

Armstrong Elementary School

8601 White Horse Road
Greenville, SC 29617
Phone: 864-355-1100
Fax: 864-355-1158



“Striving for Excellence”

2011-2012

Parent/Student Handbook

Armstrong Elementary School



MISSION

The mission of Armstrong Elementary School is to prepare productive citizens for a democratic society by promoting a desire for lifelong learning, a mastery of basic academic skills, multicultural awareness, character education, and creative critical thinking skills in cooperation with the home and community.

We believe...

- All children can learn.
- All people have positive qualities.
- Everyone is entitled to equal access to the educational process.
- In respect and dignity for all people.
- Children are entitled to a nurturing atmosphere at home and at school, enabling them to reach their full potential.
- Learning is a lifelong process.
- All people are responsible for their actions.
- Education must equip everyone to succeed in a changing world.

DISCLAIMER

THIS HANDBOOK IS INTENDED TO PROVIDE GUIDANCE TO PARENTS AND STUDENTS IN OUR SCHOOL. THE SCHOOL RESERVES THE RIGHT TO REVISE THIS HANDBOOK IN WHOLE OR IN PART AT ANY TIME.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND FOLLOW THE POLICIES AND PROCDURES OF ARMSTRONG ELEMENTARY AND BECOME FAMILIAR WITH THIS HANDBOOK.

Armstrong Elementary School
8601 White Horse Road
Greenville, South Carolina 29617
Office: 864-355-1100
Fax: 864-355-1158
www.greenville.k12.sc.us/armstrong

Student - Parent / Handbook

2011 ~ 2012

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2011-2012 Armstrong Elementary School Staff

Principal.....	Debra Reid Johnson
Administrative Assistant	Tracy Sullivan-Atkins
Receptionist/Registrar/Attendance Clerk.	Julia Metcalf
Secretary/Bookkeeper	Essie Sullivan
Nurse	Deborah Baker
Counselor	JoBeth Manley
Instructional Coach	Lisa Hansen
Media Specialist	Jean DeMars
Interventionist	Crystal Martin
	Lucy Ledgerwood
Title I Facilitator	Suzanne Henry
Title I Social Worker	Beverly Gilliland
ESOL Teacher	Doylene Williams
Parent Involvement Coordinator	Loida Evatt
Challenge.....	Keisha Brown
Special Education	Suzie Hill, LDSC
	Eunice Parker, Sp. Ed Paraprofessional
	Susie Clifton, Resource
	Virginia Matthews, Resource
	Constance Schmaltz, Speech
Kindergarten	Debbie Armstrong, 4K Teacher
	Molly Coleman, 4K Paraprofessional
	Jimmy Cagle, 5K Teacher
	Lorraine Massey, 5K Paraprofessional
	Jessica Lara, 5K Teacher
	TBA, 5K Paraprofessional
	Sarah Southerlin, 5K Teacher
	Elizabeth Clark, 5K Paraprofessional
First Grade	Krista Bush, Teacher
	Kim Denney, Teacher
	Pamela Glass, Teacher
	Harriett Rodriguez, Teacher
	JoAnn Wroten, Teacher
Second Grade	Elaine Ayscue, Teacher
	Allison Barton, Teacher
	Grace Hagins, Teacher
	Caroline Sweeting, Teacher
Third Grade	Sara Bennett, Teacher
	Branddon Benson, Teacher
	Sandra Ingbreetsen, Teacher
	Lisa Payne, Teacher
Fourth Grade	Trang Mai, Teacher
	Nurit' Sexton, Teacher
	April Wilson, Teacher
Fifth Grade	Sharon Bannister, Teacher
	Heather Bramlett, Teacher
	Freida Rafferty Teacher
Related Arts	Josh Morton, Music
	Denise Ferrara, Art
	Rita Erwin, Physical Education
	Tonya Jordan, Computer Lab Specialist
Custodial Staff	Jeff Smith, Plant Engineer
	Donnie Cleveland, Custodian

Margaret Willard, Custodian
Bill Thomas, Custodian

Food Service Staff Dawn Fowler - Manager
Kasi McGrew - Assistant Manager
Cathy Bouvia
Chryl Brooke
Nancy Garrison
Charlene Highsmith

Policies, Procedures, and Regulations

Arrivals

A school doors are unlocked at 7:15. **NO STUDENTS** are to be dropped off on the school grounds prior to 7:10 as there is no one available to supervise. For safety reasons students **may not** be dropped off in the parking lots or the church parking lot adjacent to the school.

