Chapin Elementary School

2026-2027

Student Handbook

940 Old Bush River Road
Chapin, SC 29036
803-575-5900



Committed to **E**xcellence for *all* **S**tudents

Administration

Amy Sgorrano, Principal
Jackie Hudson, Assistant Principal
Erica Spratley, Administrative Assistant Principal

Mission

The mission of the CES community is to ensure all students are engaged in learning at high levels in a safe and supportive environment.

Vision

Committed to Excellence for *all* Students.

Beliefs

Students are the primary focus of all decisions.
Intentional instruction supports all aspects of the child.
Excellence in learning is directly related to excellence in teaching.
Students are successful learners when their teachers establish positive relationships.
Communication and collaboration are essential to educating all learners.

Guidelines for Success

We are Respectful to Others
We are Responsible to Ourselves
We are Ready to Learn

School Hours

Office Hours: 7:00am-4:00pm
Instructional Day: 7:40am-2:30 pm
Student Drop-Off (Main Line behind cafeteria): 7:00am-7:40am
Breakfast Served: 7:00am-7:35am
Afternoon Safari: 2:30pm-6:00pm

Phone Numbers

Main Number: 575-5900
Fax: 575-5920
Cafeteria: 575-5943
Nurse: 575-590,. 575-5917
District Office: 476-8000
Bus Transportation: 575-5856

Website & Social Media

Twitter

@ChapinEaglets

Link to CES Website

https://www.lexrich5.org/ces

Follow The Chapin Eaglets on Facebook:

https://www.facebook.com/ceseaglets/

CES PTO Facebook page:

https://www.facebook.com/ChapinElementarySchoolPTO/

School Counseling & Mentoring

School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063, (803) 476-8000.

Reminders & Highlights

- **Changes in 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 Chapin Transportation office. Parents must send a **signed and dated** written request to the Chapin area transportation office 24 hours in advance requesting permission (chapintransportation@lexrich5.org). This will be cleared by the bus supervisor and returned to the school office for notifying the teacher of approval. School personnel are no longer able to approve these requests due to overcrowding on some buses. Please see the section on Bus Transportation for more information.
- **Changes in transportation** (**other than bus changes**) should be sent to the teacher that morning. If you need to make a change during the day, call the front office before 2:00 and we will notify the teacher. Teacher access to email or phone messages during the instructional day cannot be guaranteed.
- **ARRIVAL NOTE: Student drop off begins at 7:00 am. No student is allowed on campus before 7:00am**. There are no adults on duty to supervise students before 7:00am. Students may begin getting out of cars when teachers come outside to the car rider line. Students must **enter and exit the car** by the sidewalk for safety purposes.
- **ARRIVAL NOTE: All doors will be locked at 7:40 am (Doors to the kindergarten wing from the CIS line are locked at 7:35)**. At that time, you must drive to the front of the school, bring your child into the office, and sign them in. Parents of **tardy kindergarten students** must sign in through the Lobby Guard and escort their child to the Kindergarten wing. **You will need your driver's license to sign in.**
- **DISMISSAL NOTE:** Student dismissal begins at 2:25 with bus students, and walkers. Cafeteria car rider students are dismissed at approximately 2:27 and the line begins as soon as all students are seated and loaded safely into cars.
- **DISMISSAL NOTE:** Students may not be picked up for **early dismissal after** 2:10 pm.
- **Field trip chaperones and classroom volunteers MUST be approved through the district office following the procedures for approval of volunteers.** Please see more specific information about the process to apply under the Parent Involvement section of this document.
- The **Eaglet Express** and a classroom newsletter will be sent electronically on Tuesdays. **Weekly folders** with student work will come home on Tuesdays.
- In an effort to ensure safety for all students only parents and legal guardians are allowed to visit students at school without written permission from the parent or legal guardian. Parents and legal guardians must complete a Visitor Authorization Form (available in the front office) detailing the individuals who have parental permission to visit a child at Chapin Elementary School.
- A monthly **Birthday** Club Celebration will be held one Friday of each month where students will be celebrated and given a mini cupcake. Parents are invited to eat lunch with their child on his or her birthday and again at the Birthday Book Club. Birthday snacks may **NOT** be brought to school for students in grades K-5.
- The **Code of Conduct** can be found on the D5 website.
- Information regarding the **Health and Wellness** guidelines can be found in the **Board Policy on School Wellness, Code ADF**
- All payments to CES (except cafeteria) will be made through an electronic payment system. All families will need to create an account at https://www.studentquickpay.com/lexrich5/ .
- Cafeteria payments can be made at https://linqconnect.com/main
- ***We encourage you to talk with your child about their day and READ with your child every night!***

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. For the 2025-26 school year, AGP students at Chapin Elementary will be served in a special content class. Additional Information about identification of academically gifted students and programs can be found at the following link: Instruction / Gifted Programs
****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. All members are invited to attend meetings as well as programs that will be held periodically throughout the year on a variety of topics pertaining to gifted education. Parents of gifted students are encouraged to join and participate in PAGE FIVE.

American with Disabilities Act (ADA)

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the school district should contact the Human Resources Director at 476-8000, or the school principal at least 48 hours prior to the program or activity.

Animals at School

For the safety and protection of the children, we request that family pets such as dogs and cats not be free to follow children to school. Every attempt will be made to call the owner of animals found on the school grounds, but we will be compelled to ask the county to pick up such animals if they continue to stay on the school campus. Approval from the principal **must** be obtained before an animal is allowed in the building.

Arrival & Dismissal Procedures

For your child's safety…No student is allowed on campus before 7:00am. There are no adults on duty to supervise students before 7:00am. Students may begin getting out of cars when teachers come outside to the car rider line.

When students arrive on campus each morning…

- Students purchasing breakfast will report directly to the cafeteria
- Grades 1-5 report to the Nest (Theater)
- Kindergarten and preschool students will report to their assigned classroom
- Duty persons will be stationed in all drop off areas to help students as they arrive at school.
- To build responsibility and confidence in your child, please allow him/her to walk into school by himself/herself.
- **Students who are not in the school building at 7:40 will be marked tardy.**
- **Parents must come to the front office to sign in their tardy students.**
- **4K and Kindergarten students who are tardy must be escorted by a parent to the kindergarten wing.**

Walkers

- Walkers enter campus at the crosswalk with the crossing guard on Old Bush River Road. Walkers are to follow the walkway to the crosswalk and wait for the adult on duty to stop traffic.

Car Riders

- Cars will enter the school from Old Bush River Road. All student drop-off and pick up will take place on the side of the building near the playground (no drop off in the front of the school).
- **CES preschool students** may be dropped off or picked up in the regular car line any time. Drop off in the bus loop is available *after 7:25am.* Cars must stay in line behind buses should they still be in the loop. In accordance with state law, cars are not permitted to pass buses at any time.
- **Students in pre-school** will be dropped off and picked up in the bus loop after buses leave the loop.

