at school. We do not release names, addresses or telephone numbers; however, most children are listed in the student directory.**

**Birthday snacks may be purchased through our cafeteria. All snacks must be purchased at least one week prior using this form.**



## DISTRIBUTION OF MATERIALS

The principal must approve any material distributed to students by parents, students or outside agencies. This may be sent either in paper copy or electronically for approval.

## DRESS

Students are expected to dress in a manner which will not disrupt classes. Administration will make final judgment on the appropriateness of dress and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or accessory which may foreseeably result in the disruption of the school environment. Parents are encouraged to monitor appropriateness of clothing and shoes for the many physical activities in which elementary students engage each day.

In the event a change of shoes or clothes is needed, a parent will be notified. If desired, parents may send an extra items in the bookbag.

## CHEATING

Students who cheat or assist others to cheat in any form will be dealt with as deemed appropriate by the teacher and/or administrator.

## THREATS

Students who make threats to other students or staff members will be dealt with as deemed appropriate by the teacher and/or administrator. If a parent/adult is aware of a threat, they are asked to contact the principal or assistant principal.

## CHILD ABUSE

Any member of the professional staff who has reason to believe a child has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the County Department of Social Services or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.



## VISITORS

Parents are encouraged to visit the school to observe classroom programs. However, we highly recommend parents make an appointment with teachers at least 24 hours in advance to schedule an observation of the classroom. If an appointment is not made in advance, an administrator will accompany parents. Classroom visits should last no more than 30 minutes, unless special approval has been received through administration. State law makes it unlawful for anyone to disrupt school in any fashion. All visitors are expected to provide a picture ID and sign-in through our office, wear a visitor tag, consent to the weapon detection device, and report to the area listed. Visitors are expected to conduct themselves in a respectful manner while on school grounds. Visitors may not photograph children during their visit. This is done for the protection of all children. Students are not allowed to bring visitors to school as their guests without permission from the teacher and the principal. Visitors are reminded that the teacher should be contacted prior to coming to observe/visit. Visitors should also be respectful of the other students in the class and their learning and academic development. Visitors must state the location for their visit and remain in that area.

## MONEY AT SCHOOL

Whenever possible, payments for breakfast and lunch should be paid online using <https://lingconnect.com/main>. Payments for field trips, lost library books, etc. should be paid using [studentquickpay.com/lexrich5](https://studentquickpay.com/lexrich5). If you choose to send money to the school, please send a check instead of cash. All checks must have current address and phone number. Students wishing to bring cash to school for specific purposes should place the money in an envelope with his/her name written on it as well as the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.



# CURRICULUM AND INSTRUCTION

The instructional program in District Five elementary schools focuses on language arts, math, social studies and science. Students also attend classes in music, art, Spanish, technology and physical education. Other programs are available for students who qualify such as Reading Recovery, AGP, Special Education, Speech, and Reading Intervention.

The following information provides a brief overview of the school programs. For more information or specific questions regarding curriculum, instruction and assessment please contact the school administrators.

## CONTENT STANDARDS

Content Standards are incorporated into the curriculum of all District Five schools. Content Standards define what a student should know and be able to do at a particular grade level. Instruction in all content areas is based on the SC Curriculum Standards.

## LANGUAGE ARTS PROGRAM

The SAVVAS language arts program includes the integrated instruction of reading, research, writing, listening, and speaking.

Teachers assist students in developing competency and fluency in writing through an understanding and use of the writing process. Spelling proficiency and vocabulary are developed through reading and writing instruction and through word study work.

Critical and creative thinking skills, as well as study skills, are essential components of the language arts program. Opportunities for use of the language include oral reports, discussions, plays and speeches.

## MATHEMATICS



Iready Math is the core curriculum for all math instruction. Supplemental materials and resources are used to enhance and challenge students. Frequently students are asked to explain how they got the answer and how they solved the problem. SC Standards are the basis for the teaching of mathematics.