Students arriving before 7:40 will be directed to the student designated holding area where they will be supervised by teachers. Students are expected to show good behavior. At 7:45 they will be dismissed to the classrooms.

Students arriving after 7:45 and before 8:00 should go directly to the classroom. Breakfast is served from 7:20 – 7:40. Only those students arriving on a late bus will be allowed to eat after 7:40.

Articles Prohibited in School/Personal Items

Articles which are hazardous to the safety of others or interfere in some way with school procedures may not be brought to school. Such items as guns, toy guns, knives, box cutters, razor blades, etc. are not permitted at school. They will be taken from the student and a parent conference will be required. Expensive articles such as toys, electronics, etc. should not be brought to school. These items may be damaged and the school is not responsible. Real weapons will not be returned. Parents will have to pick up any items taken.

Items considered dangerous could result in your child being suspended or possibly recommended for expulsion. Students are discouraged from bringing money to school except for specific purposes. When money is brought to school, please place it in a sealed envelope with the student's name, amount, teacher and purpose on the envelope. Neither the teacher nor the school can be held responsible when money or items are lost.

Attendance/Tardy Policy

In accordance with the State Compulsory School Attendance law, uniform rules for all schools have been adopted to ensure that students attend school regularly.

Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal.

1. The school year consists of 180 days. To receive credit, students must attend at least 85 days of each 90 day semester course and at least 170 days of each 180 day year course, as well as meet all minimum requirements for each course. Absences in excess of ten (10) days may cause the student to lose credit for the year. Records of student attendance are kept beginning with the first day of school.
2. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11) must be lawful and will be excused if they fall within the following guidelines:
 - A. Lawful Absences
 1. Personal illness (includes doctor's appointments) of a child verified by a

- statement from a physician with two (2) days of the student's return to school. Absences for **CHRONIC OR EXTENDED** illness will be approved only when verified by a physician's statement.
2. Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
 3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.
 4. Absences for extreme hardship approved by the principal. Such approval should be prearranged when possible.

B. Unlawful Absences

1. Any student's absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted unlawful and will not be excused.

C. Procedures for Makeup Work

1. Provision for makeup work missed during excused absences shall be worked out with the teacher concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school.
2. Makeup of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher concerned.

Questions regarding attendance should be directed to the attendance clerk.

Tardy Policy

School begins promptly at 8:00am. **(Please do not rely on the outside clock for accurate time as it is not concurrent with the bell clock.)** Please help your child be in the classroom at this time. Punctuality is a quality of good citizenship and ensures that students start the day on a positive note. When tardy, an adult **must** come in and sign him/her in. On bad weather days, parents need to leave home earlier and allow extra travel time to school.

An automated calling system contacts the home phone number when students are tardy or absent. It is not necessary to return this call.

Intervention conferences are may be necessary with parents of students having excessive tardies and or absences with the attendance clerk or school social worker.

Bull Pup Behavior Expectations

We the faculty and staff at Armstrong believe that all children should possess certain character traits and use their manners at all times in order to be successful at school and in society. Therefore, each student is expected to use the following traits while in school:

B = Believe in yourself

U = Use time wisely

L = Love Learning

L = Listen during instruction

P = Participate in and out of the classroom

U = Unite for a Common Goal

P = Progress Academically

S = Succeed

By demonstrating the following traits your child will be exhibiting **“BULL PUPS’ PRIDE”**

Care of School Property

We are very proud of our school – it is beautiful and a great place to learn and have fun. Everyone is responsible for taking good care of our building, classrooms, and grounds. Students are reminded to properly use books, supplies, and furniture provided by the school. If school property or equipment is defaced by writing or carving on it, windows broken, or other damages caused, parents will be required to pay for the damages.

Change of Address and/or Phone Number

The school must have the student’s current address and phone number at all times. This information is especially important in cases of emergency. Please notify the school immediately when there is a change of address, telephone numbers, or emergency contacts.

Discipline

Teachers at Armstrong Elementary want every child to feel welcome and safe in their classroom. Providing guidelines for behavior is an important first step. In partnership with the parents of their students, teachers establish and maintain classroom management so that there are few disruptions to the learning process. The updated school district Code of Behavior is followed for unusual and severe situations. Please refer to the GCSD website for a comprehensive review of the Student Behavior Code Policies.