Bus Riders

- Bus riders will exit the bus in the bus loop.
- See Bus Transportation section for more details.

When students are dismissed in the afternoon…

- Students are dismissed at 2:20 to their designated areas.

Walkers

- **All parents of walkers must have a walker tag in order to pick up their child from the crosswalk.**
- Walkers will be dismissed to the yellow and green halls to wait for their names to be called.
- Parents will show their walker tag and can meet their children in the grassy area across the walkway on campus.

Car Riders

- **All parents of car riders must have car tag in order to pick up their child from car rider line.**
- Car riders will be dismissed and sit by grade level in the cafeteria to wait for their name to be called..
- **Parents with students at CES only** will enter the school from Old Bush River Road. Please note that cars should not turn left onto campus between 7:15am and 7:45pm and 2:00pm and 2:45pm. All student pick up will take place on the side of the building near the playground. For safety reasons, parents may not walk up to the car line, or student lines exiting the building, and pick up students.
- **CES 4 year old preschool students** may be picked up in the regular car line.
- All CES Carline students will report to the cafeteria at 2:25pm, sit by grade level, and wait for their name to be called. Children will not be allowed to go to cars until the car tag has been shown and their name has been called.
- **Parents are NOT permitted to park and pick up/drop off students in the faculty parking lot or any other place outside of the car rider line.** Children are not allowed to be loaded or unloaded in the faculty parking area or in any area other than designated above**.** For the safety of our students, children will not load or unload on Old Bush River Road or across the street.
- Parents are not permitted to park and pick up students across the street going into the Shipyard neighborhood or in the area that used to be tennis courts. This is a safety hazard for our students who walk/ride bicycles home each afternoon.
- **All car riders must be picked up no later than 2:50pm.**
- **Car Rider Student Identification Signs and Numbers** Student identification signs must be displayed on the front dashboard of the passenger's side or hanging from the rear view mirror.
- Please ensure that the person picking up your child has a sign from the school. If there is not a sign displayed, the driver will be directed to the front office for verification. If you need an additional sign, come to the front office and we will provide one for you.

Bus Riders

- Students must have pre-approval from the Chapin Transportation office to ride a bus other than their assigned bus. Parents should send an email request for approval at least 24 hours in advance to: chapintransportation@lexrich5.org.
- See the Bus Transportation section for more details.

Change of Transportation

- **Changes in transportation** should be sent via note with their child, to the teacher that morning. If you need to make a change during the day, call the front office before 2:00 and we will notify the teacher. Teacher access to email or phone messages during the instructional day cannot be guaranteed.
- **Changes in 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 Chapin Transportation office. Parents must send a **signed and dated** written request to the

Chapin area transportation office 24 hours in advance requesting permission (chapintransportation@lexrich5.org). This will be cleared by the bus supervisor and returned to the school office for notifying the teacher of approval. School personnel are no longer able to approve these requests due to overcrowding on some buses. Please see the section on Bus Transportation for more information.

Early Dismissal of Students

- **Students may not be picked up for early dismissal after 2:10pm.**
- Students will only be released to those listed on the student information card filled out at the beginning of the year.
- Please allow 15 minutes to pick up your child for early dismissal. If a child is to be dismissed early, the parent will come to the front office and present a photo ID. The office staff will call the teacher and the child will be sent to the front office.
- Parents may send a note with their child to the teacher that morning. This will allow time for the teacher to prepare the child for early dismissal. However, your child will not be sent to the office in advance to wait for your arrival.

Attendance Policy

Absences & Excuses

State law and District Policy JH set specific rules for lawful and unlawful absences. Please refer to the following link that describes the procedures for the State as well as this link that discusses the guidelines for elementary schools. **Students will be allowed no more than ten absences during the 180-day school year**. All students are expected to be in attendance each day unless they are ill. Of course, situations do occur that prevent students from coming to school. Lawful absences include: illness, medical/dental appointments, serious illness or death of a student's family member, absences approved by the school administration, recognized religious holidays, school-related activities that have received prior approval by the principal. **A medical excuse or parent note is required for each absence** and should be sent to school **no later than the student's third day back** to the front office or by fax to 575-5920**.** If a student fails to bring a valid excuse to school, he/she will receive an unexcused absence. At ten absences (lawful or unlawful) subsequent absences require a medical excuse or written pre-approval from the principal. As required by school board policy, a letter is sent to parents regarding excessive absences. Continued unlawful absences will result in a parent conference and/or referral to Family Court.
Whenever possible, medical, dental, and other appointments should be made for non-school hours.

Missed Student Work

When students are absent more than two days, the parent may request work for days missed from the teacher. Please allow two days for the teacher to collect and prepare materials. Once prepared, the teacher will email you that the work is ready to be collected in the office.

Homebound Instruction

When a serious illness or injury occurs or if a student will be absent for an extended period of time, a student may be eligible for Homebound Instruction. Please contact administration for additional information regarding Homebound Instruction eligibility and process.

Tardies

Morning instruction begins promptly at 7:40am. Being tardy causes students to miss important instructional time. It is imperative that children are brought to school on time. Students are tardy if they are not in school at 7:40am. Students who arrive at school after 7:40am must report to the front office with a parent to sign in and obtain a tardy pass before reporting to class. When your child has accumulated 20 unexcused tardies, you will be required to attend a conference with administration to create an attendance plan. Parents should walk their children into the main office and sign them in. Parents of Pre-K and Kindergarten students will be asked to walk their children to their classroom.

Awards and Honors

We will recognize students in the areas of academics and character during the year. Students may be awarded certificates for the following:
Principal's Honor Roll: A student is eligible for the Principal's Honor Roll if s/he receives an **"A"** for all academic subjects during each nine week reporting period.
A/B Honor Roll: A student is eligible for the **A/B Honor Roll** if s/he has at least one **"A"** and receives an **"A"** and/or **"B"** for all academic subjects during each nine week reporting period.

Birthday Celebrations

Birthday Treats

NO birthday snacks may be brought to school to share with the class (except in preschool, 4K, and Kindergarten- the tiny cupcakes are allowed). As a school, we want to make sure that we are following the ***School Wellness Policy***ADFhttps://www.schoolnutritionandfitness.com/schools/1554486153373/wellness/Wellness_Policy.pdf . We will be celebrating as a school one Friday of each month. Please work with us as we try to keep our focus on learning and teaching while, at the same time, honoring our students' birthdays. Celebration snacks are available for purchase though the cafeteria, 803-575-5943.

Birthday Club

One Friday of each month, the Birthday Club celebration takes place during lunch. The parent is invited to come to school and have lunch with the birthday child. A small cupcake will be given to the birthday child.

Birthday Invitations

Students will NOT be allowed to bring or issue invitations for parties on the bus or at school. Even if the entire class is invited, the invitation may not be distributed at school. We do not release names, addresses, or phone numbers; ask the teacher for a classroom directory.