## SCIENCE/HEALTH

Our science program follows the standards developed for each grade level. The core units include hands-on science activities and experiments to make science "real" for our students. Science process skills are emphasized throughout the grade levels. Health is integrated into instruction in some grade levels and included as separate units of study in others.

## SOCIAL STUDIES



Content standards are used by our school district for social studies instruction. Social studies include studying about the community, the state, the United States, and the world. The curriculum includes studies in history, geography, government, economics and citizenship.

## ART, MUSIC, AND PHYSICAL EDUCATION



Students at Lake Murray Elementary are fortunate to have the opportunity to be taught by certified specialists in the areas of art, music and physical education



## FOREIGN LANGUAGE

Spanish is taught by a certified Spanish teacher. The focus is on developing the capacity for speaking a foreign language and learning about the culture of other countries. Students attend Spanish classes during special area times.



## LIBRARY/MEDIA CENTER

Instruction in library and research skills is provided by the media specialist. Library books are checked out and time is provided to participate in other library-related activities. Students may go to the library at other times in addition to their scheduled class to do research, return books, check out books, and the like. The media specialist also coordinates the use of print and audio-visual materials with classroom teachers to supplement the instructional program. In addition, the media specialist organizes the use and dissemination of audio-visual equipment throughout the school. The media specialist works in cooperation with the teachers to guide children in their selection of appropriate reading materials. The media center is open until 2:25 p.m.

## TECHNOLOGY

Technology is an important part of the instructional program. Integration with classroom instruction is emphasized through the use of the Internet, technology projects, and the application of various software.



# SPECIAL PROGRAMS AND SERVICES

## ACADEMICALLY GIFTED PROGRAM

AGP is designed to maximize the potential of gifted and talented students by providing programs and services that match the unique characteristics of these students. AGP students are served through a Content Model Class.

Content Model Class: In this model, gifted and talented students attend classes daily where they receive instruction at a pace, depth and complexity appropriate for gifted learners.

## Identification of Gifted & Talented Students

The State of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in the gifted/talented programs, a student must meet the eligibility criteria in TWO out of the following three dimensions:

### Dimension A - Reasoning \*

Students must score at or above the 93rd national age percentile on the composite or one of the subtests of a nationally normed aptitude test. Students may be eligible for placement on the basis of aptitude scores alone if they score at or above the 96th national age percentile on the composite score of a nationally normed aptitude test.

### Dimension B - Achievement

Students must score at or above the 94th national percentile on approved subtests (reading comprehension or math problem solving) on a nationally normed achievement test or score at the Exemplary level for reading and/or math on the End of year state testing. Students are NOT eligible on the basis of achievement scores alone.

**Dimension C - Academic Performance** is only applied if a student has already met Dimension A or B. For placement in grades 3-6, a student must achieve a specific performance standard on verbal or non-verbal performance tasks (South Carolina Performance Tasks) administered in the spring of each year.

***\*No private testing will be accepted for eligibility, but those results may be considered for referral purposes.***

## PAGE FIVE

PAGE FIVE, Parent Advocates for Gifted Education, is a non-profit parent support group dedicated to promoting education for academically and artistically gifted and talented students in School District 5 of Lexington and Richland Counties. Board members representing each school in the district meet to receive and disseminate information as well as plan programs centered on the unique issues of gifted and talented students. Parents of gifted students are encouraged to join and participate in PAGE FIVE.

## SPECIAL SERVICES

District Five provides educational opportunities for all students, including those with physical, mental and emotional disabilities. Each elementary school offers a resource program taught by teachers certified in learning disabilities. These programs also serve children with other disabilities as identified under IDEA or Individuals with Disabilities in Education. These students spend most of their school day in their regular classrooms.

Students needing more than three hours a day of special instruction or those needing programs for specific handicaps are served in district programs. Transportation is provided by the district when students must participate in classes outside of their regular attendance areas.

