



2023-2024
Parent Information and
Student Handbook

Iva Elementary School

Dear parents,

In preparation for the upcoming school year, there are some important things to remember:

Our student day begins at 7:45 a.m. and ends at 2:35 p.m.

1. Breakfast and lunch is free for all elementary school students.
2. Material fees will be \$25.00 for all grades
3. Accident insurance may be purchased - information is available from your child's teacher.
4. All medications must be dispensed by our school nurse. Please see her for related forms.
5. Student work will be sent home each Friday in student folders.
6. Textbooks are furnished free of charge to students, but students and parents are responsible for replacing books if they are lost or damaged.
7. Your child's transportation arrangements must be made prior to arriving at school each day. We cannot relay messages to your child. This eliminates interruptions during instructional time and provides the best environment for your child.
8. If at all possible, please schedule appointments after school. It is very disruptive for your child and the entire class to be interrupted during the school day. Only in emergency situations will students be dismissed after 2:00 p.m.
9. Morning drop-off and afternoon pick-up routines will be the same as last year. Please remember morning drop-off time is 7:15 a.m.- 7:45 a.m. Car riders should not be dropped off before 7:15 a.m. Please be patient during the first few weeks of school as we establish our routines.
10. Please remember school starts at 7:45 a.m. The gate will be locked at 7:45 a.m. Students are considered tardy if they arrive later. Parents must sign them in at the office after 7:45 a.m. Pick-up is at 2:35 p.m.
11. Every person entering the building must stop by the office, have their driver's license scanned and receive a visitor's badge.
12. Students should wear clothing that is appropriate and in line with the purpose of school.
13. Do not allow your child to bring money, cell phones, toys or jewelry to school. The school will not be responsible for any of these items if they are lost or damaged.
14. If you have a special custody situation, proper documentation must be on file in the office.
15. Iva Elementary has an active PTO. If you would like to know about meeting times, please leave your email or phone information in the front office, and I will forward it to the PTO president.
16. Iva Elementary will continue to serve students as a Title 1 School.

If I can ever be of any assistance to you or your child, please feel free to contact me.

Thanks,

Austin Powell, Principal

Iva Elementary School Student Handbook

SCHOOL HOURS 7:45 a.m. – 2:35 p.m.

During normal operation, the school day begins at 7:45 a.m. and ends at 2:35 p.m. Students are not to report to school before 7:15 a.m. Teachers are not on duty until 7:15 a.m., for this reason it is important that students not arrive before 7:15 a.m. **Car riders should be at school no later than 7:40 a.m.** This allows students five minutes to walk to class. The instructional day begins at 7:45 a.m.; therefore, students need to be in class by this time. If students are dropped off at 7:45 a.m., it is impossible for them to be in class on time. **Students arriving at school after 7:45 a.m. are considered tardy and must be signed in at the office by a parent and receive a tardy slip in order to be admitted to class.** Breakfast begins at 7:45 a.m. and is served free to all students in the classroom. Students who arrive before 7:40 should report to the hallway next to their teacher's door or the homeroom teacher for 4th and 5th Grade.

If a student is to be checked out of school because of an emergency, the parent must report to the office to sign the student out. **Please do not ask to sign your child out after 2:00 p.m. unless you have an emergency or a doctor's appointment.**

Students must be picked up by 3:00 p.m. Parents who constantly send their children to school early or pick them up late will be required to meet with the principal and/or social worker.

PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for student enrollment:

1. Copy of birth certificate
2. Immunization record
3. Copy of records request for transfer students which should be signed by the parent/guardian
4. Proof of residency I.E. phone bill, water bill, power bill, cable bill that shows physical address of the home

CHANGE IN SCHOOL INFORMATION

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

COMMUNICATION

Iva Elementary will communicate with parents, families, and the community in the following ways:

- | | |
|----------------------|---------------------------------|
| 1. Friday Folders | 7. School Updates through email |
| 2. School Website | 8. PowerSchool Parent Portal |
| 3. Teacher Websites | 9. School Messenger |
| 4. District Websites | 10. School Facebook Page |
| 5. Telephone | 11. Twitter |
| 6. Conferences | 12. School Sign |

VISITORS

For the safety and security of guests and students, all visitors are required to present themselves at the office upon arrival at Iva Elementary School where we will scan their driver's license and then they will receive a visitor badge. Visitors will only be allowed into the school after their driver's license has been scanned.

