

# Lake Murray Elementary School

## 2022-2023 Handbook

**After School Program** AlphaBEST provides a quality after school program that is conveniently located at school. Each day, after completing homework and having a nutritious snack, children may choose from up to ten fun and purposeful programs. For more information, visit <https://www.alphabest.org/lexington1sc> or call/email Elizabeth Williams, Area Manager at 803-528-0460/[ewilliams@alphabest.org](mailto:ewilliams@alphabest.org)

**Animals at School** For the safety and protection of the children, visitors should not bring family pets on our school grounds. Approval from the principal must be obtained before an animal is allowed in the building.

**Arrival Procedures** Our arrival goals are to provide a safe and organized environment for all students, to provide for student accountability, and to conduct arrival and dismissal in an orderly and timely manner. Since many parents choose to drive their children to and from school each day, drivers should expect traffic congestion in the mornings and afternoons. PLEASE DO NOT USE CELL PHONES IN THE CARLINE.

### Morning Arrival Guidelines, Options, and Procedures

Option 1: Parents may drop off children in the right lane of the main car line. Staff will be on duty to supervise children as they walk to the building. Drivers should utilize the entire unloading zone curb, which is painted yellow and extends from the cafeteria wing to the kindergarten wing. This will allow as many cars as possible to unload at one time. Once all drivers in the unloading zone have dropped off their children, the entire line of cars will move so another group of cars can unload. The LEFT lane must always be free for moving vehicles.

- Students should always exit from cars along the sidewalk curb. At no time are children to exit from the left side of the vehicle.
- Parents and drivers **should not leave their vehicle** to assist with unloading students. If this is needed, please proceed to the parking lot and park.
- The front doors will be locked at 7:40 a.m. each day. If a staff member is not present on the sidewalk, do not allow your child to unload. Please park and bring your child in the building to get a tardy pass.

Option 2: You may park in the parking lot and WALK WITH YOUR CHILD TO THE BUILDING. An adult must accompany children in the parking lot at all times due to the

large volume of traffic. Cars must enter the parking lots at the “top of the hill” and should exit at the opposite end nearest the building. Parents and children may cross the school driveway ONLY at the main marked crosswalk location and should obey the crossing guard at all times. Running is not allowed in the parking lots.

Option 3: Cars may utilize the bus/daycare driveway between 7:00 a.m. and 7:40 a.m. only. Strict attention must be given to these times so that cars do not interfere with the buses and daycares as they unload students. Cars should pull all the way up to the second grade wing of the building and utilize the entire unloading zone next to the breezeway. When one group of cars unloads and leaves, another group of cars moves up and unloads. Staff members will be on duty to supervise the children as they walk to the building.

- Students should always exit from cars along the sidewalk curb. At no time are children to exit from the left side of the vehicle.
- Parents and drivers **should not leave their vehicle** to assist with unloading students. If this is needed, please proceed to the front parking lot, park your car, and walk your child inside the building.
- The bus loop doors will be locked at 7:40 a.m. each day. If a staff member is not present on the sidewalk, do not allow your child to unload. Please drive to the main entrance of the school after 7:40 a.m.

Option 4: Use the state operated buses. A bus route schedule is available in the school office.

**Attendance** Students should be present in school each day in order for optimum learning to take place. Students will be excused from school only for the following reasons: illness, medical or dental appointments, or death in the immediate family, recognized religious holidays, participation in approved school events or activities, unusual circumstances approved by the principal. Within three days of an absence, students must bring a written note which explains the reason for the absence and is signed by the parent, guardian, or physician or you may email your child’s doctor’s excuse to [sash@lexington1.net](mailto:sash@lexington1.net) and/or your child’s teacher.

Students are responsible for finding out what assignments need to be made up and completing them in a timely manner. For students who will be missing more than two or three days due to illness and special circumstances, teachers will be glad to assemble make-up work to be completed at home. Parents should call the school office in advance to give teachers sufficient time to get all of the materials together and arrange a time for pick-up.