Bus Transportation

The safety and security of students, staff and schools is a top priority for School District Five. **Concerns should be addressed to the Area Supervisor, District Coordination or Special Need Coordinator.**

Kore Belle, Supervisor of Chapin Area Transportation, 575-5856
Harold Williams, Director of Transportation, 476-4980
Felicia Andrews, Supervisor of Special Needs Transportation, 476-3254 or 476-3255

Bus Registration and Riding Procedures

All students who wish to ride a school bus must be registered to ride in Gateway. Students are not authorized to ride any bus without completed registration. New registrations may take up to 10 days for processing and route assignment.
Parents requesting bus transportation for their child, but they do not ride the bus for a two-week period or more will be removed from the bus roster in order to ensure buses are utilized to the maximum usage unless arrangements have been made by the parents with Chapin Transportation Office, chapintransportation@lexrich5.org or 803.575.5856.

Kindergarten Students

Parents must be present to receive a kindergarten student from the bus. Parents may elect to designate other adults (grandparents, guardian, friend, fifth grade student or older etc.) to receive their students.

Kindergarten Student Release forms are available from the Chapin Transportation Office. When a parent or authorized guardian of a kindergarten student is not at the bus stop to meet the student, they will be returned to their elementary school usually at the end of the elementary bus route. If this is a persistent issue the parent will be notified that the student will not be allowed to ride the school bus.

Email is the preferred method of communication with our office. Please keep in mind that buses are monitored by the office during the morning and afternoon runs and it may be difficult to reach us by telephone during those hours (6:00-8:30 a.m. and 2:00-5:00 p.m.) If you have any questions please contact Chapin Transportation office listed below.

Chapin Transportation: 803-575-5856
Email: chapintransportation@lexrich5.org

School Bus Safety

The most important issue for the Transportation Department is the safety of every student who rides a school bus or activity bus. In order to ensure each student has a safe ride, the District Five Student Behavior Code applies to all students while at the bus stop, on the school bus or on any School District Five vehicle. Inappropriate behavior will be treated with the same level of scrutiny as inappropriate behavior in the classroom and will lead to appropriate school consequences in accordance with the Student Behavior Code and includes suspension from bus riding. In addition to the Student Behavior Code, students must also follow the Safety Rules listed below.

SAFETY RULES FOR BUS RIDERS

No glass containers, baseball or softball bats, lacrosse sticks or skateboards are allowed on the bus.

No spitting, eating or drinking on the bus.

No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.

No standing while the bus is in motion.

No hanging any part(s) of your anatomy out a window or passing items through the window.

No throwing or shooting any type of objects.

No fighting, play fighting, or horse playing.

Do not ride any bus that you are not assigned to.

Do not ride any bus during a suspension of bus privileges.

Do not vandalize the bus or ignite any flammable object.

Do not hold onto the bus from the outside.

Do not make excessive noise or other disruptive behavior.

Keep your feet, body and bags out of the aisle.

Do not block the aisle with band instruments or book bags.

Students must always obey the directions of the driver.

Do not exhibit behavior that disturbs the students or driver.

Talk quietly and avoid loud, boisterous behavior, including singing, clapping, stomping or yelling.

No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray or lotion while on the bus.

Never tamper with the emergency exits or any other part of the bus including lights, horn, fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.

Students may only board and exit the bus at their designated stop or school, unless otherwise approved.

Be at the bus stop 5 minutes prior to scheduled pick-up time.

Usage of cell phone, iPod, MP3, Gameboy or other device that causes a disruption on the bus or distraction to the driver.

Additionally, these rules apply on the school bus:

Students must not sit on their book bags or legs because a serious injury could occur if the child rises above the height of the seat.

Students must sit in their assigned seats. They can be held responsible for any vandalism to their seat or in the general area of their seat.

Students must be quiet when the bus approaches and crosses railroad tracks.

Objects that the driver deems dangerous to other riders will not be allowed on the bus.



Timeliness at Bus Stops

State policy requires students to be waiting at the bus stop when the bus arrives. Students should be at the bus stop five minutes prior to the scheduled pickup time and remain at the bus stop for five minutes past scheduled pick-up time. This is a safety issue so that traffic is not delayed excessively and to ensure that students do not run at or near a moving bus. Students are considered late for the bus if they are not at the bus stop when the bus arrives. Once the bus has proceeded past the designated bus stop, it will not stop again.

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 Lexington/Richland County Department of Social Services or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.

Communication

Newsletters

Parents are strongly encouraged to read **The Eaglet Express**, our school-wide newsletter, every Tuesday. This newsletter has current information, school business and activities, PTO and SIC updates. **The Eaglet Express** will be posted on the school website www.lexrich5.org/ces and sent via email to parents in order to help us reduce paper. Teachers will send home **class newsletters** every week with a focus on what is happening in the classroom.

Tuesday Folders

On Tuesdays, your child should bring home a "Tuesday" Folder with a wealth of information (progress reports, weekly class newsletters, upcoming events, periodic notes, etc.). It is important that you read and review this information. Folders should be returned to the classroom teacher on Wednesday.

Parent Portal

Parent Portal gives parents access to real-time information such as attendance, grades and detailed assignments, grade history, and much more. All parent surveys from District 5 and the SCSDE will be accessed through Parent Portal. Parents and guardians should create their own individual Access Account with login information provided by the school at the beginning of the school year. If any information changes during the year, parents/guardians should update the information in person in the front office, so the school has the most current contact information, particularly phone numbers, address, and email.

Curriculum Nights

Specific information regarding the curriculum and instruction within a particular grade level is presented at Curriculum Night programs. The information shared provides a good foundation for the year. This is one of the most important meetings held each year. **All parents are strongly encouraged to attend!** Curriculum Nights are for parents only – no children, please. Dates and times for Curriculum nights are published in the school calendar and Eagle Express.

Chain of Command for Communication

Communication between students, parents, and school staff is very important and welcomed. **To best address individual concerns, please begin the process with the person closest to the problem so that specific information can be gathered.** This often leads to the solution. For example, for a classroom concern, **work first with the teacher** before contacting the principal, superintendent, or board of education.

Conferences

Effective communication between parents and teachers is a must. The goal of Chapin Elementary is to meet with the parents of all our students **at least once** during the school year to review progress and address concerns. Conferences can be held at any time of the year as requested by the parent or teacher. **Before any classroom related concern is brought to the principal, it should be discussed with the student and teacher first.** A teacher cannot leave class to take telephone calls between 7:00am and 2:30pm. You can leave a message and the teacher will return your call within 24 hours. A teacher can receive phone calls in her room beginning at

2:45pm each day. **Classrooms should not be interrupted during the school day for conferences or concerns as this is a disruption of the instructional program of all students within the class.**

Compliance with the 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.

