
Dear Families,

Welcome to Ridge Spring-Monetta Elementary School and the 2022-23 school year. The faculty, staff, and administration are anticipating another exciting year. I look forward to working to help each of you reach your personal and academic goals.

The handbook is designed to provide a reference for you to understand the operations and expectations of our school. Please keep in mind not all policies and procedures are listed due to limited space. If you have a question or concern that is not addressed in the handbook, please feel free to contact us to obtain further information. We hope this handbook is only one of the tools you use to make this school year your best one yet. We are looking forward to a cooperative and committed home-school partnership. Please contact me if I can help you in any way.

Sincerely,

Callie Herlong, PrinreWfwa

CELL PHONES

Students in the elementary grades (4K-5th grade) are not allowed to use a cell phone on school grounds.

CHEATING

Students are expected to do their own work and not copy from others, including internet sources. Cheating is considered dishonesty and/or plagiarism.

COMPUTER USE

Computers, laptops and other technological devices are used for teacher directed assignments that are related to the course. Students are not permitted to explore the internet without an assignment and supervision of the teacher. All assignments are purposeful and connect to the curriculum. Only academic related material may be printed with permission from the teacher. Paper and ink for printing is provided through school funding. No food or drink is permitted near the computers and printers. Access to the internet is a privilege with the responsibility to follow the acceptable use policy printed in the Aiken County Code of Student Conduct.

CONTACT INFORMATION/CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are responsible for notifying the school office in writing immediately of any change of address or phone number. Proof of residency is required for all address changes (cell phone bills are not acceptable). The school cannot be held responsible for failure to communicate if it is not informed of such changes. It is extremely important to have an up-to-date address and working phone number at the school office in case of emergency. Neglect will be reported to the proper agency when parent contact is inaccurate and not available. Also, please notify your child's teacher if there is any change. If you move out of our attendance area, you must request, in writing, special permission to attend Ridge Spring-Monetta Elementary School with the ACPSD Division of Administration.

CURRICULUM

Students receive instruction based on content alignment with the SC Curriculum Standards. Teachers provide instruction based on the standards. They may be accessed on the SC Department of Education web-site at http://t/C014ontent a.nstr f f asev12 792 reW* nBT/F3 9 Tf1 0 0 1

Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level. The resource room model is used in grades 3-7 and the subject-based model is used in grades 8-12 Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. The summer program serves newly qualified and previously qualified students. Complete information is on the District website.

The Aiken County Public School District does not discriminate on the basis of ethnic or racial background, religious beliefs, sex, disability, economic or social conditions, alienage, national origin, immigrant status (except as limited or restricted by certain visa qualifications set forth in federal law) or by English-speaking status in, or employment in, its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Associate Superintendent for Administration (641-2609).

HOMEWORK

Homework is designed to provide practice in academic skills and to extend and reinforce the lessons presented in class. It develops good study habits, increases skills, and adds to the student's knowledge. With the proper monitoring from parent and teacher, homework also helps the student develop independence and responsibility. A parent should encourage and support the child's efforts. However, homework is the student's responsibility, not the parents.

LEGAL GUARDIANSHIP

Students must reside with parents or legal guardians who are residents of the school district. Guardianship of the person shall be accepted only if the student actually resides with the custodial guardian who is vested with the power and charged with the duty of managing the student's affairs.

LOST AND FOUND

Please label all personal belongings. Lost items cannot be returned if the school cannot determine rightful ownership. The lost and found area is in the cafetorium. Every nine weeks lost and found items not picked up will be donated to charity.

MAKE UP WORK

Students are expected to make up work when absent from school. Make-up work is the responsibility of the student and should be completed within the same number of days missed (ex. If a student misses 2 days, the student has 2 days to make up work.)

MEDICATION / HEALTH CLINIC

Any medication administered in the school setting will

When possible, medications should be given by parents/guardians before or after school hours. Students requiring medication during the school day will receive their medications per written orders provided by a health care practitioner. If your child will be taking a medication for the first time, initial doses of medication should be given at home.

In order for a child to be given medication at school, there are two options that you may use:

- 1) the child's health care practitioner may send to the school a copy of the prescription or a written statement from the health care practitioner that provides the child's name, name of the drug, the dose, and the approximate time it is to be taken- parent/guardian should complete and sign the Aiken County School District's Permission for Medication Administration form; **OR**
- 2) the child's health care practitioner and the parent or guardian should complete and sign the Aiken County School District's Permission for Medication Administration form.