**Tardy Students** Students arriving after the 7:40 a.m. bell are tardy. Parents must escort students in the building to sign them in at the visitors’ kiosk. Students will be given a tardy pass to take to their homeroom teacher.

**Bullying** Bullying behavior disrupts a school’s ability to educate students and threatens

public safety. All students have a right to learn in a safe, supportive environment that is free from harassment, intimidation, and bullying. Reports of being or witnessing bullying should be reported to an adult immediately. Bullying is unwanted, mean behavior among school-aged children that involves a real or perceived power imbalance. Bullying has four critical elements: 1) the behavior must be repetitive; 2) it must be intended to harm; 3) there must be a difference of power (physical, social or otherwise) between the bully and victim; and 4) the bully gains control over the victim. In order to prove bullying, three of the four must be present.

**Bus Conduct** Students who ride a school bus must observe school bus rules, remain seated and conduct themselves in an orderly manner at all times. Students who break any bus rules are subject to disciplinary action. Depending on the severity of the rule broken, a student may receive points, be suspended or be expelled from the bus.

**Bus Transportation** The District Coordinator of Transportation arranges all bus transportation. Any questions concerning bus numbers, schedules, bus stops, etc. should be referred to the district transportation office at 821-1340. If a student wishes to ride home on any bus other than the one he/she normally rides, parents must make the request in writing to the school office for approval. A bus pass will then be issued from the office, **provided space is available**.

**Change of Family Information** Parents are asked to keep mailing addresses, ALL phone numbers, email addresses, place of employment, legal custody rights, and emergency contact information up to date and accurate at all times. Please notify the school office immediately in the event of any changes. It is essential that all information is kept current in case of an emergency.

**Class Parties** Class parties may be held on the day before the Winter Break and on the last day of the school year. Participation in bringing food and drinks for these parties is voluntary. Birthday parties may not be held in class. **However, parents may send a healthy snack to be enjoyed by the entire class during lunch.** (Half-day programs may enjoy birthday snacks during the regularly scheduled snack time.) Invitations to private parties *may not be* distributed at school *unless the entire class is invited*.

**Collaboration Days** Teacher led collaborative planning provides quality time for teachers at school to get together to discuss and solve instructional issues. This shared time significantly improves the quality of instruction that we are able to provide our students which as a result improves students' academic performance. Six days have been designated as early release days so that teachers may meet to plan together. These days are: September 21, October 19, November 16, February 8, March 8, and April 19. School will dismiss at 11:20 a.m. on each of these days. Both breakfast and a bag lunch will be served to those students whose parents request for their child to have lunch. Regular bus transportation will be provided for early dismissal.

**Communication** Effective family-school communication and related family involvement

in education contribute to improved student achievement and better learning outcomes. LMES uses a variety of ways to communicate with our families.

- **Peachjar**-Peachjar allows you to receive emails with Community, District and School flyers announcing activities. If you do not receive Peachjar emails, you may go to [www.peachjar.com](http://www.peachjar.com) and register to view posts from Lake Murray.
- **Power School**-Power School is the data system that tracks your student's attendance and academic progress. If you would like to access these, you must have a Username and Password to access your individual student's information. If you need assistance, please contact the office at 821-3100.
- **School Messenger**-School Messenger is a communication tool that informs you of things such as your student's absences and low lunch balances. You will also receive calls from the principal and from the District informing you of activities, important information and school closings or delays. Your School Messenger account currently goes to the primary contact you have listed on your student's record. If you would like to have another contact number added to your account, you may contact the office at 821-3100.
- **School Newsletters**-Lake Murray sends out a weekly newsletter via email to the primary contact's email address. The principal also sends out emails regarding school activities and information. If you are **not** receiving these emails, you may contact the office at 821-3100 and we will check your email address.
- **School Website**-You can find valuable information on the Lexington County School District 1 website and the Lake Murray website. You can find lunch menus, district news and the district-wide calendar at [www.lexington1.net](http://www.lexington1.net). Follow the link <https://schools.lexington1.net/LMES> to Lake Murray Elementary and you will find school news and other information.
- **Social Media**-We strive to keep our Facebook and Twitter pages current. Be sure to follow us to receive frequent updates on happenings at our school. Please like our page on Facebook <https://www.facebook.com/marinermates/> and follow us on Twitter at [@MarinerMates](https://twitter.com/MarinerMates).

