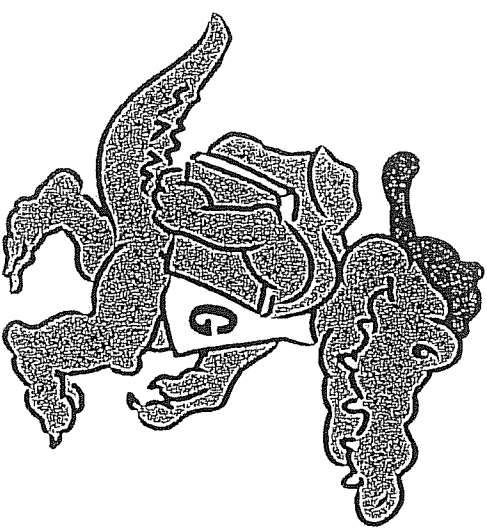


*Rudolph Gordon
Elementary School*

*1507 Scuffletown Road
Simpsonville, SC 29681
Phone: 864-452-0200
Fax: 864-452-0242*



2010-2011

Student Handbook

RUDOLPH G. GORDON ELEMENTARY SCHOOL

MISSION

The mission of Rudolph G. Gordon Elementary School, in cooperation with home and community, is to prepare children to become lifelong learners and responsible, productive citizens by creating meaningful learning experiences in a safe, nurturing environment.

We believe...

- All children can learn.
- All children should be given learning opportunities to meet their unique needs, gifts, and learning styles in order to reach their full potential.
- Education is a shared responsibility involving students, teachers and staff, parents, and community members.
- School should be a safe and nurturing environment where the cultures and customs of families are respected.
- Educational experiences should encourage students to learn to communicate effectively, solve problems competently, think critically and creatively, and act responsibly.

RUDOLPH G. GORDON ELEMENTARY SCHOOL

2010-2011

Handbook for Students & Parents

Rudolph G. Gordon Elementary School
 1507 Scuffletown Road
 Simpsonville, SC 29681
 Phone: (864) 452-0200
 Fax: (864) 452-0242

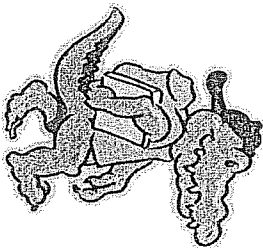


TABLE OF CONTENTS

INTRODUCTION	1
Table of Contents (cont.)	2
Extended Day Program	3
The School District of Greenville County Calendar	4
Daily Schedule	5
School Office Hours	5
Visitation in the School	5
School Closing Due to Inclement Weather	5
POLICIES, PROCEDURES, AND REGULATIONS	6
Articles Prohibited in School	6
Attendance	6
Tardy Policy	7
Truancy Policy	7
Care of School Property	8
Change of Address and/or phone number	8
Chewing Gum	8
Detention Policy	8
Discipline	8
DISCIPLINE CODE FOR THE SCHOOL DISTRICT OF GREENVILLE COUNTY	9
Dress Code	10
Early Dismissal	11
Legal Guardianship	11
Field Trips	11
Equal Opportunity	12

RUDOLPH G. GORDON ELEMENTARY SCHOOL

Extended Day Program

The hours are from 2:30 p.m. until 6:00 p.m. Monday through Friday on school days only. The Program Coordinator is Kristin Wooten. Our program offers daily snacks, homework time, supervised recreation, arts and crafts, computer time and more. Spaces are limited. There will be a non-refundable fee of \$40 per family due at the time of registration. The weekly fees for the program are as follows:

EXTENDED DAY RATES

# of Children	Per Week (3 or more days)	.5 Week (2 days)	1 Day a Week
1	\$40.00	\$25.00	\$15.00
2	\$65.00	\$45.00	\$25.00
3	\$85.00	\$65.00	\$35.00

