



AUGUSTA CIRCLE ELEMENTARY SCHOOL

2009-2010 Student Handbook

**Augusta Circle Elementary School
100 Winyah Street, Greenville, SC 29605
(864) 355-1200 Fax (864) 355-1212
www.greenville.k12.sc.us/acircle**

Mission

We provide educational experiences, in cooperation with the home and community, that prepare students for lifelong learning and for ethical, productive participation in a democratic society and the global community.

Vision

When our vision for The School District of Greenville County is implemented, all administrators, faculty, staff, and community will be working as a team – serving and supporting each other. The administrators, students, faculty, staff and community will have respect for each other. Employees will have the courage to do what is right when it may not be popular. Employees will demonstrate honor and integrity by knowing what is right and doing what is right. Employees will be loyal and remain steadfast in support of each other. Employees will perform their duty by fulfilling their obligations and will practice selfless service by putting students and others first.

Values and Beliefs

We Believe.....

- All students can learn.
- Students are the center of the educational process.
- Students learn best in a safe, orderly, and inviting environment.
- Students should have competent teachers, principals, and support personnel.
- Parent involvement and volunteer services support and enhance the teaching and learning process.
- Students should have equal access to educational opportunities.
- Students have the responsibility to be active learners.
- Curriculum and instruction should meet the needs of all students.
- Educational experiences should enable students to learn to communicate effectively, solve problems competently, think critically and creatively, and act responsibly.
- Education is the shared responsibility of home, school and community.

Goals

Goal 1: Raise the academic challenge and performance of each student.

Goal 2: Ensure quality personnel in all positions.

Goal 3: Provide a school environment supportive of learning.

Goal 4: Effectively manage and further develop necessary financial resources.

Goal 5: Improve public understanding and support of public schools

Augusta Circle Elementary School

Purpose

The purpose of Augusta Circle is to prepare students to be anything they want to be in the future.

Mission

The mission of Augusta Circle Elementary School is to provide a quality educational environment, in cooperation with the home and community that fosters learning and prepares students for participation in our democratic and multicultural society.

Vision

When our vision for Augusta Circle is implemented, all students will be proficient in all state learning standards. The students, faculty, and community will have worked together so that each student is prepared to face challenges of everyday life. Students will be learning context in meaningful ways through hands-on and real-world experiences. Teachers will reach out to meet the diverse needs of students through a variety of strategies. Partnerships with parents, businesses, and the community will have played a major role in student learning. All students will be encouraged to do their best, and they will understand that they are supposed to be learning at a high level. Teachers will work together, communicate often about student learning, and implement a continuum of learning that makes sense for all students. Students will become responsible, productive citizens.

Values and Beliefs

We believe....

- That students are the center of the educational process.
- That all students can learn, at different rates, when provided with a variety of instructional approaches that appeal to their learning styles.
- That students should have equal access to educational opportunities.
- That students have the responsibility to be active learners.
- That students should have teachers, support staff and a principal who are competent and who value their many needs.
- That students learn best in a safe, orderly and inviting environment.
- That the curriculum and instruction should meet the needs of all students.
- That the educational experience should enable students to learn to communicate effectively, solve problems competently, act responsibly, and think critically and creatively.
- That education is the shared responsibility of home, school, and community.
- That parental involvement and volunteer services support and enhance the teaching and learning process.

Augusta Circle Elementary School Goals

Goal 1: Students will improve academic performance on standards-based assessments in English/language arts and math.

OBJECTIVES:

- To improve student performance in PACT English/language arts and math by increasing by 2 percentage points each year the number of students who score Proficient or Advanced.
- By the end of 2009, all teachers will directly align instruction to state ELA and math standards as measured through classroom observations, the standards' implementation tools, and lesson plans.

Goal 2: A safe, orderly, and inviting learning environment will be provided for students, staff, and the community.

OBJECTIVES:

- To decrease the percentage of behavioral interventions in grades K – 5.
- To assist families with parenting skills and to coordinate resources and services for families.

Goal 3: A minimum of 80% of teachers evaluated in Performance Assessment System for Teachers (PAS-T) Cycle 3 will meet the performance level of Proficient.

OBJECTIVES:

- To assist teachers, through training and support, so they have a successful evaluation experience.