Parents are not only welcome, but also encouraged to visit Iva Elementary School. We do ask that parents call the school to pre-arrange conference times with classroom teachers.

LOST AND FOUND

All found items will be placed on the lost and found clothes rack outside the lunchroom. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, lunch boxes, etc. All items that are not claimed by the end of the school year will be donated to Goodwill, Hospice or another clothes bank.

SAFETY

Safety is priority at Iva Elementary School.

- All guests, visitors, and parents must enter the school through the front entrance.
- All car riders must enter through the car rider drive and in the back door.
- Bus riders board and exit the buses at the separate bus area. No cars are allowed to drop off students in the bus area.
- If there is a change in car or bus transportation, parents **MUST** send a handwritten note with the child, rooms message, or email by 1:00pm to the teacher the day of . Parents, please be mindful that constant transportation changes can get very confusing for children and adults alike.
- If the child does not have a note signed by a parent they will be expected to go home in the normal manner.
- All outside doors at school will remain locked.
- Each parent/guardian is given an Iva Elementary car rider pick-up hanging tag. The tag must have the student's name on it as the car comes through the car dismissal line. Additional tags are available upon request.
- There is an intercom located to the right of the main door. Please push the intercom to notify the front office you are waiting. The office staff will unlock the door so you can enter the building. Staff members have a key card to enter primary doors at school. This ensures the safety of all our students.

KINDERGARTEN

Iva Elementary is proud to offer full-day four and five year old kindergarten. The school entrance age policy set by the Anderson District Three School Board requires that children entering kindergarten must be four or five years of age on or before September 1.

HEALTH OFFICE

Iva Elementary has a full-time nurse on duty during regular school hours. If a student becomes sick or injured, he/she will be sent to the health office. If after observation, the illness or injury appears to warrant contact of a parent, reasonable effort will be made to contact parents. Parents may be requested to come and pick up a student at that time. If sickness or a minor injury occurs near dismissal time, the student may be sent home on the bus. Emergency information sheets are to be filled out each school year. Students/parents will be given the information sheets during Back-To-School Night. During the school year if changes are made in employment, telephone number, or alternate contacts, please call the office (348-6400) so that the emergency sheet can be updated.

In the event of serious illness or injury every effort to contact parents will be made. If the school is unable to contact parents or reach someone at an emergency number and the illness/injury is thought to be of such a nature to require the services of a doctor, the child will be taken to the hospital for treatment. This action in no way implies that the school assumes financial responsibility for the illness/injury.

There are some students who have special health problems. The principal and nurse should be advised of those students who require immediate or special attention for conditions such as diabetes, epilepsy, heart conditions, or any other physical conditions. It is imperative that these students have an up-to-date and accurate Emergency Information Sheet on file at all times.

Generally, medications (including aspirin) will not be dispensed by the school or by any school personnel. Students who bring medication to school to take during the school day must have written parental permission to take the medicine (see the school nurse for correct form). All medication should be brought to the health office for storage as students arrive at school. A note from the parent/doctor as to how the medication is to be administered must accompany the medication. All medication is to be furnished by parents in its original packaging or pharmacy labeled bottle. Students will report to the health office to take all medication.

HEALTH REQUIREMENTS

Immunizations: “NO SHOTS, NO SCHOOL.” All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, chicken pox, rubella, and hepatitis B. The school nurse will work with parents to ensure that student immunizations are in compliance with state law.

HOMEWORK

Homework is a teacher-planned learning activity, which takes place largely outside of the student’s regular school hours. It should reinforce classroom learning and expand on a student’s school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and to talk with their child about the day’s events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities.

Whenever students are absent, parents may request that homework be sent home with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the school day, as time may not allow for materials to be organized to send home. The student shall be allowed to make up schoolwork missed during an absence. Within four days after returning to school, the student must either make up all work or establish a schedule acceptable with the teacher for making up missed work.

HONOR ROLL

Outstanding academic work/behavior is recognized through an honor roll. Students are selected for the honor roll each grading period. To be placed on the honor roll, students in grades 1-5 must demonstrate the following: Principal’s Honor Roll – all A’s in academic subjects; Tiny Tiger Honor Roll – no grade less than a B with at least one A in the academic subjects.