All medication must be brought to the health clinic by the parent/guardian in the manufacturer's smallest original container available. School Personnel will do the following:

- a. Inform the principal or principal's designee of the medication.
- b. Keep a record of the receipt and administration of medication on the district form.
- c. Keep medication in a secure, locked container.
- d. Return unused medication to the parent/guardian or student at principal's discretion unless instructed otherwise.

Refilled prescription drugs must be provided in a new container, appropriately labeled. Medication may not exceed a one month supply. Any changes in administration of a current prescription medication must be accompanied by a changed Aiken County School District's Permission for Medication Administration form and a new label indicating the changes.

Students may be given permission to carry and self-administer their medications due to life threatening conditions. Permi52>-6005c6(ti)(00B600560003

NOTES REQUIRED FROM PARENT/GUARDIAN

1. Absence
2. Tardiness (approved at the discretion of an administrator)
3. Request for early dismissal (approved at the discretion of an administrator)
- 4.

RESTRICTED AREAS

Students are to only be in areas under the direct supervision of a faculty or staff member. Students are not allowed to be in teacher work areas or rooms. Students are not allowed to use vending machines.

SCHOOL BUS TRANSPORTATION

Please contact the transportation supervisor for Area 4 if you have any concerns at 803-593-7201, Ext. 4. For school bus discipline procedures, see the ACPS Student Code of Conduct. Only students registered with the transportation department with an assigned bus stop will be permitted to ride the bus. Students will not be allowed to ride with friends or to unassigned bus stops.

SEARCHES

School administrators may search a student's personal property if there is a reason to suspect that the student has an illegal or dangerous item. The school must focus on a safe and secure learning environment. Signs are posted at entrances to remind visitors of the search law applicable to them (ACT 373 of 1994).

TARDY and EARLY DISMISSAL

A student is considered to be unlawfully tardy or signed out early when they enter school late or are signed out before dismissal time without a medical excuse or a note from a parent. Additionally, students who are signed out before dismissal time are missing valuable instruction and it interferes with classroom instruction. Teachers must stop instruction to give out homework assignments and prepare the student to leave. This takes away time from all of the other students. Thank you for working with us to provide an uninterrupted school day for all students.

It is at the administrator's discretion to approve the tardy or early dismissal.

The warning bell rings at 7:50 a.m. and the tardy bell rings at 7:55 a.m. Students will not be allowed to enter the classroom after the tardy bell without a pass from the office. If the tardy bell rings while the student is walking down the hall, he/she should return to the office for a pass. Students are marked tardy if they are not in the classroom and in their seat at 7:55. The dismissal bell rings at 2:55 p.m.

VOLUNTEERS

Each year many parents and community residents assist in the instructional and operational program not only by volunteering their time, but also by sharing the special areas of expertise in the classroom. All volunteers must complete

Parents and/or Employees
Aiken County School District

RE: ASES's Management Plan

This letter informs all parents and employees that the Aiken County Public School District is in compliance with the ASES Hazard Prevention Response Act.

The ASES Hazard Prevention Response Act requires all schools to have a written plan for the prevention, response, and recovery from a hazardous event. The Aiken County Public School District has developed a comprehensive plan that addresses all aspects of the Act. This plan includes procedures for the identification and assessment of hazards, the development of response plans, and the implementation of recovery procedures. The plan also includes provisions for the training of staff and the communication of information to parents and the community.

The Aiken County Public School District is committed to the safety and well-being of all students and staff. We will continue to work to improve our plan and to ensure that we are fully compliant with the Act. We encourage all parents and employees to review the plan and to provide feedback as needed.

Very truly yours,
[Signature]

[Signature]
[Title]

2022-2023

Acknowledgement Form

Please complete and return to your homeroom teacher.

We have read the classroom rules/newsletter, Ridge Spring-Monetta Student-Parent-School Handbook, and the Aiken County Code of Student Conduct. The signatures below confirm that our child agrees to comply with expected behavior at school, school-related activities, and while riding on a school bus.

Student Signature: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Homeroom Teacher: _____