INTRODUCTION

HISTORY

Augusta Circle Elementary School has been the heart of the community since it opened its doors in 1923 as a four classroom, three-story, red brick building, originally named the O.P. Mills School. Rooms were added in 1937 and 1948. A \$600,000 renovation in 1975 was the result of the community's rally of support when the school board proposed closing the school. Again in 1992 the board voted to close the school only to reverse its decision a week later after a strong outcry from city leaders and area residents. In 2001 the School Board voted to invest over \$6 million to upgrade the school facilities. This project involved renovating the existing 44,000 SF historical school building and adding a new 32,000 SF structure. When the 2009-2010 school year starts, our doors will open to the 86th year of educational excellence.

FORMULA FOR SUCCESS

Through the years, the strength of the Augusta Circle program has been its people: students, parents, faculty, and community members. The quality of everything that has been done by these people has ultimately determined the success of the school. Visitors who hear the busy hum in the classrooms, read the recognition plaques on the walls, and see the happy smiles, realize this school is a warm, special place filled with people actively engaged in the business of teaching and learning.

SCHOOL AWARDS

Over the years Augusta Circle has had the honor of receiving many statewide awards. Some of these are: the Red Carpet Award; the Parental Involvement Award; the Outstanding PTA Program of the Year, and the Outstanding PTA Unit in South Carolina; the Palmetto's Finest Award; the Governor's Award for Citizen Participation in Education; and the State Blue Ribbon Award. In addition, in May 1994, Augusta Circle was named a National School of Excellence by the U.S. Department of Education. The winning of these awards was possible because of the school's greatest strength and resource: its people – students, parents, faculty, and community leaders.

PERSONNEL

The School District of Greenville County
Dr. Phinnize Fisher, Superintendent
301 Camperdown Way, Greenville, SC 29602
(864) 355-3100

Augusta Circle Elementary School Office
Kerry Bannister, Principal
Randy Hawkins, Assistant Principal
Reta Pittman, Secretary
Daisy Durham, Clerk

Classroom Teachers

Marian Barker
Teresa Brazell
Jenny Brazil
Heathley Cassels
Tavia Culbertson
Katie Gilchrist
Marilyn Gower
Megan Greene
Candis Kraning
Veletta Manigault
Kary Mitchell
Katie Montjoy
Shannon McCartney
Meg McKnight
Margaret Murphy
Meg Plexico
Andrea Walker

Kindergarten

Paige Armstrong
Marie Blair
Martha Drake
Rachel Dunlap
Susan Merritt
Sallie Osteen

Special Programs

Shondra Rosier - Resource
Kelli Dulin – Challenge
Karen Dobson – Instructional Coach
Debbie Fischer - Speech

Food Service

Tammy Yates, Manager
Deborah Chandler
Tammy Faulk
Dawn Fowler
Timi Whiten

Related Arts

Mark Kish - PE
Lisa Cook- Music
Thayer Berry – Art
Megan Taylor – Computer Lab

EMH Self Contained

Charlesena Bradley
Jennifer Maitland
Sherri Mullen
Lisa Pittman

Nurse

Pam Craig

Library/Media Center

Eileen Conway
Kelly Sech

Science Specialist

Jane Few (3rd, 4th, & 5th grades)

Guidance Counselor

Patti Rushing

Custodians

Jack Drake, Plant Engineer
Rob Ambrose
Stacy Hamilton
Diane Bryant
Yun Lee

SCHOOL SCHEDULE 2009-2010

The calendar includes 180 school days for students. There are three (3) make-up snow days included in the calendar. These days will be used as make-up days in the event of school closing because of weather or other unforeseen events. Any days not used for make-up will become holidays; however, **ALL STUDENTS, PARENTS, AND STAFF SHOULD NOT MAKE DEFINITE PLANS FOR THESE DATES PRIOR TO FINAL ANNOUNCEMENTS IN MARCH ABOUT THE USE OF THESE DAYS.**

SCHOOL CLOSING (DUE TO WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other severe emergencies will be announced on television, the radio, and on the district website www.greenville.k12.us. In case of an emergency situation during the school day, **parents are asked not to call the school for information.** The school has detailed plans for the evacuation and safety of all students. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