SPEECH THERAPY

Iva Elementary has full-time speech therapists that work with students who are enrolled in speech or language therapy. Teachers or parents can make speech referrals at any time during the school year. Parents who would like their child referred for a speech evaluation may contact the speech therapist, their child’s teacher, or the school office. Students who are enrolled in speech have an individual plan, which is created by the speech therapist and parents. All decisions about placement or programming are made with parents’ consent.

SPECIAL NEEDS SERVICES

In striving to meet the educational needs of all students, Iva Elementary recognizes that some students are in need of extra assistance to help them reach their fullest educational potential. Teachers who believe that a child could benefit from special education services may contact parents to gain their input about pursuing an educational evaluation for special services. Parents may also request that their child be evaluated for special services. Parents are involved at every point in the process and all placement and programming decisions are made with parents’ consent. The goal of this and all Iva Elementary programs is to help our students reach their greatest educational potential.

SCHOOL COUNSELOR

Iva Elementary’s counselor is available to address concerns of students, teachers, or parents. The counselor works to facilitate each student’s success by supporting and consulting with teachers and administration, by collaborating and communicating with parents and families, by providing appropriate individual and group counseling, by providing classroom guidance, and by making appropriate contact and referrals to community service agencies. The counselor also works with the administration and teachers to plan and implement the standardized testing program.

PERSONAL ITEMS

Students shall not bring toys, trading cards, athletic items, electronic equipment, money or any nonessential personal items onto school property unless authorized by a staff member. Iva Elementary is not responsible for lost or stolen items.

BUS RULES

Riding a school bus is a privilege extended to students by the school district. A behavioral expectation contract should be signed upon completion of online enrollment. The contract should be read, signed by the parents and returned to

school. For the safety of all students, all riders must observe proper bus behavior. Failure to comply with bus rules may result in removal from the bus for a limited or permanent period of time.

GRADING

Report cards are issued at the end of each nine weeks. This is a means of informing parents/guardians of the student's progress, or lack of progress, in each subject. The following letter grade system is used at Iva Elementary in 1st– 5th:

A = 90 – 100 Excellent

B = 80 – 89 Good

C = 70 – 79 Fair

D = 60 – 69 Passing

F = 59 and Below Failure

S = Satisfactory

N = Needs to improve

U = Unsatisfactory

K5 uses a standards based report card. The following grading system is used at Iva Elementary:

E5 – Exemplary = The student independently and consistently exceeds grade level concepts

M4 – Mastery = The student demonstrates mastery of grade level concepts and skills

D3 – Developing = The student demonstrates progress toward grade level concepts and skills

A2 – Approaching = The student demonstrates a beginning understanding of grade level concepts and skills

N1 – Not Mastered = The student does not yet meet this grade level standard.

ATTENDANCE

Regular attendance at school is extremely important to the education of your child. Absences from school will be classified as excused or unexcused. In accordance with the South Carolina law and Anderson District Three policy, an intervention conference will be held with parents and administration when a student accrues three consecutive unexcused absences or five unexcused absences and will be referred to the Anderson County Attendance Office. In addition, a student will be considered for retention due to excessive absences.

Lawful Absences Shall Be:

Personal Illness

Death or serious illness in the immediate family

Religious holiday of his/her faith

Appointments for medical or dental reasons

Lawful Absence Excuse

When the student is lawfully absent, he/she shall:

- Present a note to his/her homeroom teacher from home or a doctor within three days of returning to school. If the excuse is not presented by the third day, the absence will be considered unexcused.
- The excuse shall include the name of the student, the reason for the absence(s), the date(s) of the absence(s), and the signature of the parent/guardian, medical doctor, or dentist.
- A student may be excused for personal illness up to five times by parent/guardian signature. After the five times limit, a student shall be excused only with a signed excuse from a medical doctor or dentist. Always obtain a medical or dental excuse every time you visit the doctor so these can be used during the year when a doctor visit may not be necessary.

Please Note: As part of the Every Student Succeeds Act, beginning December 2017 the United States Department of Education's Office of Civil Rights will require the South Carolina Department of Education to report "chronic absenteeism" for all

students. Chronically absent students are students absent 10 percent or more of their enrollment period in a season. An absent student is one who misses 50 percent of the instructional day for any reason regardless of whether the absence is excused or unexcused.

Attendance Expectations and Awards

Expectations:

- Regular and punctual attendance is essential for the optimum growth and development of students. For this reason, Iva Elementary is proud to recognize students who have made the outstanding effort to attend school each day. At the end of the school year, attendance awards are presented in two categories.