Moment of Silence	12
Notes Required from Parent or Guardian	12
Parking During School Hours	13
Parties/Birthday Celebrations	13
Receipts	13
Returned Check Policy	13
Smoking Policy	13
Telephone Messages	13
Traffic	14
Transfers	14
CURRICULUM AND INSTRUCTION	14
Challenge Program	14
Counseling Program	14
Grading Guidelines	15
Homework/Classwork	15
Media Center	15
Parent-Teacher Conferences	15
Permanent Records	16
Placement of Students	16
Promotion/Retention Policy	16
Recognition of Students	16
Related Arts Program	16
Report Cards/Progress Reports	16
Special Services	17
Speech, Hearing and Vision Testing	17
Standardized Testing Program	17
Technology Program	17
Textbooks	17
HEALTH AND SAFETY	17
Change in Transportation Plans	17
Child Abuse	18
Excuses from Recess or Physical Education	18
Fire and Emergency Drills	18
Health Room	18
Immunization Requirements	18
Prescription Drugs or other Medication	19
Special Health Problems	19
Release of Students	19
LINCH PROGRAM	20
Borrowing Lunch Money	20
TRANSPORTATION	21
Bus Service	21
INFORMATION AND COMMUNICATION	22
Colors and Mascot	22
InfoLine	22
Lost and Found	22
Monday Update	22
Newsletter	22
School Pictures	22
School Store	22
PARENT AND COMMUNITY INVOLVEMENT	23
Business Partnerships	23
Golden Circle Club	23
Parent Teacher Association (PTA)	23
Rudolph PTA Officers	23
Faculty & Staff	24

THE SCHOOL DISTRICT OF GREENVILLE COUNTY 2010-2011 CALENDAR

August 16	Attendance Day 1 For All Students Buses will operate and lunches will be served.
September 6	Labor Day (Holiday)
Sept. 1 – Sept. 29	MAP Testing (Grade K – 12)
September 16	Interim Progress Reports
October 14 & 15	Professional Development Days (Students Not in Attendance)
October 20	End of 1 st Quarter
October 27	Report Cards
October 26 - 28	CogAT Testing (Grade 2)
November 2	Election Day (Holiday)
November 4-5, 8	ITBS Testing (Grade 2)
November 24-26	Thanksgiving Break (Holiday)
November 22	Interim Progress Reports
Dec. 20 – Dec. 31	Winter Break (Holiday)
January 12-13	K-5, 1 st grade Registration for 2010-2011
January 13	End of 2 nd Quarter
January 14	Professional Development Day (Students Not in Attendance)
January 17	Martin Luther King, Jr. Birthday, Observed (Holiday)
January 20	Report Cards
February 15	Interim Progress Reports
February 21	Presidents' Day (Holiday)
Mar. 7 – April 8	MAP Testing (Grade K – 12)
March 18	End of 3 rd Quarter
Mar. 22-23	PASS Writing Assessment (Grade 5, 8)
March 24	Report Cards
April 1	Makeup Day #1
April 4	Makeup Day #2
April 18 - 22	Spring Break (Holiday)
April 29	Interim Progress Reports
May 9 -13	PASS Testing (ELA, Math, Science and Social Studies)
May 27	½ Day Attendance
May 30	Professional Development Day (Students Not in Attendance)
May 31	Memorial Day
June 1	½ Day Attendance
June 2	End of 4 th Quarter
June 3	½ Day Attendance LAST DAY FOR STUDENTS Makeup Day #3 Report Cards Mailed

DAILY SCHEDULE

7:15	Earliest time that students may enter the building.
7:15-7:50	Breakfast served.
7:30-7:50	School store is open daily.
7:15-7:45	Children arriving to school will report to the designated areas of the building.
7:45-8:00	All classrooms will be opened, and teachers will be in their rooms.
8:00	School begins. After 8:00, students are tardy and must check in at the office before entering class.
8:05	Morning Announcements.
2:20	Afternoon Announcements.
2:30	School Dismissed.
2:45	Extended Day Program Starts, Supervision of students after this time is limited to bus students only.

Supervision by the staff is provided from 7:15am until 2:45pm. No student should arrive on the school grounds before 7:15am. School doors will be unlocked at 7:15am for students to enter the building. Parents and daycare providers should pick up students by 2:45pm.

SCHOOL OFFICE HOURS

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

Visitation in School

Parents and visitors are welcome to visit the school at any time. Visitors should contact the teacher and/or principal in advance to arrange a time and date to visit/observe. **All visitors to the school must sign in at the office and wear a visitor's/volunteer's badge at all times while on school grounds.** If you plan to eat lunch with your child, please meet them in the cafeteria so as not to disturb classroom instruction.

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 by adults until school buses leave for home or students are 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.