Phone & Email & Messages

Students, teachers, and other staff members cannot receive telephone calls except for emergencies.
Teachers can be contacted by sending a note or email, or calling the school office. Work hours for teachers are from 7:15am–2:45pm each day. Every Tuesday afternoon is reserved for meetings and staff development from 3:00pm–4:00pm. Classroom phones do not ring during instructional times (7:15-2:45 each day). You may leave a message requesting a return phone call on the teacher's voicemail. Teachers may return phone calls and schedule conferences before and after school and during their planning period. **Please allow 48 hours for a response to a voicemail or email. If you have an immediate concern or last minute change in transportation, please contact the front office.**

Report Cards

Student report cards will be given quarterly (every nine weeks). Interim reports will also be available through Parent Portal at the midpoint of each quarter to further monitor progress.
The marking system for grades three and four is as follows:

90 – 100	A = Excellent
80 – 89	B = Good
70 – 79	C = Average
60 = 69	D = Poor
Below 60	F = Failure
I = Incomplete	

An incomplete is given only in cases of illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" four weeks from the date it is issued. **Make-up work is the responsibility of the student.**

There are two categories of grades: major and minor. Major grades are tests and projects and minor grades are classwork and quizzes.

Student progress in grades kindergarten through two is reported 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)
* = Not assessed at this time

Crisis Management & Safety Plans

Crisis Management

Chapin Elementary School has a Crisis Management Plan which includes a monthly fire drill, two bad weather drills, one shelter-in-place drill, and two lockdown drills each year.

School Safety

To ensure safety of our students and staff, entrance doors are only unlocked during arrival time each morning. During the school day (7:40-2:30) all doors, except the front doors, are kept locked. **Tardy students, with their parents,** must enter the front door and come to the office to sign in. **All parents, volunteers, and visitors** entering the building are required to stop by the front office, sign in using the Lobby Guard system, sign on the Visitor's Log, and receive a visitor's badge.

Curriculum & Instruction

Chapin Elementary serves students in grades PK-5th grade. The elementary instructional program in District Five Schools focuses on language arts, mathematics, handwriting, social studies, and science. SC State Standards are implemented in each content area across all grade levels. In all classrooms, emphasis is placed on critical thinking skills and problem solving.
Our classes in Media Center, Computer Lab, Art, Music, Physical Education, and Spanish enrich the instructional program. Special Education, Intervention, and Gifted and Talented services are incorporated into the curriculum to ensure that all students' individual needs are met. The services of a psychologist, school counselor, speech therapist, mental health counselor, social worker, and a registered nurse are also available.

Language Arts

The English Language Arts program includes the integrated instruction of reading, research, writing, listening and speaking. Teachers use Savvas: My View Literacy.

Mathematics

The iReady curriculum is used in all classes, grades KG-5th grades. Our school offers a rich, challenging mathematics curriculum based on SC State Adopted Standards.

Science, Health, & Social Studies

District Five pacing guides and SC State Standards are used to guide the curriculum. Our school offers a hands-on science curriculum. The core units include a multitude of hands-on science activities and experiments to make science "real" for our students. Science process skills are emphasized throughout the grade levels. The four strands upon which the standards are based include: inquiry, knowledge of science, applications, unifying principles. Health is integrated into science instruction in some grade levels and included as separate units of study in others, and taught in PE classes as well. The Social Studies curriculum includes studies in history, geography, government, economics, and citizenship, as well as learning about communities, the state, the United States, and the world.

Media Center

The library media center is open from 7:15 AM - 3:00 PM on school days. The mission of the CES Library Media Program is to ensure that students are effective users of ideas and information who are enthusiastic readers, skillful researchers, and productive users of technology. The behavior policy enforced in the library media center

aligns with the CES school-wide expectations. Students are encouraged to be good listeners, kind to books, and respectful of others in the library.

Classes visit the library at a designated time agreed upon by the librarian and classroom teacher. Instruction may include library skills, storytime, book suggestions, and inquiry lessons. All students are encouraged to check out "just right" books to help them grow as readers. Students in 4K through 2nd grade can check out 1 book. Students in 3rd -4th grades can check out 2 books.

Books are overdue after 2 weeks but can be renewed. If a book is overdue, nothing else may be checked out until the book is returned. Overdue notices will occasionally be sent home. If a book has been significantly damaged or is lost, library staff will send home a notice with the cost of the book to be replaced. The fee for the book replacement should be paid using the district online payment center https://www.studentquickpay.com/lexrich5/ . This is to ensure that the library-bound edition can be ordered by the librarian for replacement.

Technology

Technology is an important part of the instructional program. Instruction in keyboarding, word processing, spreadsheets and presentation software are all taught and emphasized in the computer lab. Integration with classroom instruction is also emphasized through the use of the Internet, technology projects, and the application of various software programs. **The Student Behavior Handbook specifies guidelines for what is and is not permissible with technology. Parents will be asked to sign and return an "Acceptable Internet Use Agreement" at the beginning of the school year. This agreement specifically addresses proper and improper use of the Internet.**

Delayed Opening & Emergency Closings

Emergency School Closings & Delayed Openings

The transportation office will make a recommendation to the Superintendent by 6:00am as to whether roads are suitable for school bus traffic. If the Superintendent determines that school should be cancelled , District Five will notify emergency preparedness, local television, and radio stations. In case of bad weather or extremely low temperatures, the district will send out an email and text message.
If school opens on a delayed schedule due to inclement weather or other difficulties, buses will run their normal routes two hours later than usually scheduled. School will begin two hours later than the normal starting time. Students will report to their homeroom class.

Emergency School Closings

In the event of an emergency school closing (such as bad weather or loss of power or water), elementary schools will use the Emergency Dismissal Form to determine the method parents have selected for their child to come home. The local media will be notified and other forms of mass communication will be used (such as email, social media, and mobile phones) to notify parents, guardians, or other contacts listed on the form.
Please ensure that the **EMERGENCY DISMISSAL INFORMATION SHEET** is completed and returned to school at the beginning of the year.

Emergency Notification System

Our automated system has the capability to communicate directly with every family in the district in a fast, efficient manner to notify families of school closings or delays due to inclement weather or other unforeseen circumstances. In addition, schools may contact families regarding school news, upcoming events, and other school based news. In order for this system to work effectively, parents must make sure they notify the school of any change in phone numbers. The district will continue to use local media outlets, social media, and email to inform parents of emergency closings or delays.

Delivery of Student Items

Items such as Grub Hub deliveries, flowers, balloons, etc delivered to the school during the school day will <u>not</u> be accepted by the school for delivery to students. Notice of this decision has been given to local florists and other businesses that offer delivery of products. Deliveries interrupt instruction and students who ride district school buses are not allowed to take these items on the bus for safety reasons.