DAILY SCHEDULE

7:15 AM	School opens. 5 th grade students who arrive early go to 5 th grade hall. 3 rd and 4 th grade students who arrive early go to 3rd floor. 5K and 1 st grade students who arrive early go to Auditorium. 2 nd grade students who arrive early go to the library. Teachers on duty supervise students in all locations.
7:30 – 7:50 AM	Breakfast served.
7:45 AM	Teachers arrive.
7:50 AM	Students and teachers go to classrooms.
8:00 AM	School begins. Students should be in classrooms ready to start the school day when the 8:00 bell rings. Students who are tardy must check in at the office with an adult to get a pass before going to their classrooms.
2:27 PM	Bus riders dismissed.
2:28 PM	Walkers dismissed.
2:30 PM	Car riders dismissed.
2:45 PM	Teachers leave.
2:30 PM	After School Day Care begins.
4:00 PM	Office closes.
6:00 PM	After School Day Care closes.

CURRICULUM AND INSTRUCTION

ASSEMBLY PROGRAMS

Special assemblies are held periodically for students on a variety of interesting and educational topics. The school faculty plans the programs and the PTA provides volunteer assistance.

GIFTED AND TALENTED PROGRAMS

The school district provides a challenge program for academically gifted and talented third, fourth and fifth grade pupils. Selection of pupils is based on standardized test scores. In November, the state conducts census testing of all second grade students to determine eligibility for challenge. Parents are notified in January of their child's status for the challenge program in third grade. Additional selection is completed at the end of each year for third, fourth, and fifth graders. All new test data is evaluated to determine placement in challenge. The selection process is handled through the district office.

MEDIA CENTER (LIBRARY)

The school media center is the hub of Augusta Circle Elementary School. It is a state-of-the-art facility with technology, research materials, books, magazines, video and software. It is also the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between the textbooks and the many types of reading materials used in everyday life. It is open from 7:45 AM until 3:00 PM.

Parents are welcome to check out books, too! The library's catalog collection is available online through the school's website: www.greenville.k12.sc.us/acircle.

There are no overdue fines. No books may be checked out, however, until overdue materials are returned. Books are checked out for one week and can be renewed. Final report cards are not given to students who have lost or damaged books unless payment is made for their replacement. If a book is found after payment has been made, a refund can be obtained provided the receipt for payment is returned.

PLACEMENT OF STUDENTS

Classroom teachers and the principal do the grouping and placement of all students. Each placement is considered tentative.

RELATED ARTS PROGRAM

Art, music, physical education, and computer teachers work with individual classrooms for a 45-minute period each week.

CONTENT OF CURRICULUM

The curriculum at Augusta Circle is considered to be all experiences a student has while at school. Subject areas which are taught include the following: reading, creative writing, spelling, English, handwriting, social studies, math, science, health, art, music, physical education, and computer use. Daily performance, teacher observation, unit tests and projects are used to determine a student's grade for each subject.

REPORT CARDS

Report cards are sent home four times a year. In grades 2-5, students are evaluated in mathematics, reading, language, handwriting, social studies, health, art, music, and physical education. First grade students are evaluated in language arts and math. Parents are asked to go over these reports with their children and then sign and return the report card envelopes. If a report is not received at the end of each nine-week period, the school office or teacher should be notified. Final report cards are mailed in stamped, self-addressed envelopes provided by the students.

SPEECH, HEARING, LANGUAGE OR VISION SCREENING

As part of student services, the nurse and speech teacher may screen students for speech, language, hearing or vision problems during the school year. If you have any questions about this procedure, please call the school.

TESTING PROGRAM

Augusta Circle follows the district and state testing programs. State and national tests are administered in the fall to students in the second grade and in the spring to students in grades 3, 4, and 5. Test results are then shared with parents during parent/teacher conferences the next year. Test data is used to identify those areas in which students show academic strength or weakness and to help improve the instructional program. In addition, first grade students are given the State Readiness Assessment Test during the fall.

TEXTBOOKS

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, however, he or she must pay the assessed amount.

EQUAL OPPORTUNITY IN EDUCATION

No student in The School District of Greenville County shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin; and no student shall be denied a free, appropriate education on account of any handicapping condition.

POLICIES AND REGULATIONS

ARTICLES PROHIBITED IN SCHOOL

Articles which are hazards to the safety of others or interfere in some way with school procedure may not be brought to school by pupils. Such items as guns (play or real), knives, matches, lighters, cigarettes, razors, razor blades, pornographic material, beepers, cell phones, radios, non-prescription drugs and alcoholic beverages are not permitted and will be taken from students. If parents wish to reclaim these items, they may come to the school for them. Toys and sports equipment, such as yo-yos, skateboards, and balls are also not allowed at school, unless they are brought in as part of a specific assignment. Chewing gum is not permitted on the school property. Rolling bookbags are not allowed inside the building or on school buses.