**Conferences** Regular conferences and/or conversations between parents and teachers provide an excellent opportunity to discuss the many details about the child's school experiences that cannot be conveyed on the nine weeks progress report. Parents are encouraged to schedule conferences with teachers to share information about their child and to gain a better understanding of how their child is performing at school.

**Delayed Openings/Emergency School Closing** Inclement weather may cause a delayed opening or early school closing. Buses will run their normal routes. On a two hour delay, school begins at 9:40 a.m. No half day programs will be held on one or two hour delays. Breakfast and lunch will be served on delayed opening days. School

Messenger, Local radio and TV stations will have information regarding specific instructions about such matters. In addition, the district will be sending out communication via School Messenger.

**Designated Way Home** Each student must have a designated way home each school day. During class assignment day each year, parents are asked to complete a transportation sheet. **Changes to transportation need to be made in writing or via phone before 2:00 p.m.** Please do not depend on email notification since teachers may not have the opportunity to check email throughout the day.

**Delivery of Items** If a flower or balloon delivery is made to school for a student, the student will be notified during a transition time to come to the office to see the delivery. The student may come back at the end of the day to take the delivery item home. **Bus riders are not allowed to take glass containers or balloons on the bus.** A parent would need to come to school to pick up the delivery.

**Discipline** Our school must be a place where effective learning can occur. We maintain standards of conduct and discipline because students and staff have a right to a safe and orderly learning environment. Students are expected to conduct themselves properly at all times within the school, on the playground or any school site, while going to and from school or on any school related outing.

School staff members will utilize positive reinforcement to instill the desire within children to do well. Compliments, special privileges, ticket, Model Mariner slips and rewards are examples of reinforcements used.

Students are expected to monitor their own behavior by making good choices and accepting consequences for poor choices. Disciplinary procedures will be progressive in nature. Specific consequences for infractions may include but are not limited to verbal reminders, verbal reprimands and/or removal from group/reassign seating or line order, participation in formal practice session, conference with parent, or referral to principal.

No weapons (including toy, plastic, or pocket knives) or look-alike weapons (including toy guns) are allowed at school. Any student who brings a weapon to school faces disciplinary action, which could include suspension and/or expulsion.

Students may not use cell phones at school. If they are in a child's book bag, they must be turned off and kept in the backpack. They will be confiscated property and returned to the parent for the first offense.

No toys, games, or trading cards should be brought to school unless your child's teacher notifies you of a special reward day. If they are needed for after school programs, they must be left in the child's book bag. Otherwise, they will be confiscated and returned to the parent for the first offense. These items have become distracting to the school day and the learning environment.

School personnel commit to maintaining close communication with parents regarding disciplinary issues involving their children. Parents are asked to support the school's efforts to maintain a safe and orderly learning environment by enforcing all disciplinary policies. Staff members and parents will work together to correct any disciplinary problems that may develop.

## **Dismissal Procedures**

### **Afternoon Dismissal Groups:**

- Bus Riders: Students ride assigned buses.
- Daycare Riders: Students ride assigned daycare buses/vans.
- Car Riders: A parent remains in their car to pick up their child from the school's front sidewalk area.
- No Walk-ups.
- In the front of the school, 4K, 5K, 1st and 3<sup>rd</sup> graders and older siblings will be picked up out front.
- In the faculty parking lot, 2nd, 4<sup>th</sup> and 5<sup>th</sup> graders and older siblings will be picked up.

### **Car Riders/Drive-ups Procedures:**

- Traffic at the front of the school will use two different routes.
- Cars in the faculty parking lot will use one lane.
- Cars must have a vehicle tag with family ID # hanging from the rear view mirror.
- Staff will direct traffic into the loading zone and hold waiting traffic.
- Cars should be put in park while staff and students are in the loading zone. Drivers must remain in cars.
- Traffic will be directed to move when the loading zone is safe and all students are secure in cars.
- Traffic will proceed at a slow pace to the stop sign at Wise Ferry Road.
- Once all traffic is released from the loading zone area, the process will be repeated.
- PLEASE DO NOT USE CELL PHONES IN THE CARLINE.