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

POLICIES, PROCEDURES, AND REGULATIONS

Articles Prohibited in School

Articles which are hazardous to the safety of others or interfere in some way with school procedure may not be brought to school. Such items as toys, beepers, guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, razors, razor blades, pornographic materials, non-prescription drugs, and alcoholic beverages are not permitted and will be taken from students. Parents will be contacted for a conference concerning their child's possession of any of these items. Possession of illegal drugs, alcohol, and weapons will result in a discipline referral to the superintendent.

- A. The following items should not be brought to school:
 - 1. Rolling book bags and "Trapper Keepers"
 - 2. Toys/games/electronics unless specifically requested by the teacher.
 - 3. Baseball or similar trading cards.
 - 4. Anything of value, such as nice jewelry.
 - 5. Money, other than what is needed to purchase lunch or items from the school store.
- B. Neither the school nor the teacher can be held responsible when money or personal items are lost.
- C. Students may bring items appropriate for science or social studies or other learning objects with the approval of the teacher.
- D. Kindergarten or first grader teachers may ask students to bring items to illustrate colors, letters, etc. In this instance, toys may be appropriate.

Attendance

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 within 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
 - 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 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, a child must secure a pass from the office for admission to class. On bad weather days, parents need to leave home earlier and allow extra travel time to school.

Every time a child has five (5) tardies, an intervention conference with the parents will be scheduled. Students who have 3 or more unexcused tardies in a given month will be required to serve detention during lunch and recess on a designated day.

Truancy Policy

Once a student has accumulated three (3) consecutive unlawful absences or a total of five (5) unlawful absences, a student is classified as **truant**. A Disciplinary Referral form will be completed and sent to the school administrator. An intervention conference will be conducted with the parent(s) or guardian(s).

Care of School Property

Any damage done to school property must be repaired or replaced at the expense of the offender. The cooperation of parents is required in helping us teach children to respect school property, materials, furnishings, equipment, and the building itself.

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 number, or emergency contacts.

Chewing Gum

Students are not permitted to chew gum during the school day while on the premises or on field trips.

Detention Policy

It is important for students to accept responsibility for their actions.

Students may be required to stay for detention by their classroom teachers. Parents will be informed by a note sent home with the student. Parents will be responsible for providing transportation. Students may be required to stay for detention for disciplinary reasons such as excessive tardiness, infractions of the teacher's discipline plan, and incomplete homework or classwork. Students will be given a specific assignment to be completed during detention. Failure to stay for detention may result in more stringent disciplinary consequences.

Discipline

Rudolph G. Gordon Elementary School 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 can be handled between the teacher and the student. If the offense is serious or if inappropriate behavior persists, the student will be referred to a school administrator. Appropriate disciplinary measures will be determined by the administration. Parents will be informed of the inappropriate behavior and consequences in writing, by phone or in a parent conference.

Infractions which may result in possible immediate suspension of a student include fighting, cursing, stealing, cheating, sexual actions, refusal to cooperate, disrespectfulness toward a staff member or physical aggressiveness. A copy of the discipline referral will be sent home with the student. Refusal to comply with the consequences for misbehavior will result in possible out of school suspension for up to ten (10) days until the matter can be resolved.

The Discipline Code and policies of Greenville County Schools were outlined in Connect, the Greenville County Schools' parent newsletter, which was mailed in early August. Parents are encouraged to discuss the Discipline Code and classroom expectations with their children.

DISCIPLINE CODE FOR THE SCHOOL DISTRICT OF

GREENVILLE COUNTY

Philosophy

Most discipline problems should be handled between the teacher, student, and parent. While discipline is an individual matter, the School District is unequivocally committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the right of other students to pursue an education; nor will improper conduct be tolerated. 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 the students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort. Consult the school district's web page for additional information concerning the District's Code of Conduct.

Removal of students from School

Disruptive or disorderly conduct may result in removal of a student from school.

A. Suspension

SUSPENSION IS THE TEMPORARY REMOVAL OF A STUDENT FROM SCHOOL OR CLASS in order to 1) relieve a tense situation, 2) obtain a parent conference, and 3) correct unacceptable behavior. Students may not be suspended or punished for more than ten (10) consecutive days for any one offense unless expulsion is recommended.

A suspended student may be readmitted on probation as determined by the principal and/or superintendent on terms set down in writing.

B. Expulsion

EXPULSION IS THE REMOVAL OF A STUDENT FROM SCHOOL until readmitted by the Board of Trustees.

Only the Board of Trustees may expel a student. Students who have been expelled may petition the Board for readmission. Students who otherwise qualify may be enrolled in certain other programs of the School District with Board permission.