Discipline Policy and Positive Behavior and Intervention Supports (PBIS)

District Five adheres to the philosophy that disciplinary problems should be handled in a calm, reasonable manner between teacher, student, and parent whenever possible. The philosophy also assumes that effective discipline will lead to increased maturity and desirable behavior on the part of the student. However, when the learning opportunities of other students are affected, the teacher and/or principal must take appropriate action.
To be consistent in all schools, the district has developed the District Five Discipline Code handbook. Please review and reinforce rules and consequences at home with your child as every student is expected to assume full responsibility for his/her actions.The **Code of Conduct** can be found on the D5 website

<u>Bullying (Code JICFAA in the Discipline Code Book)</u>
School District Five and Chapin Elementary School prohibit any acts of harassment, intimidation or **bullying** of a student by students, staff, and third parties which interfere with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official bus stop, at a school sponsored event whether it is held on school premises or another program where the school is responsible for the student. **Harassment, intimidation or bullying is defined** by board policy as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or personal damage.
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.
Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to **disciplinary action** in accordance with the district's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The district also may refer any individual who has violated this policy to law enforcement officials. The district will take any other appropriate steps to correct or rectify the situation.
The District's procedures for responding to incidents of bullying, harassment, and/or intimidation are as follows:
1. Any student or parent or guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of District policy will immediately report such conduct to a teacher, administrator, or other school official. The report may be oral or in writing.
2. Any school employee who observes an incident of bullying, harassment or intimidation of a student will immediately report the incident to the appropriate building administrator. (Principal, Assistant Principal, etc.)
3. A school employee who receives a report of bullying, harassment or intimidation will immediately forward the report to the appropriate building administrator. (Principal, Assistant Principal, etc.)
4. Anyone employed by the school district is to report any known or reported incidents of bullying, harassment or intimidation of any student, faculty or other district employee to the appropriate school or district administrator.
5. An administrator will promptly and thoroughly investigate all such reports and upon completion of that investigation, will notify the parents/legal guardians of all affected students that corrective action has been taken by the school.

6. Corrective action may include the student perpetrator being disciplined in accordance with the Student Behavior Code, as well as being required to complete program(s) regarding conflict resolution, anger management, and/or social interaction skills.
7. In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed within 3 school days. No student will be removed from the bus until a transportation supervisor has made direct contact with the student's parent/guardian. Students will have the right to appeal bus suspensions to the Transportation Coordinator.
8. When an out-of-school suspension and school bus suspension are adjudicated for an incident the school bus suspension will begin after the completion of the out-of-school suspension.

Cell phones and other wireless communication devices
(Excerpts from Code JICJ in School District Five Board Policy manual. Please see the complete policy on the district website)

Policy JICJ Prohibition of Personal Electronic Devices During the School Day Issued 10/24 The purpose of this policy is to create a phone-free school environment that fosters a positive learning experience free from electronic distractions. By prohibiting the use of personal electronic devices during the school day, this policy aims to provide an environment that enhances focus and engagement, allowing students to develop the college and career-ready skills outlined in the Profile of the South Carolina Graduate.

Students will have more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for success in college, careers, and life. This policy has been developed in compliance with the General Appropriations Bill, H. 5100 of 2024, Proviso 1.103 and is applicable to grades kindergarten through twelve.

Proviso 1.103 (SDE: Anti-Bullying/School Safety) To receive state funds allocated for State Aid to Classrooms, a school district shall implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For purposes of this provision, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals.

Definitions: A. "Personal electronic device," hereinafter referred to as "device," means any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video. This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices. B. "Personal Electronic Device accessories," hereinafter referred to as "device accessories," include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device. C. "School day" is the period of time defined as bell to bell. From the morning tardy bell until afternoon dismissal which is the conclusion of the instructional day, electronic communication devices will be prohibited. This policy does not apply to school buses, field trips, and athletic events. D. "Access" is defined as viewing, holding, wearing, or otherwise using a device for the purpose of communication, internet access, gaming, recording, or any other function commonly associated with devices.

Policy JICJ Prohibition of Personal Electronic Devices During the School Day
During the school day, devices should be silenced and stored away as directed by the school district. Exceptions granted for medical necessity, authorized for classroom use, or other authorized reasons should be in writing and are not considered violations of this definition.
II. Policy Implementation and Enforcement: A. During the school day, students are prohibited from accessing their personal electronic devices. Students may not utilize the function of electronic communication on device accessories during the school day. Students must store away and silence their devices and/or device accessories in lockers, backpacks, or otherwise as directed by the school district during the school day. Exceptions granted for other authorized reasons (i.e. emergency situations) will be determined by the school district. B. If explicitly required by a student's IEP, Medical Plan, or 504 plan, the student shall be allowed to access their personal electronic device for medically or educationally necessary purposes described and required for administration of the IEP, Medical Plan or 504 plan. C. A student who is a member of a volunteer firefighting organization or emergency organization may be authorized to carry a device with written permission from the District Superintendent or his/her designee. D. If a student violates the preceding rules during the school day, the student

will be subject to progressive consequences in the Student Code of Conduct Handbook as outlined under Category 1.270 and/or 2.270 - Refusal to Obey.

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.

Gum
Students will not be permitted to chew gum while on the school grounds. Teachers may not give gum as a treat.

Personal Possessions
Personal items not related to the educational program should not be brought to school. If students bring these items to school, they may be taken by the teacher and released later to the parents.

Technology
The Discipline Code Book specifies guidelines for what is and is not permissible with technology. Parents will be asked to sign an "Acceptable Internet Use Agreement" at the beginning of the school year within the Registration Gateway system. This agreement specifically addresses proper and improper use of the Internet.

Dress Code

Students are expected to dress in a manner that will not be disruptive to learning.
Parents will be contacted by their child or their child's teacher if a child comes to school inappropriately dressed so that the proper attire may be brought to the school. The administration will make final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any articles of clothing or accessory which may result in the disruption of the school environment.
The following will NOT be permitted:

- shoes with cleats
- bare midriffs
- halter tops
- short-shorts
- see-through shirts
- clothing/accessories with vulgar or inappropriate symbols or words attire/accessories advertising alcohol, tobacco or other drugs

- accessories or clothing that could pose a safety threat to one's self or others
- pants must be worn at the natural waistline and undergarments are not to be visible
- hats in the building (unless that hat is part of a project or the student has a documented health problem). **The principal may designate a "hat day" for students and staff as a special school activity.

Erin's Law at the Elementary School

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.