**Dismissal Changes** For the safety of our students, the school will deviate from a student's designated way home with the following two procedures:

- 1) Parents must write a note and students must give the note to the teacher.
- 2) Phone requests for deviation in transportation will be accepted only if the person calling can provide the last four digits of the child's social security number or the family's ID number. Do not email or leave voice mail messages to make transportation changes. **All transportation changes whether requested in person or by phone must be made prior to 2:00 p.m.**

**Dress** We at Lake Murray Elementary School recognize the importance of having high standards in dress and personal grooming. Students are expected to dress, in accordance with district guidelines outlined in the Lexington One Student Handbook. For instance, shorts, skirts, and rompers should be at an appropriate fingertip length and fit properly. Camisole-like tank tops, midriff tops or see through mesh shirts should not be worn. Students are discouraged from wearing flip flops/slip on sandals to school as they are inappropriate and cause safety concerns during P.E. and recess. Students may not wear tennis shoes with wheels. Any rips or holes in pants or shorts should be below the fingertips. Garments advertising alcohol, tobacco products or obscenities are not permitted. Hats should not be worn inside the building. In the event that a child dresses in a manner that disrupts the educational process, the parent will be called to bring the child a change of clothes. Parents are asked to help us avoid such a situation by closely monitoring the dress of their child before coming to school.

**Early Dismissal** Please avoid early dismissals except in emergencies since students who leave early miss valuable information and teachers may not be able to stop their instruction to prepare missed assignments or homework. However, if a parent must pick up their child during the school day, they must come to the lobby kiosk in order to properly sign the child out of school. **No early dismissals will be made after 2:00 p.m.**

**Field Trips** Throughout the year, your child's class may participate in a field trip. Permission forms must be signed and returned in order for a child to participate in such an event. Students **must ride the school bus to the field study location**; however, they may ride home with a parent after the child has been signed out. Parents are allowed to serve as a chaperone, if completed volunteer paperwork has been approved by the district. If for some reason your volunteer paperwork is denied, you will not be able to supervise or otherwise be assigned to assist, watch, or oversee any student other than your personal child during a school event. If your volunteer form is denied and you would like to dispute the background check findings, contact the front office for next steps. Siblings are not allowed to attend field trips.

**Food Service Program** The Lake Murray Elementary School cafeteria stresses good nutrition and follows the patterns for meals as advised by the US Department of Agriculture. Each daily lunch menu is made up of five food items: a meat or meat alternative, two or more servings of vegetables or fruit to total  $\frac{3}{4}$  c., a serving of bread or bread alternative, and one serving of milk.

To avoid waste, we do allow students to choose three of the food items. A la carte and special sales items may also be purchased for an additional charge. These items are not intended to replace the regular meal but simply to supplement the regular meal purchased. Examples may be an extra entrée, fruits/vegetables, french fries, macaroni & cheese, bread, or desserts. Costs of these items may range from \$.25 to \$1.25. A detailed posting of these special sales items will be located in the cafeteria.

Breakfast is served between 7:00 to 7:30 a.m. A daily breakfast meal is made up of

four food items: meat/meat alternative and/ or bread/bread alternative, fruit or vegetable, and one serving of milk. At least two of the food items must be chosen.

The LME cafeteria (821-3129) operates under the Micro-Check system. Each child will be given a plastic meal card that will be used for the entire year. In the event that a student loses his/her lunch card, it can be replaced for \$2.00. The additional special sales items must be paid for separately in cash each day.

No variations from the school menu will be allowed unless a written prescription from a doctor is provided to the food service manager. Menus will be available online each month and in the school office. Sometimes failed shipments or other emergencies may necessitate changes in daily menus. Whenever possible, the school will notify parents and students of such changes in advance. If a parent brings a forgotten lunch box to school, it should be brought to the kiosk with the child's name and teacher's name taped to the lunchbox.