ATTENDANCE RULES OF THE SCHOOL DISTRICT OF GREENVILLE COUNTY

The school year consists of 180 school days. Students must attend at least 170 days. The first ten (10) absences may be lawful, unlawful, or a combination thereof. All absences beginning with the eleventh (11th) must be lawful and will be excused ONLY if they are within the following guidelines:

1. Personal illness of a child **verified by a statement from a physician.**
2. Serious illness or death of an immediate family member verified by a statement from the parent/guardian and approved by the principal.
3. Religious holidays **when approved in advance** by the principal.
4. Extreme hardships as approved by the principal.
5. Three or more consecutive absences will be reported as truant and will remain a part of the child's permanent record.

Provisions for makeup of school work missed for absences due to illness, death, religious holidays (when requested in advance), or extreme hardships shall be worked out by the teacher(s) concerned at the earliest time possible, not to exceed five (5) days after the student returns to school.

Provisions for makeup of schoolwork due to absences, which do not meet the criteria above, may be approved only with permission of the principal after consultation with the teacher(s) concerned. Absences for trips out of town will be unexcused. Teachers are not required to send make-up work home. Promotion to the next grade may be denied for excessive unexcused absences.

CARE OF SCHOOL PROPERTY

All students are taught and encouraged to take care of their school and its materials, furnishings, equipment, and grounds. Any damage done to school property must be repaired or replaced at the expense of the offender.

CHANGE OF ADDRESS

It is necessary that the school office have the CURRENT address, phone number and emergency numbers of students at all times. The school clerk should be notified immediately when a student has changed an address, phone number, or emergency plan.

CAFETERIA

During the lunch time, please help students abide by the following procedures:

- No talking during the first 10 minutes of lunch, then students may talk quietly
- Wait until all students are served and seated before eating
- Leave food (drinks, treats) purchased in the cafeteria. Food may not leave the cafeteria
- Practice polite table manners and clean area
- Leave the cafeteria only in emergencies
- Go back only for milk and utensils (Condiments and dessert need to be collected the first time)
- Microwave is for staff use

Parents are welcome to join their child's class for lunch.

CODE OF CONDUCT

The School District of Greenville County Discipline Code was mailed or given to all households. It states: "All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school sphere of influence, using suspension and/or expulsion only as a last resort." Types of disciplinary action are outlined in the Discipline Code.

At Augusta Circle referrals will be written for fighting, disrespectfulness, disobedience, obscene behavior, and continuous disruptive conduct. On the first referral, the principal will call home. The parent must bring the child into the office for a conference before the child can return to class.

The second referral will result in "out-of-school" suspension.

DELIVERIES

All deliveries including lunches, recorders, book bags, notebooks, homework, shoes, and jackets must be left in the front office with the child's name and teacher's name attached. Items will be given to the class or placed in the teacher's box.

DISCIPLINE

Augusta Circle is an orderly, disciplined school where students are responsible and accountable for their actions. Students are expected to act with respect for each other and for the teachers. Most discipline problems can be handled between the teacher and student. If the offense is serious or if inappropriate behavior persists, the student's parent will be consulted by the teacher and the principal.

DISMISSAL PROCEDURES

Please go over these dismissal policies with your child and with the person who is responsible for him/her after school. If for any reason (during the school year) your child's method of getting home should change, please send a note to the teacher immediately. Thank you for your continued cooperation and for your concern for every student's safety.

WALKERS:

- 1). Students whose homes are in front of the school are dismissed through the main front door of the school and must cross Winyah Street with the adult crossing guard who stands at the corner of Winyah and Tomassee (Front Walkers).
- 2). Students whose homes are to the rear of the school are dismissed through the back door and walk down Waccamaw with a teacher (Back Walkers).

BIKE RIDERS:

- 1). Bike riders are dismissed with front walkers.

BUS RIDERS:

- 1). Students who ride a bus will wait in their classrooms until their bus is called.