Field Trips

Educational field trips are planned to provide experiences correlated with the curriculum, social-emotional health, and/or citizenship. **Students are required to have written permission** from a parent or guardian prior to going on a field trip. All trips are chaperoned by school personnel and may be assisted by parent volunteers. **Fees are charged for field trips. Field trip fees are non-refundable.** If a bus is used for transportation, a fee will be charged to cover the expense. Should a special consideration for return from a field trip need to be made, parents must contact the principal in writing to request a change in transportation for the student and, if granted, sign the student out with the teacher at the conclusion of the field trip. Specific information about departure and arrival times, destinations, clothing, food, and pocket money will be provided prior to the field trip.
It is often necessary to limit the number of **chaperones**. Teachers will designate specific people as chaperones. These will be the only chaperones for a specific trip and these chaperones will need to ride the bus as a part of their chaperone duties. **All students, teachers, and chaperones are expected to ride the bus to and from the specific destination.** Field trip chaperones are present to help students have a safe, educational experience. **No other siblings may attend.** Chaperones should adhere to the procedures established by the teacher.
Designated field trip chaperones MUST be approved through the district office following the procedures for approval of volunteers. In order to become an approved volunteer, please complete the Volunteer Application and Confidentiality Agreement for School Volunteers found on the district and school website. In order for your application to be considered, please provide an official photo ID when submitting the required paperwork to the Chapin Elementary School office. These applications are approved for three years but are subject to review. If you are not sure if your volunteer application is still in effect, contact the school secretary. Also, your application may be submitted to the S.C. Law Enforcement Division (SLED) for a background check, a sex offender background check and the Department of Social Services (DSS Child Abuse Registry). Based on information received from these agencies, you may not be permitted to become a volunteer. Volunteers seeking approval for field trips should submit an application at least 4-6 weeks before the trip.

Food Services

Student Nutrition
https://www.schoolnutritionandfitness.com/index.php?sid=1554486153373

Parents/guardians may apply for free/reduced rates by completing an online Free/Reduced Lunch Application.

During the instructional day (7:00am - 2:45pm), all food that comes from home with the purpose of sharing with and among students MUST be store-bought, packaged foods in accordance with School Board Policy ADF School Wellness.

Pre-Payment Options

Please take advantage of the options to prepay your student's meal accounts for extra purchases. Prepaid accounts help the lunch lines go faster and gives students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things other than lunch.

Please register your student/students at LinqConnect You will be asked to put in their student ID #. If you do not know this number, please contact the school.

Please call the Department of Student Nutrition with any questions or concerns. 803-476-8153 or 803-476-8154.

Prices for the adult breakfast and lunch have not been set by the district as of the printing of this document.

Student Full Pay Breakfast	**- $2.80**
Student Full Pay Lunch	**- $3.50**
Adult Breakfast	**- $3.50**
Adult Lunch	**- $5.75**

Breakfast

All schools offer a breakfast program prior to the beginning of each school day. **The cafeteria staff will serve breakfast from 7:00am to 7:35am each morning. Students should report directly to the cafeteria for breakfast upon entering the building. All students will be dismissed from the cafeteria by 7:35am to be on time for class.**

Lunch

An excellent lunch is served daily beginning on the first day of school. One carton of milk (plain or chocolate) is included with lunch. We ask you to encourage your child to drink milk with lunch. If your child does not drink milk, you may send a thermos of juice or other suitable beverage. Please do not send cans of soda. If your child is allergic to milk or any other foods, you may **contact the nutrition department to fill out allergy forms.** In these instances, we will provide juice as the beverage.

Visitors at Lunch

Parents and grandparents are always welcome to eat lunch with their children**.** In an effort to ensure safety for all students, only parents and legal guardians are allowed to visit students at school without written permission from the parent or legal guardian. Parents and legal guardians must complete a Visitor Authorization Form detailing the individuals who have your permission to visit your child at Chapin Elementary School. **The cafeteria tables are reserved for students and staff.** There are tables reserved for visitors in the cafeteria lobby area and outside. Visitors may eat ***with their child only*** in the cafeteria lobby or outside at the picnic tables, weather permitting. In order for the cafeteria to plan on having enough food, **visitors eating in the cafeteria must contact the cafeteria by 8:00am**.

Gavin's Law at the Elementary School

Beginning with the 2023-2024 school year, per the requirements of Gavin's Law, Act 54 of 2023, "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 Gavin's Law. This includes adequate notice to students, parents or guardians, the public, and school

personnel of the change in law." Board Policy JICFB Gavin's Law Implementation was adopted 11/13/23 and states: "Gavin's Law (S.C. Code Ann. Section 16-15-430) 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 great bodily injury or death directly related to the crime. Gavin's Law requires the District to 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 law, which includes adequate notice to students, parents or guardians, the public, and school personnel. In accordance with Gavin's Law, the District shall notify students of the provisions of this act through providing age-appropriate instruction on the dangers and consequences of sexual extortion. Additionally, notification shall be provided to parents/guardians, the public, and school personnel regarding the law. Any student who engages in sexual extortion will be subject to disciplinary action consistent with the District's Student Code of Conduct. Any employee who engages in sexual extortion will be subject to disciplinary action consistent with the District's policies governing staff conduct. School administrators shall notify law enforcement immediately of any allegations of such conduct, as required by State law and District policy."

Homebound

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 Homebound Team then decides whether to approve the student for medical homebound services. The Homebound Team 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. More information is on our district website under Student Services or you can contact the administration at CES.

Homework

Regular, meaningful homework assignments are valuable and necessary.

The purposes of homework are:

- to reinforce and practice skills taught in class
- to develop independent study skills
- to enhance parent awareness of a student's progress

The nature of homework may be:

- written/non-written drill and reinforcement activities
- research assignments or independent study
- assignments that encourage creative thought or expression

Homework in reading and math may be assigned daily, Monday through Thursday, and may be assigned on the weekend if the teacher feels it is necessary. All homework assignments are due the following day or upon the day of return in the event of school cancellation, personal illness, or any other legitimate excuse. Each teacher will determine the legitimacy of excuses. Homework must be ready to be presented by the students at the beginning of the class for which it is required.

Approximate minutes of daily homework are as follows:



» Kindergarten……...10 – 15 minutes
» Grade 1……15 – 30 minutes
» Grade 2……20 – 45 minutes
» Grade 3……30 – 45 minutes
» Grade 4……40 – 75 minutes
» Grade 5……40 – 75 minutes

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Be aware that homework is assigned every day. By asking your child about homework you are helping him or her remember that there is an assignment to be completed.
- Become interested in your child's homework. Ask him or her to show the homework to you and explain what the work completed was about. Sharing your child's work with him or her reinforces the importance of homework and helps the child to understand that you are interested in his or her progress. Looking at your child's homework also keeps you informed about the progress of your child and the way in which your child is able to complete the work assigned.
- Provide a suitable study environment to include a regular time and specific location free from distracting sights & sounds.
- Children should have assigned reading every day. Ask your child to tell you about what s/he's reading and what they predict will happen next.

Leadership Opportunities

Student Jobs (by application for 4th & 5th gade students)
CES News Team
Safety Patrol
Peer Pals
Library Helpers
Student Council

Lost & Found

Clothing and property should be labeled with your child's name. Students and parents should check ***the lost and found*** when items are misplaced. Small items such as keys, glasses, etc. can be claimed from the office receptionist.
Each year, large quantities of clothing in excellent condition accumulate. Students and parents are urged to seek lost items regularly.
Unclaimed articles will be donated to organizations at the end of each nine weeks, before the winter and spring holidays and at the end of the school year.