Awards for the Year:

- Perfect attendance is awarded to students who have no tardies, dismissals, or absences for the entire school year.
- Faithful attendance is awarded to students who have three or fewer absences, tardies, and/or dismissals for the entire school year.

We want these awards to be a true honor for the hard work of the students and parents who have actually accomplished Perfect or Faithful Attendance. We realize the standards are high, but that is the true definition of Perfect Attendance.

CAFETERIA

Iva Elementary operates a cafeteria, which offers students hot, nutritious lunches each school day. Breakfast and lunch are free to all elementary students in District Three.

We encourage all students to eat the hot lunch. Parents who opt to pack a student's lunch are cautioned to pack only those foods that do not spoil easily. Soft drinks and other carbonated beverages are not to be consumed by elementary students in the cafeteria. Students who bring lunch from home may purchase milk in the cafeteria. Students are expected to follow standards of good behavior during meals and must remove their own trash and leave the table area in neat order. All directions from school staff must be obeyed.

Parents, grandparents, and community members are welcome to come for lunch. Please come to the main office, pay, get your lunch ticket, and the office staff will buzz you into the school as your child goes to lunch.

EDUCATIONAL TRIPS

Iva Elementary teachers plan trips away from school, which support curricular objectives. Normally each grade level plans one school trip per year. A permission slip must be signed by a parent or guardian before a student is allowed to go on a trip. A limited number of parent chaperones may be asked to accompany the class on the trip. Chaperones should follow school rules and accept the responsibility of following the procedures set by the teachers. Adult chaperones must also pass a criminal record check through the SC Law Enforcement Division. Students are expected to exhibit excellent behavior as they represent Iva Elementary away from school.

DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room. These drills include: fire, tornado, bus and school evacuations.

CONFERENCES

Parent-Teacher conferences are encouraged. If the teacher feels a conference is necessary, the school will contact the parent. We also welcome parent requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office at 348-6400. At this time, the secretary will assist you in arranging a conference with your child's teacher.

When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the elementary administration. Teachers, administration, and parents share common goals of creating positive learning experiences for students.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, and school property issued to them. Students are expected to pay for property, which is lost or damaged.

INSURANCE

Student insurance is available at the beginning of each school year for a nominal fee. Families who do not have adequate family insurance coverage are encouraged to take school insurance, since the district does not carry insurance on individual students.

TELEPHONE USE

Our school phone is a business phone. Please handle all pick-up or other arrangements with your child before he/she comes to school. Please do not call the school office and ask for a message to be relayed to a student unless it is an emergency.

EMERGENCY SCHOOL DISMISSAL

In the event that emergency school dismissal should take place, a phone message will be sent out to each child's home, a text message sent to parent's phones, and updates posted on school and district websites as well as social media. In order for this to happen we need the most current phone number or cell phone number listed in our records.

DRESS

Student appearance is in direct relationship to good work habits and behavior. Student appearance should not be disruptive to the educational process. Boys and girls may wear shorts as long as they are no shorter than five inches from the top of the knee. Girls' skirts are to be no shorter than five inches from the top of the knee. **Tank tops and bike shorts are not permissible for boys and girls.** Crop tops or shirts revealing the midriff are not permissible. Caps and sunglasses are not to be worn in the building. Garments may not have advertising or wording promoting alcohol, drugs, or sex. Vulgar or suggestive slogans on clothing or pins are not permissible. If a student is unsure whether something would be allowed, the safest course of action would be not to wear it. Parents will be called to bring acceptable clothing if necessary. Please remember Sneaker Skates or Heelys Roller Shoes are not allowed at school.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

STUDENT PLACEMENT

Students are assigned to teachers based on academic recommendations, academic program needs, and class size. Final placement is determined by the principal. Classes are heterogeneously mixed as much as possible. Parent requests for teachers will not be considered except in extreme circumstances. If there are concerns or challenges, the principal must be notified within the first week of school.

PTO

The PTO is a vital part of our school program. We encourage parents to support PTO by becoming ACTIVE members. A successful school needs the services of the PTO. Meetings will be scheduled and dates posted on the Iva Elementary School Facebook page. The PTO is involved in a variety of activities during the school year. Please consider participating!