The SC Student Health and Fitness Act of 2005 prohibits foods of minimal nutritional value and certain carbonated beverages from being sold or given away on school premises by the school, school and nonschool organizations, teachers, parents, or any other person or group during the school day.

<b>Meal Prices 2022 - 2023</b>		
	<b>Breakfast</b>	<b>Lunch</b>
<b>Student (Elementary)</b>	<b>\$1.80</b>	<b>\$3.30</b>
<b>Student (Middle/High)</b>	<b>\$1.80</b>	<b>\$3.30</b>
<b>Reduced</b>	<b>\$0.30</b>	<b>\$0.40</b>
<b>Adult Meal Prices</b>  <b>Breakfast - \$2.90</b>  <b>Lunch - \$4.50</b>		



**Forgotten Items** Forgotten assignments, books, or other items brought to the office will be placed in the teacher's box. Parents will not be allowed to deliver the items to the classroom. Neither will students be called to the office because of the interruption it would cause to instruction in the classroom. Lunch boxes brought to the office should have the student's name and the teacher's name taped to the box. They should be brought to school before 10:00 a.m. so they can be taken to the cafeteria.

**Gifted and Talented Program** Lexington One serves all qualified academically gifted and talented students, in accordance with state guidelines, for the E.A.G.L.E. program, "Educational Activities Geared for Learning Excellence" beginning in 3rd grade. State identified gifted and talented students spend a specific amount of time with an EAGLE teacher for instruction with an accelerated and enriched curriculum. EAGLE students are responsible for the concepts covered while they are gone. They are not expected to complete all class work missed. If needed, they may complete a reduced amount of the work to support their understanding of the concepts covered that day. At no time should they be expected to complete everything that was done while they were gone.

**Health Services** Our school is fortunate to have Ms. Charlene Kneece, a full time registered nurse, and a health room assistant to coordinate our health program. They assess illnesses and accidents at school in addition to screening for vision and hearing. They act as a liaison between school personnel and community organizations. The health room phone number is 821-3124.

Parents are asked to follow these guidelines when determining if your child should remain home:

- any contagious disease
- sore throat and/or swollen glands with fever
- earaches with fever
- undiagnosed rash or skin eruptions
- head lice or scabies
- fever over 100° within the past 24 hours
- vomiting or diarrhea within the past 24 hours

If a child becomes ill at school or if an injury occurs that needs medical attention by a physician, a parent will be contacted and will be responsible for taking the child home. If, in the best judgment of the school nurse, an ambulance is needed to quickly transport a child to a hospital, appropriate emergency medical personnel will be authorized and called by the school administration. This special assistance will be the financial responsibility of the parent.

Emergency contact numbers must be kept current at all times. Notify the school nurse immediately if your child is diagnosed with problems such as asthma, diabetes, epilepsy, heart or kidney problems, head lice, etc.

**Homebound Services** Homebound instruction is available for students who cannot attend school for more than a two-week period due to an accident or serious illness. A certified teacher provides instruction for a minimum of five hours per week. For a student to be eligible, a physician must complete the required form to certify the need for home instruction. This form can be obtained from the district office.

**Homeroom Parents** These parents represent the link between the classroom teacher, other class parents, and the PTA. They coordinate activities with the teacher and recruit parents to participate. They oversee the two class parties. During the orientation at the beginning of the year, specific guidelines are explained to these volunteering parents.

**Homework Policies** Homework extends time for learning and can help students develop study skills and habits as well as keep families informed about their child's learning. Homework usually falls into one of three categories: practice, preparation, extension. Parents should inform their child's teacher about any homework concerns.

**Instructional Organization** The preschool program is to provide early intervention services to children between the ages of three and five years. Some students have been identified as having significant development delays.

The four year old kindergarten program serves four year-olds that are in need of early intervention. Students who are selected for these programs will follow the same school schedule as all other grades. This is a full day program. Children must be four on or before September 1 to be eligible and must be screened as part of the eligibility criteria. We also have a tuition-based four year old program at LMES. Students are accepted on a first come, first served basis. This is also a full day program and will follow the same schedule as all other grades.