Dismissals

School is dismissed at 2:30. ***All car riders must be picked up by 2:45.*** Students are expected to leave quietly and orderly.

Parents are asked to remain in cars and drive through the car line to pick up children. Cars should not be double parked nor left unattended in pick-up lanes. For safety reasons, students should

never walk through the traffic lane to meet a ride in the parking area or load on the driver's side of the car. To help speed the loading process, an AES car tag with the student's name should be displayed in the front window.

If a student's arrangements for getting home are different from usual, you must write a note telling the teacher and office about the change; otherwise, the usual arrangements will be followed. The office will not accept phone calls regarding changes of transportation. Faxes are accepted in emergency situations (355-1158), with parent's signature.

Early Dismissals

Early dismissals will not be granted after 2:00; please plan accordingly. Signed notes should contain teacher's name, student's name, date, time of dismissal, reason for dismissal, and name of person picking up. Additionally, the person picking up **MUST** be listed on the *Student Information and Dismissal Form* and must show photo identification. If this person is not listed, **the child will not be permitted to be signed out.** Arrangements for rides or after school activities must be made before coming to school. In case of an emergency, faxes are permitted (355-1158) but must include parent's signature.

Please make every effort to schedule doctor and dentist appointments after school hours.

School Office Hours

Someone will be available in the office to assist parents and/or children from 7:30am-4:00pm. Please call during these hours to schedule conferences with the appropriate personnel.

School Closing due to Inclement Weather

Please tune to local radio and television stations for announcements about school closings. Decisions to close schools are made on a daily basis in the event of inclement weather. Decisions to close or delay opening of school are made by 6:00am each morning. Decisions for early dismissal of schools are made to allow parents adequate time to pick up students. Students are supervised until school buses leave for home or picked up by their parents. If the child's teacher does not have a note from the parent indicating a different procedure, the child will follow the same procedure he/she follows on a daily basis.

Visitation in School

Student safety is very important. All visitors, volunteers, and substitute teachers must log in at the office computer upon entering the building and print out a visitor's badge which must be worn at all times while in the building. Visitors are welcome to eat lunch with students and to visit the classrooms for special activities; however, this is not the time for a conference. Conferences and classroom observations must be scheduled in advance with the teacher and/or principal. All visitors must leave classrooms when the 8:00 bell rings.

Parents are encouraged to discuss plans for early dismissal (pickup, supervision, etc.) with their children during the first weeks of school.

Greenville County Schools

Student Behavior Code

(Revised May 18, 2010)

Note: Please refer to the GCSD website for a comprehensive review of the Student Behavior Code Policies.

Harassment, Intimidation, and Bullying (Summary of Policy JCDAG)

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

Weapons in School (Summary of Policy JCDA)

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

Computer Acceptable Use Rule

Each school year every person who uses a Greenville County School District computer must review the Acceptable Use Rule (Board Rule EFE). This rule is available on the GCS website at www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp.

Dress Code Expectations

- Functional, clean, appropriate clothing contributes to a successful learning environment. The following District Dress Code guidelines should and is expected when dressing for school:
- Hats, sunglasses, skullies or do-rags may not be worn.
- Facial jewelry is only permitted to be worn on the ears.
- Shoes or sandals with back straps are permissible, but shower type flip-flops are not allowed.
- Shorts or skirts should be at least fingertip length or longer. Midriffs should be fully covered.
- Fishnet shirts should only be worn over another non see-through shirt.
- Tank tops should only be worn if covered by another regular shirt; spaghetti strap shirts and halter-tops are not allowed.
- Bike shorts should only be worn under regular shorts or pants.
- Clothing with obscene or inappropriate messages should not be worn.
- Pants should fit at the waist and not drag on the floor. Non-human colored hair is not permitted.
- Heelie shoes are not permitted at school.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeable result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code.

Equal Opportunity

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, religion, marital status, or

national origin; and no student shall be denied a free, appropriate education on account of any handicapping condition.