CAR RIDERS:

- 1). All car riders wait in the auditorium until their car or carpool is called.
- 2). The carpool line forms in front of the school and flows toward Waccamaw. Student patrols will open doors for car riders to enter cars. Drivers will enter the carpool line from either W. Faris or from Tomassee. Drivers should not cut through the parking lot to get in line. Drivers will wait in the car until the children are safely inside.
- 3). Once the carpool line begins to move, all cell phones must be turned off.
- 4). Children left at school after 2:45 pm will be dismissed from the office. Parents must come in and sign out their child.

POLICIES AND REGULATIONS

DRESS CODE FOR AUGUSTA CIRCLE

The primary objective of the Greenville County School District is to provide a world-class instructional program and learning opportunity for students. The personal appearance of every student is an important component of establishing a safe environment for optimal learning. Students are expected to dress in an appropriate manner while on the Augusta Circle campus and while representing Augusta Circle off campus. Personal appearance shall be such that it does not disrupt student work, distract other students, violate health/safety guidelines, or appear disrespectful to others.

The following standards apply at Augusta Circle during the school year:

- Clothing will be neat and clean.
- Shirts and blouses will cover midriff and lower back area.
- Shoulder straps will be at least two inches wide (no tank tops, spaghetti strap tops, halter-tops, or lingerie wear. Clothing must be opaque (no mesh or see through garments).
- Hats, sunglasses, skullies, or do-rags may not be worn inside of the school building.
- Slogans on clothing and jewelry must be respectful (No profanity, alcohol/drug/tobacco advertisements, suggestive/inappropriate phrases or symbols).
- Shorts/ trousers/pants must fit properly (not too tight or loose). They must be long enough to cover the mid-thigh area of the leg, and they must be worn at waist level.
- Skirts should fit properly (not too tight), and they must be long enough to cover the mid-thigh area of the leg.
- Shoes for recess and P.E. must have a back (no flip-flops, slides, or sandals without a back strap). Students may bring tennis shoes or shoes with a back strap to wear for P.E. and recess.

FIELD TRIPS

Subject-related field trips are considered an extension of the classroom. The school requires WRITTEN permission from the parents before a student is permitted to go on a field trip. Transportation will be by school bus, chartered bus, or car. Each student is expected to pay a small fee to cover expenses.

HOMEWORK

Augusta Circle teachers comply with the following school district homework recommendations:

Grades K-2 15-30 minutes per day
Grade 3 30-45 minutes per day
Grades 4-5 45-60 minutes per day

The times above are daily averages since students should not have homework in all subjects every night.

Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits. Provisions for makeup of school work missed for absences due to illness, death, religious holidays (when requested in advance), or extreme hardships shall be worked out by the teacher(s) concerned at the earliest time possible, not to exceed (5) days after the student returns to school.

MONEY SENT TO SCHOOL

Students are discouraged from bringing money or other valuables to school except for the exact amount for specific purposes. **Please place all checks/cash in an envelope labeled with your student's name/teacher and purpose of funds.** Neither the teacher, school, nor PTA can be held responsible when money or personal items are lost. Students should keep money in their pocket or shoe so that it is with them at all times.

NOTES REQUIRED FROM PARENT OR GUARDIAN

The school requires notes from parents or guardians for explanation of or permission for the following:

- Absence (must be received within two days)
- Tardiness
- Request for early dismissal
- Request for being excused from recess or physical education
- Response to notes from the teacher or principal
- Field Trips
- Request to go home from school in a manner different from the one stated on the dismissal information sheet

PERMISSION TO LEAVE SCHOOL

Early dismissals must take place from the school office before 2:00 PM. Teachers may not release students to parents from the room or the hall. Parents are requested to send a note to the teacher in the morning stating the reason for the early dismissal and the time their child will be picked up. Parents should then come to the office to sign their child out at the dismissal time. The clerk will call the teacher on the intercom and have the child meet the parent in the office.

No student will be allowed to leave the school grounds during school hours unless the office has cleared the dismissal. Early dismissals should be made before 2:00 PM. Requests for dismissal after 2:00 PM may be denied.

POLICIES AND REGULATIONS

POLICIES OF THE SCHOOL DISTRICT OF GREENVILLE COUNTY

The official policies of the School District of Greenville County are contained in two large policy manuals, ***Policies, Regulations, and Bylaws***. These manuals may be referred to at any time. They are located in the school office and the library. Every school in the district operates in compliance with policies which are set by the Board of Trustees.