Elementary School Principals are required to refer a student to the superintendent for the following offenses:

1. Unauthorized possession on school grounds, school bus, or other school property of any kind of weapon or object used to inflict bodily injury upon another. "Weapon" includes, but is not limited to, guns, knives, brass knuckles, blackjacks, razors and box openers.
2. Possession, sale, or distribution of alcoholic beverages, illegal drugs/narcotics, or toxic substances.

Infractions for which the principal may recommend expulsion and may refer to police:

1. Fighting.
2. Threatening to or inflicting bodily harm, however slight, upon another person.
3. "Gangling" or participating as a member of a gang in threats to inflict or the infliction of bodily harm upon another person. A "gang" shall consist of two or more persons. "Participation" shall include watching as the threat or infliction of bodily injury takes place.
4. Use of any alcoholic beverage, illegal drug, or toxic substance, as evidenced by scent or actions, on school property at any time.
5. Other offenses that disrupt the educational process and operation of a school, such as stealing, obscene language or gestures, disobedience, unauthorized walk-outs, blackmail, destruction of property, repeated offenses of any degree, and other similar offenses.
6. Conduct away from school that is detrimental to the best interest of the school.

Nonstudents on School Grounds

Persons who are expelled or suspended and those who are not students shall not be allowed to come on school grounds, loiter around schools, interfere with students and/or teachers, or disturb the school in any way.

Corporal Punishment is not administered in District Schools.

Possession of items that resemble weapons

To ensure the safety of everyone, it is important for parents to remind their child that no items resembling a weapon (toy guns, knives, Chinese stars, etc.) will be allowed at school for any reason. If a child has a "real" or "toy" weapon in his/her possession, he or she will be suspended from school. Any items of this nature will become the property of the school district.

Dress Code

The professional appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt students work or school order, become distracting to other students, or violate health and safety guidelines.

The administration reserves the right to determine when the overall appearance of an individual student is detrimental or disruptive to the educational goals of the school and/or its students. The following are basic guidelines, which

must be followed at all times. Students are required to wear shoes at all times. For safety, all shoes must have a back or a strap around the back of the heel. On the days that a child has physical education, he/she should wear tennis shoes and appropriate attire for outside activities. Clothing should be comfortable, clean and appropriate for a learning environment. Clothing must cover the stomach, midriff and hips. See-through material, fish-net shirts, short shorts, tank tops and halter tops are not acceptable. Clothing with alcoholic, tobacco, drug or sexual connotations may not be worn. Students wearing clothing deemed inappropriate will be required to call home for a change of clothing. Hats or sunglasses may not be worn inside the building except on special days. Consult the school district web page for additional information concerning the dress code.

Cell Phones

Use of cell phones by students during school hours is prohibited. Please refer to the Greenville County Code of Conduct for additional information.

Early Dismissal

When it is necessary for a child to be dismissed prior to the end of the day, a note should be sent to the teacher indicating the time that the child will be picked up. The student will be called by the office staff when the parent or legal guardian arrives. The parent or legal guardian must sign his/her child out. If anyone other than the parent/legal guardian is picking up the child, the school must have previously received from the parent or legal guardian a signed note indicating the date, time and reason for the early dismissal and the person who will pick up the student. If school personnel do not know the individual attempting to pick up a student, identification will be required before releasing the student. Early dismissals must be before 1:45 p.m.

Legal Guardianship

The school releases children equally to both parents unless there is a court order with proof of custody on file in the child's permanent record. The custodial parent needs to notify the school in writing about persons who are authorized to pick up the child.

Field Trips

Field trips are an extension of the instructional program. Teachers spend many hours planning and preparing for exciting and enriching experiences for students. Rudolph G. Gordon Elementary School does not exclude children from field trips due to an inability to pay fees. If there is a monetary reason keeping a child from participating in a field trip, parents should contact their child's teacher or the principal to discuss alternatives that would make the field trip possible. All students are encouraged to purchase a bag lunch from our cafeteria for the day of the field trip. This policy expedites the departure time and allows the teachers to be certain that the food is packed appropriately. Students are required to have a signed permission slip form from their parents/guardian. Parents are also encouraged to purchase school insurance at the beginning of the school year. Each teacher will set appropriate deadlines for returning required information and fees.

Equal Opportunity

No student 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.