Field Trips

Students remain under the school district code of discipline when on field trips. Field trips are planned by teachers to correlate with what is taught. ***Written permission from a parent or legal guardian is required before a student is permitted to go on a field trip. Verbal permission is not acceptable. Students will not be permitted to call home the day of the trip for permission or money. All permissions and money must be returned on/or before the teacher set deadline.***

Transportation is provided by school or charter bus and the cost is divided equally among all participating students. All students must ride the bus and are responsible to the teacher. Children who are not in the class taking the field trip, including siblings, are not permitted to ride the bus with chaperons. ***FIELD TRIP FEES ARE NOT REFUNDABLE.***

Notes Required From Parent or Guardian

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

1. Absence.
2. Request for early dismissal.
3. Request for excuse from recess or physical education.
4. Response to notes from the teacher or administration.
5. Permission to go home with another student.
6. Authorization to administer medication.
7. Changes in the usual method of transportation home.
8. Legal guardianship
9. Specific medical treatment of special health needs.

Disciplinary referrals should be signed and returned to the school the following day. Additional disciplinary consequences will result for failure to return these notes within 24 hours.

Parties/Birthday Celebrations

According to District policy, two class parties are allowed each year. Our designated parties are Christmas and Valentine's. The head grade mother will coordinate these with the classroom teacher. Parties will begin at 1:30 on the designated days. Treat bags may be sent home for other holidays.

Birthday invitations may be given out at school. However, they must be given to every student in the classroom. Birthday treats may be sent to school to be served during lunch. Flowers and gifts for students will be kept in the office until the end of the school day. For those students that ride the school bus, flowers and/or balloons will have to be picked up by someone as they are not allowed on the bus.

Smoking Policy

The School Board has established a **No Smoking Policy** in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds at any time.

No Cell Phone Zone

Due to safety concerns, please keep our school grounds safe by adhering to the NO CELL PHONE ZONE SIGN located in our parking. We ask that you please refrain from use of cell phone while dropping off and picking students up in the car line.

Curriculum and Instruction

Grading Guidelines

The grading scale for The School District for Greenville County is as follows:

- A.....93 - 100
- B.....85 - 92
- C.....77 - 84
- D.....70 -76
- U.....69 or below

Homework is an opportunity for parental involvement in the educational process. Mastery of basic skills is essential in preparing a student for the future. Therefore, students will be provided regular and meaningful homework assignments. Also, a student may be allowed to complete unfinished class work in addition to their homework

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- | | |
|-------------|--|
| WHEN? | Monday through Friday
Weekends (special assignments, projects, or make-up work) |
| WHAT? | Written or non-written drill and reinforcement activities.
Research and independent study projects.
Assignments designed to encourage creative writing.
Supplemental reading.
Assignments not completed at school (at the teacher's discretion). |
| HOW MUCH? | Grades K-2 15-30 minutes daily
Third Grade 30-45 minutes daily
Fourth Grade 45-60 minutes daily
Fifth Grade 45-60 minutes daily |
| EVALUATION: | Research indicates that providing feedback on homework enhances student achievement. Although it is neither feasible nor recommended that teachers collect and grade all homework, Armstrong teachers will employ |

strategies that help them manage their workload while maximizing the effectiveness of the feedback.



Parent-Teacher Conferences

To ensure student success, conferences are scheduled during the school year to discuss student matters including progress and test scores. It is our goal to have at least one face-to-face conference with the parent(s) of each student during the year. Report card conferences are held at the end of the first and third nine weeks.

Parents may request a conference at any time by communicating with the teacher or principal. An appointment time will be made. However, between 7:45 and 8:00 and 2:30 – 2:45 are not good times as teachers are busy getting the students settled for the day or helping with dismissal.

Records

In most instances, access to a student's records is restricted to the student's parents or legal guardian (regardless of custodial rights). Appropriate school district and educational access can be granted by valid subpoena or court order. Most other persons may obtain access to student records only with the written consent of the parent or guardian. Unless parents or guardians direct otherwise, the district will release directory information consisting only of a student's name, school, grade, dates of attendance, degree and awards received, participation in officially recognized activities and sports without prior written consent. Questions about additional confidentiality rights for both handicapped and non-handicapped students may be obtained through the principal's office.

Promotion/Retention

Armstrong's curriculum is arranged to enable all students to make continuous and successful progress. There are, however, policies and procedures to follow if the retention process must be utilized.

1. During the first grading period conference, parents are informed verbally and by letter if their child is not doing grade level work.
2. A letter is sent to parents in January and near the end of the third quarter stating that retention is a possibility.
3. A second conference is held at the end of the third reporting period.
4. A final decision regarding promotion/retention will be made near the end of the year.

Parents are notified by letter if retention is being recommended. Parents and teachers are urged to remain in close contact, to ensure communication regarding the student's progress.