SCHOOL PARTIES

There are two scheduled school parties a year. They are held at school. PTA room mothers plan them. Individual birthday parties at school cannot be held; however, cake or cupcakes may be sent for the whole class to have at recess or lunch. Invitations to private parties should not be distributed at school.

SCHOOL SECURITY

The outside doors of the school will be locked when school begins each day. All visitors are required to come in the front door, sign in on the computer and receive a visitor's pass.

SCHOOL TELEPHONE

The school telephone number is 355-1200. Messages can be taken for students and teachers, but it is not always possible to deliver them immediately. Messages for students should be called in before 1:30 PM in order to be sure that they are received before the end of the school day. Parents may call and leave a message on the teacher's voice mail. Calls will be returned during planning time or after school. Students wishing to call home may use the school phone for **emergencies only**. Arrangements for after-school activities should be made before the child leaves home that morning.

SPECIAL PERMISSION

A limited number of spaces are awarded to children who want to attend Augusta Circle on special permission. Children who attend on Special Permission must have no more than two tardies or late pick-ups each quarter. They cannot have any discipline referrals.

TARDINESS

The school day begins at 8:00 AM. Students who arrive at school after 8:00 are tardy and must be escorted to the office by an adult to sign in before going to their classes.

TRANSFER TO ANOTHER SCHOOL

When a child is moving from Augusta Circle to another school, the parent should notify the child's teacher in writing at least a week in advance. The teacher will prepare a transfer form that may be picked up by the parent on the last day of the child's attendance. School records will be forwarded to the new school upon request from that school.

VISITATION IN SCHOOL

Parents and visitors are welcome and encouraged to visit the school. Visitors should call the school in advance to arrange a time. **All visitors in the building, including parents and school volunteers, must come in the front door, stop by the office, sign in, and get a nametag. This regulation is for the protection of all students.**

HEALTH AND SAFETY

ACCIDENTS AND EMERGENCIES

In case of an accident, first aid is given by school personnel. In all cases of serious accident or illness, every effort is made to contact the parents. When a child needs more than minor first aid and the parent cannot be reached, the school follows the parent's directions on the health card.

BICYCLE SAFETY

For students' safety, the SC Highway Department of Safety requires that students riding bicycles to school always wear a safety helmet.

FIRE AND EMERGENCY DRILLS

Fire drills are held once each month. They are held without warning. Each teacher is responsible for instructing pupils on the manner and route of exit during drills. These rehearsals are necessary for helping children react quickly and responsibly in instances of emergency. Exit routes are posted in each classroom. Also, instruction and drill is provided in preparation for tornadoes, earthquakes, bomb threats, severe weather conditions, and the evacuation of buses.

HEALTH ROOM

Teachers send any child who is not feeling well or who has been hurt to the health room.

The health room nurse keeps a record of each child's visits, takes temperatures, and performs any minor first aid. The health room does not have aspirin or any other types of medication. The health room nurse cannot administer any medication without written permission from the parent. (See below – Guidelines for medication.)

An emergency form is kept on file for every child. This form supplies vital information about whom to call in case of emergency or special health problems a child may have. Every parent needs to give the information requested on the emergency form for every child at the beginning of each school year.

If a child is too ill or uncomfortable to remain in school, the parent will be notified by telephone to come for him or her.

IMMUNIZATIONS

All students must have a valid South Carolina immunization card from their doctor or health department before entering school.

GUIDELINES FOR MEDICATION ADMINISTRATION:

When a student is required to take medication during the school day, the following guidelines will be followed:

- Written permission from the parent or legal guardian for each medication will be required and will be maintained in the office or health room.
- The medications will be stored in a locked container and administered by the school nurse or staff designated by the principal who will record this information on the student's medication record. A list of staff designated by the principal to assist with medications in the absence of the nurse will be posted in the health room. Schedules should be arranged so that the school nurse administers all medications if possible.
- When a student leaves the school for a field trip, his/her medication will be secured in a container labeled with the student's name, date, medication, dosage, strength and time for administration. The school nurse shall provide the staff accompanying students on the trips with any information that may be needed regarding the medication and its action and side effects.

PRESCRIPTION MEDICATION:

- The parent or guardian must provide all medication in the original container and deliver it to a school staff member. Written authorization of the attending physician is required for long-term use. (More than 3 weeks.)
- The dosage of prescribed medication may be changed with parental permission or a verbal order from physician that is confirmed in writing within 2 weeks. Additionally, the dosage may be altered only with parental instructions if the physician has provided a dosage range in writing. For example: "Parent may adjust dosage from 5-15 mg per dose." The nurse must then administer a dosage within this range as authorized both by the parent and the physician.