Money

All payments to CES (field trip, library books, etc) will be made through an electronic payment system. All families will need to create an account at https://www.studentquickpay.com/lexrich5/ . This does not include cafeteria payments, those can be made through https://www.k12paymentcenter.com/ .

Notes Required from Parents

The school **requires** notes from parents explaining the following:
♥absences
♥tardiness
♥requests for early dismissal
♥requests to miss recess or physical education (medical)
♥permission for field trips
♥permission to go home with another student after school
♥permission to go home with a student on the bus (permission received through transportation office)
♥anticipated, prolonged absences from school (trips, hospitalization)
♥changes in usual method of transportation



♥authorization to administer any medicine
♥authorization to administer medication for allergic reactions (like milk, insects, food)
♥specific medical treatment of special health needs

Parent's Address, Telephone Number and Email Address

The school office **must** have a correct telephone number at which parents can be reached during the school day, even if a number is unlisted. This is particularly important when emergencies occur. If the number is unlisted, the office staff should be told so the number is only made available to authorized persons. An emergency number is also needed. **Please visit the front office to update information that has changed.**

Parent Involvement & Volunteers

If you have a love for children and a desire to share your time in a special way, you are needed as a Chapin Elementary School Volunteer. Contact the assistant principal, your child's classroom teacher, or a PTO representative for more information. Parents, guardians, and grandparents are encouraged to become involved in the school. Volunteers are needed to help in the media center, and in the classrooms either on a regular basis or as a resource for special activities. Our school's Parent-Teacher Organization (PTO) offers opportunities to participate in programs and other special events. If you would like to volunteer, please contact the PTO Chairperson for Volunteers. A form soliciting volunteers will go home at the beginning of the school year.

In order to serve as a classroom or classroom event volunteer, you must complete the Volunteer Application and Confidentiality Agreement for School Volunteers (Volunteer Application and Confidentiality Agreement for School Volunteers-SPANISH VERSION) found on the district and school website. In order for your application to be considered, please provide an official photo ID when submitting the required paperwork to the Chapin Elementary School office. These applications are approved for three years but are subject to review. If you are not sure if your Volunteer application is still in effect, contact the school secretary. Also, your application may be submitted to the S.C. Law Enforcement Division (SLED) for a background check, a sex offender background check and the Department of Social Services (DSS Child Abuse Registry). Based on information received from these agencies, you may not be permitted to become a volunteer.

Another opportunity for involvement is our School Improvement Council (SIC) which meets monthly. You can serve as an elected or nominated parent. Elections are held in April for the following year.

Pictures

Individual pictures will be made in the fall. This picture will be in the Yearbook. Individual pictures and group class pictures will be made in the spring. A convenient package is provided for the student to purchase. The school receives a percentage of all sales, and the money is used to support school programs.

Release of Student Information

The board will abide by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) when considering the release of student information to the public. Please do not ask your child's teacher for class rolls, addresses, or phone numbers. We are not permitted to release this information. At the official request of law enforcement officers, a student's address, telephone number and date of birth may be released. A special resolution adopted by the U.S. Congress provided that schools will make available students' names and addresses to authorized representatives of the U.S. Armed Forces. Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

School Counseling

The **elementary school counseling program of School District Five of Lexington and Richland Counties** is designed to help all students acquire the skills necessary to be responsible, productive and successful members of society. This is accomplished through a wide range of preventative, educational, and responsive services. Counselors are student advocates whose purpose is to help all children achieve optimal growth in their intellectual, physical, social and emotional development, gain the maximum from their educational experience and be prepared to meet the challenges of a diverse and changing world.

The school counseling program is both an integral part of and an independent component of the total education program. **School Counseling standards** adopted by our school board set expectations for students in the areas of personal wellness, interpersonal skills and career development. In order to provide CES students the opportunity to develop these competencies, counselors teach classroom guidance lessons, conduct small group counseling sessions that are growth-centered, problem-centered, or crisis-centered, counsel individually with students, consult with parents, consult with teachers, and coordinate special programs.

Classroom guidance lessons may include such topics as bullying, understanding feelings, peer relations, conflict management, understanding individual strengths/abilities and career education. Small group counseling activities are designed to help students develop coping skills to deal with difficult and unchangeable life events, increase problem-solving abilities and to develop confidence in decision-making. If you have concerns about your child's participation in school counseling activities, please contact the school counselor. Character development is an ongoing part of the curriculum at CES. Skills for managing conflict peacefully are taught at each grade level as part of the classroom guidance curriculum. The school counseling program guarantees **students access to the counselor and the counselor access to the student**. Students may see the school counselor through self-referral, parent 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. Counselors are willing to share information about child and adolescent development, learning styles, exceptional children, the academic program, behavior management, parenting styles and community resources. Please contact the counselor if you would like to discuss any of these areas. Parents may call or email the school counselor to set up appointments to discuss any concerns.

School Health Room Operations

**Any updates will be reflected on the district website under School Health Services*
https://www.lexrich5.org/domain/2717

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.

General Guidelines

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 healthcare provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others.

- **Fever**: Students with a temperature of 100.4 or greater must remain home until their temperature has been under 100.4 for 24 hours without the use of fever reducing medication.

- **Diarrhea**: For most kinds of diarrhea (defined as 3 or more loose stools in 24hrs). Students in 5th grade or younger should stay home until diarrhea stops for 24 hours or until a healthcare provider clears the student to return to school.
- **Vomiting**: Students who have vomited 2 or more times in a 24 hr period should stay home until symptom free for at least 12 hours and are able to tolerate a meal. All students should stay home for any green or bloody vomit. If the student is vomiting and has not urinated for 8 hours, the student should also remain home.
- **Dental Procedures**: Students who have had a dental procedure requiring sedation and/or anesthetic should not return to school until the anesthetic has completely worn off and the student has full feeling returned to their mouth and tongue. Students who have had a tooth extracted must also remain at home until they are no longer having active bleeding.

If your child has been seen by a Physician or Dentist and a school excuse is obtained, your child may NOT return to school until the "Return to School" date noted on the excuse. If your child receives an injury outside of school that requires the use of crutches or other medical device(s) for more than one week please send a doctor's order with activity exclusions to the school nurse.

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 "Child Care 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. 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.

Notification of Parents

Most of the student visits to the health room each day do not require verbal notification of a parent or guardian. The nurse cannot accept a parent's request to call anytime the child is seen in the health room.

Immunizations

All children enrolling in an institution of learning must submit records showing satisfactory evidence of having been vaccinated or immunized as directed by the Department of Health and Environmental Control. These records must be reviewed by the school nurse, who can complete a SC Certificate of Immunization. If the immunization record is incomplete, the student must be referred to a physician or the health department for the necessary shots before they can attend school.