## READING INTERVENTION

Students requiring additional support in reading are provided intervention support through our Rtl (Response to Intervention) program. Using various strategies and curriculum, teachers and interventionists provide targeted instruction and monitor progress of students.

## SPEECH, HEARING, AND VISION TESTING

Tests for speech, hearing and vision are conducted by district personnel according to S.C. Department of Education guidelines. Requests for specific tests may be made by parents or teachers to the school nurse or speech therapist.

## STANDARDIZED TESTING

Testing will be conducted at various times during the year using the standardized achievement measures mandated by the state and district. Standardized tests are used as one measure of a child's performance. Teachers use many other measures to assess academic progress, also. Standardized tests are one of the measures used at various grade levels to identify students for academic assistance programs, academically gifted programs, and for leveling at the middle school level. Any questions regarding your child's standardized test scores can be addressed to your child's teacher, the guidance counselor, or school administrators.

## GUIDANCE

The elementary guidance and counseling program is designed to help all students acquire the skills necessary to be responsible, productive and successful members of society. Counselors teach guidance lessons, conduct small group counseling sessions, counsel individually with students, consult with parents and consult with teachers.

Classroom guidance lessons are based on standards of Learning to Live (Personal/Social), Learning to Learn (Academic), and Learning to Work (Career). Students may see the school counselor through self-referral, parental referral, teacher referral, or administrative referral.

School counselors adhere to the American Counselor Association's Code of Ethics and the South Carolina State Department of Education's guidelines in protecting the confidentiality of students.

The school counselor is available to discuss concerns that parents have about their child, their child's school experience, or the district's guidance and counseling program. Please contact the counselor if you would like to discuss any of these areas.

(For more information on the School Guidance program, refer to the School Guidance website.)



## Services Available to Students with Special Health Care Needs

Parent Notice (IHPs, 504, IDEA, Homebound): Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the student's needs are met throughout the school day.

## Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses, who are registered nurses, write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the district nursing coordinator.





## Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact 476-8223.

## Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact 476-8223.



## Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the office at 476-4600.

# SCHOOL HEALTH ROOM OPERATIONS

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record on all students.



The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Students with a temperature of 101 or greater must remain home until their temperature has been under 101 for 24 hours without the use of fever reducing medication. Students with vomiting or diarrhea must remain at home until they have been symptom free for 12 hours and been able to tolerate a meal.

For other conditions that would require your student to remain at home please see DHEC's "School Exclusion List" for students who are in 1st through 12th grade and DHEC's "Childcare Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists may be located through the district's website, [HERE](#) or go to [www.lexrich5.org/](http://www.lexrich5.org/). Then click on the Departments tab then go to the School Health Services tab and When Should My Child Stay Home.

If a student develops a communicable disease, the parent should notify the school nurse. This

will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs.

In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason the school should be kept up-to-date on any changes in phone numbers of those persons to be contacted in an emergency.

Another important change in Health Room procedures involves keeping food in the Health Room. The nurse is not allowed to keep food in the Health Room to give students if they are hungry. Please make sure if your child does not eat breakfast at school that they eat prior to arriving at school

## Medications

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. Over the counter medications should only be sent to school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. All medications (including over the counter medications) must be accompanied by parental permission and written authorization from the prescribing physician or health care provider.

Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider.

The permission for school administration of medication form is available at your child's school and through the district's website. A record of all medications administered at school will be kept for each student. Only those students who have met all of the requirements to self-medicate, will be allowed to keep medications on their person. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students. At the time a prescription is filled, ask your pharmacist to prepare a separate bottle labeled for school use.

If medications are needed on a field trip, the parent/guardian is encouraged to provide the medication in the original pharmacy-labeled bottle with only the dosage(s) needed for the trip along with consent form signed by the health care provider. The nurse cannot repackage any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. If over the counter medications are necessary, please purchase and send the smallest size available for this medication along with the consent form signed by your healthcare provider. If your student will require medication on the field trip that is not currently being given at school you will need to turn the medication, along with the required consent forms into the school nurse one week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medications.