DISCIPLINE

The teachers and staff at Iva Elementary School strive to provide the best possible education for students. Discipline is a cooperative effort among students, parents, teachers, and administrators. In order to produce the best

environment, it is necessary that all students demonstrate appropriate cooperation and respect toward teachers, substitutes, and staff members. **Classroom misbehavior is not acceptable.** Students must show respect towards others at all times. It is expected that language directed towards teachers and fellow students will be polite and appropriate. **Disrespect for those in authority will be reason for severe action.** Staff members of the school are responsible for the supervision of all students. Students must obey and respect every member of the staff, whether or not they are under their direct supervision. Directions by teachers, substitutes, and other members of the school staff must be followed. A student may disagree with the directions of the school staff but does not have the right to disobey the direct and reasonable instruction of a teacher. The Anderson District Three Discipline Code will be enforced. Parent conferences, detention, and suspensions are not considered too severe for the school to take in order to maintain an atmosphere which will lead to a good education. We expect our students to be well-mannered and considerate of others; we will accept nothing less. Iva Elementary will always honor the wishes of each parent where corporal punishment is concerned. Remember corporal punishment is your choice.

POWER SCHOOL PARENT PORTAL

Parents, did you know you can now access up-to-date information concerning your child's grades and attendance? Anderson School District Three has implemented a program called ***Parent Portal***. Access to Parent Portal is allowed only after registering with your child's school and obtaining a required username and password. The portal provides parents with the privilege of viewing their child's student information records. All information can be viewed through a secure Internet connection. **Please see the link on our school's website for frequently asked questions.**

IVA ELEMENTARY SCHOOL - PARENT COMPACT

Iva Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2022-2023.

SCHOOL RESPONSIBILITIES

Iva Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- · Hire and retain highly qualified, early childhood and elementary school certified teachers.
- · Use innovative strategies and utilize best practices to teach the curriculum.
- Hire and retain highly qualified, content certified staff to support the academic areas through Art, Music, Physical Education, and Technology for all children.
- · Provide resources, textbooks, and materials to support a high-quality curriculum and instruction for all children.
- · Maintain a safe, orderly school environment daily that is conducive to learning.
- · Maximize instruction time with an instructional day free from unnecessary interruptions.

2. Provide parents with frequent reports on their children's progress, school programs and state mandates. Specifically, the school will provide reports as follows:

- · Interim report cards (progress reports)
- · Quarterly report cards
- · Power School Parent Portal
- · IEP meetings
- · Weekly/monthly communications (weekly reports, phone calls, emails)
- · Parent-teacher conferences
- · Dissemination of PASS/state testing information and a letter offering an explanation
- · Dissemination of MAP reports to parents

3. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

- · Before, during, and after school as needed.
- · Open Houses
- · Conferences held on Staff Development Days (scheduled as needed)
- · Parent Meetings as planned through the year.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- · Before, during, and after school and at designated times as needed.
- · During teacher's individual or team planning times according to master schedule
- · Conference/Staff Development days as noted on School Calendar

5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:

- · Daily during school hours, 7:45 a.m.-2:35 p.m.
- · Parent Workshops
- · Events such as PTO, Grandparent’s Day, Field Day, Spring Fling, Grade Level Programs, etc.
- · After School Programs such as partnerships with YMCA, etc.

PARENT RESPONSIBILITIES

We, as parents, will support our children’s learning in the following ways:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- Insist that all homework assignments are completed.
- Communicate regularly with my child’s teacher via telephone messages, email, etc.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home, read with my child, and monitor his/her TV viewing.
- Volunteer time at my child’s school.
- Show respect and support for my child, the teacher, and the school.
- Contact the school for additional information, assistance, or guidance as needed.
- Participating, as appropriate, in decisions relating to my children’s education.
- Attend Open Houses, school events, parent meetings, and other events as much as possible.
- Communicate and share concerns, ideas and/or questions for the total school environment with the principal.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, I will:

- Believe that I can learn and will learn.
- Always try to do my best in my work and behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Obey the individual class, school, and bus rules.
- Take pride in my school.
- Come to school prepared with my homework and my supplies.
- Complete my class work and homework every day and ask for help when I need to.
- Participate in school daily activities and extracurricular activities in a positive, respectful manner.
- Take and return required papers, notices, and school communications received by me from my school every day to parents/guardians or the adults that are responsible for my welfare.

Principal’s Signature_____ **Date**_____

Parent’s/Guardian’s Signature_____ **Date**_____

Student’s Signature_____ **Date**_____

Homeroom Teacher Signature_____ **Date**_____