Medications

- All prescription medications require a written prescription. The new form, "Permission for School Administration of Medication", when signed by an authorized prescriber, may serve as the written prescription. This form is available on the D5 website.
- Over the Counter medications should only be sent to school for a specific condition your child is known to experience. Due to limited space to properly store medications please do not send in medications "just in case" your child may have pain while at school.
- The nurses are not allowed to keep food in the health room to give to 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 to be taken during school hours must be brought to school by the parent/legal guardian and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. All medications must be accompanied by parental permission. Prescription medications also need written authorization from the prescribing physician or health care provider. 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.
- 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 in addition to a parent signature. Because of the relationship of Reye's syndrome to aspirin, products containing aspirin or salicylates will not be administered at school without a written prescription from a healthcare provider.
- Permission forms for both over-the-counter medications and prescription medications are available at your child's school, through the district's website, and at several physician offices in the area. A record of all medications administered at school will be kept on 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 a consent form signed by the healthcare 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 the smallest size available for this medication and bring 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.

Standardized Testing

Elementary school students participate in the state and district testing program. Testing dates are listed in the school calendar and are available on our district website. Every effort must be made to ensure that your child is present for these tests. On testing days, please try to avoid stressful situations at home and encourage your child to get a good night's sleep and eat breakfast before coming to school. Standardized tests are used as one measure of a child's performance; however, teachers use many other measures to assess academic progress. Standardized tests are one of the measures used to identify students for academic assistance programs, academically gifted programs, and for leveling at the intermediate school. Your child's teacher, the school counselors, or the school administration will assist with questions regarding standardized tests.

Student Assistance Team (SAT)

The Student Assistance Team exists to provide immediate support to teachers and parents in dealing with individual students' social, emotional, and academic concerns. As required by law, this team functions as an intermediate step between the recognition of a problem by the parent or classroom teacher and a formal referral for testing. The SAT includes a school psychologist, administrator, classroom teacher, special education teacher and, as appropriate, a school counselor. The team meets as needed to discuss problems, generate possible remedial action and recommend specific intervention strategies. These strategies may include use of a parent volunteer, student tutor, change in instructional materials, preferential seating, modification of classroom materials, assignment to different instructional groups or remedial programs, or a behavior modification program. If satisfactory progress is not made, the team may refer the child for testing and evaluation.

Student Records

As stated in School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA), as amended. If a student transfers and enrolls in a school other than CHAPIN 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 students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading. (Annual Notice Requirement in compliance with FERPA)

Textbooks

Students will have access to one set of state-adopted textbooks as provided by the State Department of Education at no cost. Students are responsible for the books and must pay fines if books are lost or damaged. Textbooks should be covered and cared for properly.

Chromebooks

All students in grades K-5 will be issued a device. Students will be instructed in digital citizenship throughout the year. Parents are encouraged to monitor their child's use of the device outside of school hours. The devices are intended to enhance the learning process and should only be used in this capacity.

Visitors

You are welcome and encouraged to visit our school for PTO programs, Learning Celebrations, to volunteer, and participate in school-wide events. Parents are also welcome to visit their students for lunch. Anyone coming into the school must report to the main office and sign in through Lobby Guard. Please wear the visitor sticker for the duration of the visit. You must have your driver's license to sign in. You will stop by the office on your way out to sign out.

In the case of school and grade-level wide events, a visitor log may be used in lieu of Lobby Guard to ensure a smooth flow of people coming to the event. All visitors should sign in at the front office unless directed to another area. Please wear the visitor's sticker for the duration of the visit.

PTO coordinates opportunities for parents/guardians and grandparents to come in for many events. Check the Eaglet Express for dates and details.

In an effort to ensure safety for all students, only parents and legal guardians are allowed to visit students at school without written permission from the parent or legal guardian. It is important that parents know who is visiting their child(ren) during the school day. Approved classroom volunteers and visitors for school-wide programs open to the public do not require the same written consent. Any court order restricting parental visits to a child supersedes this policy. Parents and legal guardians may complete the Visitor Authorization Form (*available in the school office*) to designate individuals authorized to visit their child.

Please, **do not interrupt a class to speak with the teacher or your child.** You may make an appointment to meet with teachers and administrators if necessary. **Younger siblings should not be brought to the classroom during instructional time.** To avoid visiting the classroom during a test or other inappropriate time, please arrange a time and date with your child's teacher. Every instructional minute is valuable!

Visiting a classroom to observe - 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. State law makes it unlawful for anyone to disrupt school in any fashion. All visitors are

expected to provide a picture ID to be checked by our Ident-a-Kid system when signing in at the 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. 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/development. Visitors must state the location for their visit and remain in that area.

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 paperwork prior to the student's last day in school. The school will provide parents with a "transfer form" listing instructional materials their child is currently using so that proper placement may be made at your child's new school. The new school will then request the child's records. When transferring to a school in District Five, the school will forward the transfer form and records.
If a child transfers and enrolls in a school other than Chapin Elementary, his/her records will be transferred to that school or school system upon request. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of the records if they believe the record contains information that is inaccurate or in violation of the student's rights of privacy.

DISTRICT INFORMATION

Board of Trustees
The School District Five Board of Trustees is responsible for setting policies, which govern the operation of schools. Each school office and media center contains a Board Policy Manual stating official procedures to be followed. The seven-member board, by law, is fiscally independent and annually sets the millage necessary to operate the schools. Three members represent the Richland County portion of the district and four representatives from the Lexington County portion are chosen in the November general election. The Board's regular monthly meetings, which are open to the public, are conducted at 6:00pm on Monday evenings. Notice of the meeting dates and locations are available in the school office, district office, and on the district's web page, www.lexrich5.org

District Personnel
The offices of the district superintendent and other administrative personnel listed are located in the Administration Building, 1020 Dutch Fork Road, Ballentine. The office is open during the school year Monday-Friday from 8am – 5pm. Summer hours are Monday-Thursday from 7am – 5pm. The telephone number is 476-8000.

FERPA Notification for Parents

STUDENT RECORDS

- As stated in School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA), as amended.
- If a student transfers and enrolls in a school other than Chapin 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 students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

DIRECTORY INFORMATION

- According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended.

Services available for those 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 students' 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.

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 school 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 Human Resources or a school administrator.

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 Angie Slatton to learn more about IDEA.

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 Homebound Team then decides whether to approve the student for medical homebound services. The Homebound Team 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 administration at CES.

Peanut Butter Guideline 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. **The district will no longer serve peanut butter in elementary school cafeterias:**

1. Elementary schools in School District Five will now 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.
2. While the district will no longer serve 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.
3. Parents/guardians are responsible for student health and medical care during activities, events, or functions outside of the school day or normal school operations.
4. Parents will 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.
5. 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.
6. The district makes every attempt to notify PTO, PTA and other groups about its peanut butter guidelines.
7. 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.