Recognition of Students

Students in grades 3-5 may qualify for the Principal's Honor Roll or the Academic Honor Roll. To be on the Principal's Honor Roll a student must have all A's, with no N's or minuses. The grade for handwriting does not count. The Academic Honor Roll requires all A's and B's. Again, "Forms Letters Correctly" and handwriting do not count. The Academic Honor Roll and Principal's Honor Roll students are recognized at Quarterly Celebrations and on Awards Day. Students in K5, First and Second Grades are not eligible for these honor rolls; however, second grade does recognize all A's Fourth Quarter. Achievement for these students is also recognized at our Quarterly Celebrations and on Awards Day.

Reports Cards/Progress Reports

Teachers will keep parents informed of student progress in several different ways.

- **Weekly**
Teachers will send weekly communication to parents that must be signed and returned to the teacher the following school day.
- **Middle of the nine weeks**
Interim Progress Report – This report is sent home at the middle of the quarter.
- **End of each nine weeks**
Report Cards – This report is sent home recording grades a student received at the end of each quarter. The final report card will show the grade placement for the next year. The final report card will be mailed.

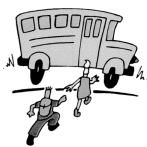
Standardized Testing

Armstrong Elementary follows state and district standardized testing schedules. Measure of Academic Progress (MAP) test are administered in the Fall/Spring show student's academic performance. Standardized test scores are published in the South Carolina Report Card for each school. They are also used to determine which schools are making adequate yearly progress (AYP) as part of the No Child Left Behind legislation in grades 3 through 5 on the Palmetto Assessment of State Standards (PASS). Grade 2 takes the Iowa Test of Basic Skills (ITBS). These measurements rank their performance nationally and help to determine the students who will be eligible for the Challenge program for gifted students in grade 3.

Textbooks

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged, the parent of the student must pay an assessed amount.

Health and Safety



Buses

Buses for Armstrong Elementary operate from the Berea Bus Center. If you have a problem regarding bus drivers, bus stops, routes, or late buses, please call the bus supervisor, Brenda

Yoder, at 355-7292. Requests for students to ride the bus may take up to five days with the proper documentation being provided first.

All K-4/K5 and 1st grade students must have an adult meet them at the bus stop in the afternoon. Otherwise they will be brought back to the school. Adults must present the school issued identification tag to the driver before a K-4/K-5 or 1st grade student is released from the bus.

Change in Transportation Plans

If a student's arrangements for getting home are different from usual, you must write a note telling the teacher and office about the change; otherwise, the usual arrangements will be followed. The office will not accept phone calls regarding changes of transportation. Faxes are accepted in emergency situations (355-1158), with parent's signature.

Child Abuse

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental, or emotional abuse/neglect must make a report to the County Child Protective Services or appropriate law enforcement agency in accordance with the SC Child Protection Act of 1977.

Fire and Emergency Drills

Fire drills are conducted monthly. Exit routes are posted in each classroom and the teachers at the beginning of the school year explain proper procedures. **During the drill all persons must leave the building quickly and quietly.**

Tornado and other emergency drills are held during the year.

Health Room

A school nurse is available in the health room. If a student is ill or injured, their teacher will allow them to go to the health room. Parents are called only if the nurse deems it necessary (i.e. temperature of 100.0 or greater, vomiting). Parents are not called, nor a note written for every visit to the health room. **Please do not send students to school sick, vomiting or with fever.**

WRITTEN PARENT AND PHYSICIAN AUTHORIZATION IS REQUIRED FOR ALL PRESCRIPTION MEDICATIONS

- Parents are required to bring prescription medication to school and provide form Med-1 with both parent and physician authorization before any prescription medication can be left at school. (There is no longer a grace period for this.)

- If your child must self-administer medication at school, form Med-2 is required before medication is brought to school.
- A parent may provide over the counter medication to be kept and administered in the health room. Written parent authorization is required using form Med-3. This includes cough drops.

These forms are available in the school office or can be found at:

<http://www.greenville.,12.sc.us/gcsd/depts/stuserv/health.asp>

Lunch Program

Delicious breakfasts and lunches are prepared each day. Through Title I funds, free breakfast is provided to all students every day. The menu is published on the school district and school websites and posted in the classroom.