Full day five-year-old kindergarten serves children who turn five on or before September 1. State kindergarten objectives are taught through active learning experiences involving all subject areas.

Students in 5K-5th Grade are grouped heterogeneously and classes are self-contained in which there is one teacher for each class. The state curriculum standards are the foundation for all core subjects (English language arts, math, science, and social studies). Students have the opportunity for instruction in art, music, Spanish, physical education and STEM (science, technology, engineering and mathematics).

Special education teachers provide instruction for students that qualify for and have an Individualized Education Program (IEP). As well as academic instruction, these students may qualify for speech services, visual and hearing assistance, occupational and physical therapy.

**Lost and Found** Lost and found articles such as coats, lunch boxes, and backpacks are stored in the Lost and Found area. Smaller items are kept in the office. Unclaimed

items are donated to a charity at the end of each semester. Students' names should be on all personal items.

**Make-up Work** Students will be given an opportunity to make up work during the first week following the return to school after an absence. Students are responsible for finding out what assignments need to be made up and completing them in a timely manner. For students who will be missing more than two or three days due to illness and special circumstances, teachers will be glad to assemble make-up work to be completed at home. Parents should call the school office in advance to give teachers sufficient time to get all of the materials together.

**Medication Guidelines** If your child must take any prescription medication at school, you should get a medical order from your health care provider for that medication. All prescriptions and over-the counter medications (including cough drops) must be kept in the health room and administered by the nurse. Parents must transport all medication to and from the school. Children may not transport medication under any circumstance. Contact the school nurse at 821-3124 for more information regarding procedures.

**Parent and Teacher Association (PTA)** This association of parents and staff members is designed to support the programs of the school. General meetings for all parents will be held a minimum of four times a year. Meetings will promote pertinent information and family fun opportunities. Fundraising efforts will support the needs of the school. Please see the school calendar and newsletters for meeting dates.

**Progress Reports** A progress report will be sent home each nine weeks. Students in Kindergarten through 5th grade will receive Not Yet Met, Partially Met, or Met on the standards assessed during each quarter. More information regarding this system will be given throughout the school year by your child's teacher.

**Release of Student Information** Teachers are not permitted to share class rosters, students' addresses and/or phone numbers

**Service Learning** Students will have opportunities to participate in service activities which support the betterment of our school, community, and country.

**Technology** Due to the integration of technology in the educational process and the curriculum, student use of technology is not optional. However, access to technology is a privilege and with this privilege comes a responsibility to use this access solely for

educational purposes and not for inappropriate purposes.

**Textbooks** Books are provided by the State Department of Education and are issued to students at no cost. Students are responsible for the books and must pay for lost books and fines for damaged books. Report cards are withheld until outstanding fines have been paid.

**Visitors** Parents and visitors are welcome to visit during the school day. We believe there is no better way for you to learn about our school than by volunteering and attending your child's school activities and events. For the safety of our students, all visiting adults must enter the building using the main entrance doors and provide a driver's license, which will be scanned at the visitors' kiosk in the lobby. A picture, visitor's label will be issued and must be visibly worn at all times during the visit. Following a visit, parents and visitors must return to the visitors' kiosk to sign out and exit the building using the main entrance doors.

Parents wishing to eat lunch with students should wait in the main lobby area or outside the cafeteria to meet their child's class as they walk to lunch. A separate table has been designated for parents and their children. Due to privacy issues, we must ask that you eat with your child only.

We ask that parents not visit classrooms or eat lunch with students during the first two weeks of school so that students may learn and practice procedures without interruptions.

Visitors may not accompany classes to the playground. Visitors must not be in the bus loop area during afternoon dismissal.

**Volunteering** Parents are encouraged to serve as volunteers by tutoring, reading, assisting in the library or with clerical tasks, mentoring, covering lunch duty for teachers, etc. One of the best ways to observe what is going on in our school is to volunteer and become an active participant in the students' learning process. Our district has determined a procedure for screening volunteers and visitors to the school. We ask that you leave small children at home while volunteering.