Moment of Silence

South Carolina state law mandates that all schools provide a minute of mandatory silence at the beginning of each day. We will have a minute of silence each morning after our Pledge of Allegiance to the flag.

Money Sent to School

Individual checks for fees, field trips, lost/damaged textbooks, etc., should be made payable to Rudolph Gordon Elementary School and given to the homeroom teacher. Money sent to school should be placed in an envelope marked with the child's name and the purpose for the money.

Checks for lost/damaged library books should be made payable to Rudolph Gordon Elementary School and given to the media specialist.

Checks for lunch/breakfast should be made payable to Rudolph Gordon Elementary Cafeteria.

Checks for PTA sales should be made payable to Rudolph Gordon Elementary PTA. The school does not issue receipts for PTA sales.

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.

Parking During School Hours

All vehicles must be parked in a designated parking space during school days and school functions. Parking in front of the school is prohibited from 7 AM to 3 PM. Please display a handicap tag if you are parking in a handicapped parking space.

Parties/Birthday Celebrations

The PTA sponsors two parties during the school year. The first party will be before the winter holiday break, and the second party will be in the spring.

Parents may bring cupcakes to celebrate a child's birthday. The teacher needs to be notified in writing prior to the cupcakes being brought to school. In the event that two children have the same birthday and cupcakes are brought for both, the teacher will use his/her discretion about when the cupcakes will be eaten. Invitations for private parties may not be passed out in the classroom unless all students in the class are receiving invitations.

Receipts

All receipting of the school funds is done by the classroom teacher. When a student pays for an activity, the student will receive a receipt. Please send money to school with your child so that it can be receipted before classroom instruction begins.

Returned Check Policy

Office staff will notify anyone whose check is returned for insufficient funds and will request that the matter be resolved as soon as possible. If NSF checks become a frequent problem, the school will require cash only.

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.

Telephone Messages

The school telephone number is 452-0200. Messages will be taken for teachers but may not be delivered immediately. The office is not permitted to accept telephone messages for students. Only in emergencies will a teacher be called to the phone during class time. Students may use the school telephone only for emergencies as deemed necessary by office personnel. Arrangements for after school activities should be made before a student leaves home. Forgotten homework, field trip forms, shoes for PE, etc., are not considered emergencies.

Traffic

At Rudolph G. Gordon Elementary, all children are special! The goal is to load and unload all car riders safely...not just quickly. Car riders cannot be dropped off in the parking lot. Cars must remain in the car line and unload students in the designated area. All students are issued a car number to be used for afternoon pick-up. Your cooperation in following our plan will allow us to provide a safer environment for getting our students to and from school

Transfers

Please notify the school office at least one day in advance when a student is transferring to another school. A transfer form will be prepared and sent home with the student on his/her last day of attendance. Parents will need this form to register their child at another school. All books must be returned and fees must be paid before a transfer is issued.

School records requested by the new school will be forwarded provided all books have been returned and all fees have been paid.

CURRICULUM AND INSTRUCTION

Challenge Program

The school district provides a program for gifted and talented third, fourth and fifth grade students. Students are selected to participate in the Challenge Program based on criteria set by the SC State Department of Education. This program provides differentiated activities throughout the regular curriculum. The Challenge coordinator for the district is Jane Snyder. She can be reached at 355-3100

Counseling Program

The counselor works closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of students. In addition to the classroom guidance program, the counselor works with individuals and small groups. She is available for conferences with parents. To schedule an appointment, please call 452-0204.

Grading Guidelines

Students are given letter grades based upon the following numerical equivalencies:

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

Students do not receive numerical grades for music, art, or physical education. Students receive Q (Quality Achievement), M (Meets Standards, P (Progressing Towards Standards) or L (Little to no progression towards standards) to denote student performance in these areas.

Homework/Classwork

Homework is an extension of classroom activities, and the assignments should be challenging and meaningful. Homework and classwork will be counted as part of the report card grade. If a student frequently fails to complete his homework/classroom assignments, parents will be notified by the teacher. If the assignments continue to be incomplete, the student will be required to stay for detention.

Teachers at each grade level will explain the homework policy. Parents are encouraged to provide assistance if needed but to expect their child to be responsible for the assigned work. If a child is spending more than an hour per night on a consistent basis, the parent should contact the teacher to discuss this matter.