Meal Prices for 2011-12 School Year

Lunch Cost: Full-Paid – 2.00, Reduced - \$.40, Adult - \$3.25, and Extra milk - \$.65

Food and Nutrition Services expects payment either in advance or at the point of service. Lunch credits may be purchased for the week, month, year or any other time period. Students at elementary schools are allowed to charge meals on an emergency basis only. Parents will receive a note from the cafeteria when money is borrowed. Monies must be repaid immediately. ***If the money is not paid immediately, the student owing money will be served an alternate meal. This meal will consist of a sandwich and milk. The student will not be allowed to purchase other items until the monies are paid. This does not affect breakfast as breakfast is free to all students.***

Free and reduced meal applications are available from the Cafeteria Manager. If parents or guardians find it difficult to pay for student meals, please complete an application. These applications must be submitted yearly and are approved or denied by Food and Nutrition Services.

Parents should let the cafeteria staff know of any special dietary needs or requests regarding purchases of extra items.

Parents and family members are welcome to come eat with their children.

Cafeteria Behavior Guidelines

The cafeteria is designed to be a place where students can eat lunch while dinning in a friendly atmosphere. The faculty at Armstrong elementary would like for students to use their manners and inside voices at all times when in the cafeteria. Students are expected to remain silent for the first 10 minutes of their lunch time. The teacher(s) on duty will signal when the 10 minutes are

over and will allow students to talk. However, if the class or grade level is unable to follow the expectations listed above they will be expected to go back to *no talking*. To minimize traffic flow during lunchtime students should make every effort to select all items when going through the line with their class.

Parent and Community Involvement

Armstrong Elementary 2011-2012 PTA Officers

Co - Presidents – JJ and Cynthia Arrowood
Vice Presidents for Ways and Means – Patricia Cruz and Adriana Flores
Vice President for Membership – Cindy Dill
Secretary – Angelique Weaver
Treasurer – TBA

Parent Teacher Association (PTA)

Armstrong has an active, involved, and supportive PTA. They sponsor various fund-raising projects, which provide equipment, materials and other pertinent needs for our school. Parents, grandparents, family members, and friends are invited to not only join PTA, but also encouraged to become actively involved in PTA and PTA sponsored activities. Typically there are meetings once a month, which may include a Back to School Night, Fall Festival, Math Family Night, and Math Reading Night. Announcements about meeting dates are printed on the school marquee and in the *Bull Pups' Bulletin* and are communicated by telephone through the School Messenger.

Parent Involvement

“Students + Parents + Teachers = Our Formula for Achievement”

PARENTS MAKE A DIFFERENCE

Home school partnerships provide a connection between parents and school. They are essential to increasing student academic achievement. Research has shown that when parents are involved, children do better academically and behaviorally. Parent/Family involvement makes a difference!

We invite you to become involved with your child's academic learning at home and at school. Contact your child's teacher, Title 1 School Improvement Facilitator, Title 1 Parent Involvement Coordinator, and/or read school and class newsletters to find out more about parent involvement.

Listed below are some beginning suggestions.

1. Communicate with the school (parent-teacher conferences, notes and telephone)
2. Monitor and check your child's homework
3. Encourage reading at home
4. Participate in school activities (parent trainings and PTA)

5. Volunteer in the school and your child's classroom

Research has proven that when parents are involved in their children's education, students do better academically and behaviorally. Parent involvement is not just a nice idea, it is essential for the sake of our children. There are three basic truths about a parent's role in their child's life:

1. Parents are the most important, influential people in their child's life.
2. Parents have the most time to work one-on-one with their child.
3. Parents can offer disciplinary backing. We need you to help us help your child achieve the best education in Greenville County and the state of South Carolina.

School Improvement Council

The School Improvement Council (SIC) is an advisory committee to the school's principal. This committee has the responsibility of assisting the principal in the development and preparation of various plans and reports that are provided to the community and other school related agencies. The committee also serves as a vehicle of communication between the school and community.

2011-2012 SIC Officers and Members' names can be obtained from the front office after September elections are held.

Volunteers

Working as a school volunteer can be exciting and fun. Your volunteer help can meet the needs of children in many ways. Please consider volunteering this year. Please see the Title One Facilitator for the required form.

Armstrong Elementary School Extended Day Program

There is a registration fee of \$40.00 per. family. This means that regardless of the number of children in the family the registration fee is only \$40.00.

Weekly (three days or more)rates are:

\$40.00 for one child

\$65.00 for two children

\$85.00 for three children and

\$100.00 for four children