NON-PRESCRIPTION MEDICATIONS:

- A parent may authorize the use of over the counter medication by a written note accompanying the medication's original container. The student's name and the dosage to be given must be indicated.

EMERGENCY MEDICATION

Students who are known reactors and require emergency treatment for allergic response should have on file in the health room: medication, written Parental Permission Form (Med-1a), and Physician's Instructions for Management of Allergic Reaction Form (Med-5).

INSURANCE

Information about dental and accident insurance is provided to all students at the beginning of the school year.

LUNCH PROGRAM

The lunchroom manager and her assistants provide a nourishing, well-balanced meal each day for students and staff. Menus are published monthly. Students may choose to pay by the day at the cash register or by the week, month, or year in the manager's office. Students may pay by cash or check (**payable to ACE-Cafeteria**). Students who forget to bring their lunch money may borrow \$1.50 for that day. They are expected to repay the lunchroom the following day. Students may also choose to bring their own lunch. Carbonated drinks may not be brought for lunch.

Parents are welcome to eat lunch with students. The cost is \$3.25 per adult. Parents and guests are asked NOT to bring fast food and carryout food items in to eat with their children.

MEAL & MILK PRICES

Breakfast (Daily).....	\$ 1.00
Lunch for the week	\$10.00
Lunch (Daily)	\$ 2.00
Extra Milk	\$.65
Adult Breakfast	\$ 2.00
Adult Lunch	\$ 3.25

Extra Items

Bottled Water.....	\$.50
Gatorade.....	\$.75
Cookies.....	\$.25
Chips.....	\$.50

Food and Nutrition Services expects payment either in advance or at the point of service. Students are allowed to charge meals on an emergency basis only. If parents or guardians find it impossible to pay for students' meals, they should apply for free and reduced meals by completing an application available from the school cafeteria manager.

SAFETY PATROLS

Fifth grade patrol boys and girls will be stationed on the sidewalk of the school to assist students as they get in or out of cars. These patrols are there for each child's protection and should be obeyed at all times. Patrols are on post from 7:40 until 8:00 in the mornings and until 2:45 in the afternoons.

TRANSPORTATION

SCHOOL BUS TRANSPORTATION

According to state law, bus transportation to and from school is provided for all children who live more than 1.5 miles from the school. Parents must provide transportation for children who live less than 1.5 miles from school, or who are attending the school on special permission.

Parents/guardians of 5K and 1st graders must be present at the regular bus stop both during morning pickup and the afternoon drop-off of their child. The parent/guardian can select a designee to be at the stop. The designee may be another adult or student who is in the fifth grade or above. Parent/guardians must fill out a Bus Stop Designee Form before the student rides the bus. If the designee is not present at the bus stop when the 5K or 1st grade student is dropped off, the student will be returned to the elementary school. When the student is returned to the elementary school, school staff will contact the parent/guardian to pick up the child. If the parent/guardian cannot be located, the matter could be referred to Greenville County School Law Enforcement Division or the Greenville County Department of Social Services (DSS). Repeated instances may result in the loss of bus privileges.

All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Each bus rider is expected to:

- Follow the driver's directions;
- Sit in the assigned seat
- Keep hands, arms, legs, and objects to himself and inside the bus;
- Refrain from cursing, name calling, gestures, or loud talking;
- Refrain from pushing, shoving, or annoying other students;
- Refrain from eating, drinking, chewing gum, or littering;
- Obey all points of the Code of Conduct.

What is expected of students who ride the bus?

Appropriate disciplinary action will be taken for incidents which involve severe offenses such as: fighting or any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. The principal may set up a payment plan for students who are not able to pay the entire amount at one time. Total restitution must be made or the bus privilege will be lost.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at the bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

The following behaviors are not permitted:

- Riding a bus other than that assigned
- Physical or verbal abuse of another student
- Possession of dangerous objects
- Leaving a seat while the bus is in motion
- Failure to sit properly in seat
- Failure to sit in assigned seat
- Throwing objects on the bus or out of the windows
- Placing any item or any part of body outside bus windows
- Yelling out of the windows
- Fighting
- Eating or drinking
- Horseplay
- Spitting
- Using profanity
- Making obscene gestures
- Making excessive noise or engaging in disruptive behavior

Questions concerning bus routes, drivers, etc., should be directed to Vickie Zeigler at District Transportation at 355-5280.

SPECIAL SERVICES AND INFORMATION

CLOTHING BANK

Augusta Circle maintains a small clothing bank. Clothing is used in emergencies or when children have need for additional clothing.

LOST AND FOUND

A lost and found container is maintained in a closet on the first floor. To help minimize lost articles, students' names should be on items of clothing which are taken off, such as jackets, sweaters, coats, scarves, hats and gloves. Unclaimed articles are donated to a charity. Children should be reminded to check the lost and found container for missing items.

NEWSLETTERS

A school newsletter (the Principal's Page) is sent home with each student approximately once a month. Information about upcoming events at the school and news about school happenings, teachers, and students will be included. Additionally, each teacher provides a weekly update for his/her class, and maintains a web page with information about the class. The PTA mails a newsletter to parents approximately once each quarter.

SCHOOL COLORS

Augusta Circle's school colors are red and white.

SCHOOL STORE

A school store is operated Monday – Friday from 7:30 until 8:00 AM by the 5th grade student helpers. General supplies are available for purchase.

SCHOOL PICTURES

Arrangements will be made for a photographer to make individual and group pictures for purchase by students if desired. Parents will receive notice of the dates for fall and spring pictures.

STUDENT DIRECTORY

In the fall of each year, the PTA publishes a directory of students' names, addresses, telephone numbers and parents' names. If parents wish for their child to be included in this listing, they must give permission for it on a form that is included in the PTA packet on the first day of school.

STUDENT HELPERS

Fifth grade students work in a variety of jobs around the school in order to provide special help and services to the students and staff. Jobs include school store workers, teacher assistants, and safety patrols.

SPECIAL SERVICES AND INFORMATION

STUDENT RECOGNITION & AWARDS

Every month during the year, K, 1st, & 2nd Grade teachers select a Student of the Month from their class. These students are given a letter of congratulations and a ribbon to wear for the day. Second, third and fourth quarters, students in 2nd, 3rd, 4th & 5th grades who have improved their report card grade in a subject and not fallen down a grade in any subject, are given a ribbon for the BUG (Bringing Up Grades) Club.

Toward the end of the school year, students who have perfect attendance, good citizenship, academic achievement (grade 1 – all Es in language arts & math), all As (grades 2-5), all As and Bs (grades 2-5), and all As all four years at Augusta Circle are recognized. Additionally, students may be recognized for achievement in other areas specific to their classrooms and/or related arts.

ORGANIZATIONS FOR PARENTS AND CITIZENS

VOLUNTEER PROGRAM

Working as a school volunteer can be exciting and FUN! Volunteer help can meet the needs of children in many ways. A list of volunteer services for consideration will be sent home with each student. Please become INVOLVED. There is a special place that only you can fill!

SCHOOL IMPROVEMENT COMMITTEE (SIC)

The School Improvement Committee is composed of parents, teachers, and other representatives from the community. The school principal serves as an ex-officio member.

The major purposes of the committee are:

1. To gain knowledge concerning the purpose and goals of the school.
2. To disseminate information to other parents and citizens within the community and to clarify information concerning the school programs.
3. To offer for consideration to the school principal suggestions concerning program improvements with respect to student needs and program operation within the individual school, area, or district.
4. To assist in the preparation of the Annual School Report.

PARENT TEACHER ASSOCIATION (PTA)

The Augusta Circle PTA has received the honorable distinction of being judged the most outstanding unit in the state five times during the last twenty years. It provides vital financial and volunteer support to the total school program and yearly boasts a large membership.

The PTA holds annual fund raising events such as the school carnival and gift wrap sale to fund PTA activities and other school improvement projects. These activities include cultural arts programs, science enrichment programs, reading enrichment programs, beautification of school grounds and school interior, staff appreciation activities, and the publication of a school handbook and calendar. In addition to classroom enrichment, money has been used to provide copiers, computers, Promethean Boards, and other technology for the school.

All persons who are interested in the welfare of Augusta Circle and its students are invited to join the PTA and become actively involved in supporting PTA activities. Membership dues are \$5.00 per person. Parents, other family members, friends, and neighbors are urged to join.