Media Center

The media center functions as an integral part of the whole school program. The media center supports the curriculum of the school through the variety of its material and the flexibility of its program. The primary objectives are to help students learn by providing books and other media to correlate with the curriculum, to create in students a lifelong interest in reading, and to teach students how to utilize the media center for study, research, and enjoyment. The media center is open from 7:45am to 2:45pm. Students and parents are encouraged to come any time during these hours for reference work, studying, or recreational reading.

Parent-Teacher Conferences

There will be a scheduled conference between the child's teacher and his/her parent at the end of the first 45-day reporting period for all parents. Teachers will also schedule conferences throughout the year as needed to share information about a child's progress. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office to schedule an appointment with the child's teacher.

Permanent Records

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff and the student's parents or legal guardian. Please schedule an appointment with the counselor if you desire to review your child's permanent record. When a student transfers to another school, the records will be forwarded upon receipt of a written request from the new school.

Placement of Students

The principal works closely with the classroom teachers, instructional coach, and assistant principal to assign students to a heterogeneous homeroom class. The placement of all students at the beginning of the school year is considered a tentative assignment. Changes in enrollment at the beginning of school may necessitate assigning students to different classes; however, every effort is made to limit the changes.

Promotion/Retention Policy

The Promotion/Retention Policy adopted by the school district assures that students reach minimum academic standards at each grade level before they are promoted. If there is a possibility that a child may not meet the standards, parents will be notified in writing.

Parent conferences will be scheduled to discuss the child's academic progress and to share ways parents can help their child at home.

Recognition of Students

It is our school's philosophy to provide opportunities to enhance all students' self-esteem and help them develop confidence in themselves. Some of the special programs to recognize our students and classes are Perfect Attendance Award, A/B Honor Roll, Principal's Honor Roll, etc. Our staff recognizes students formally and informally with Happy Grams, positive phone calls, positive post cards, stickers, etc. for accomplishments.

Related Arts Program

The Related Arts Program is an integral part of the curriculum and is designed to enhance and enrich the arts education. Art, music, and physical education teachers work with each class for a 45-minute period each week.

Report Cards/Progress Reports

Report cards are sent home every nine weeks. This report will reflect grades in reading, language arts, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education, study habits and attitudes. Check calendar for dates.

Special Services

Special Education services are available to students who qualify according to South Carolina and federal criteria. Psychological evaluation for admission to the special education resource or self-contained program is provided at no cost to the parent. If parents feel that their child could benefit from these services, they should contact the teacher or the principal. The referral process and the testing are lengthy and may extend throughout the school year.

Speech, Hearing and Vision Testing

Screening programs for vision, speech, and hearing are provided at school. Speech and hearing testing and therapy are available to children with special needs. Any child may be tested if requested by the parent or teacher. The parent/legal guardian will be notified if any problem is detected.

Standardized Testing Program

Rudolph G. Gordon Elementary administers the district and state testing programs. Standardized test data are used to identify those areas in which students show academic strength or weakness and to help school personnel improve the instructional program. Parents will receive a copy of their child's test results. Our guidance counselor is available to answer questions or to provide explanations about a child's test scores. Please refer to the school district's calendar for the dates of each test.

Technology Program

All children enjoy using computers in the class as well as in the computer lab. The computer programs give students many experiences using the computer as a tool for research, statistics, and publishing. Parents are required to sign a form if they do not want their child to have internet access through the school.

Textbooks

The State of South Carolina provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, he/she must pay the assessed amount. State funding only allows for one textbook per student per subject/class.

HEALTH AND SAFETY

Change in Transportation Plans

Please let your child's teacher know in writing of any change in your child's transportation home. The office is not permitted to accept telephone messages concerning changes in transportation.

Child Abuse

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

Excuses from Recess or Physical Education

Sometimes, after a serious illness, a parent may wish to have his/her child excused from physical education and/or recess. Please send a note to the teacher stating the reason for this request. If this request is for more than three (3) days, a doctor's statement is needed. Children who are excused from either of these activities will go to another classroom during this time.

Fire and Emergency Drills

In accordance with state laws, 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 to emergencies. Instructions and drills are also provided in preparation for tornadoes, severe weather conditions and bus accidents.

Health Room

The health room is staffed by a nurse. Any child who is not feeling well or has been hurt is sent to the health room by his/her teacher.

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 medication. **The nurse cannot administer any medication without written permission from the parent.**

If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for him/her. The parent must sign the child out of the main office.

A Health Room card is kept on file in the health room for every child. This card supplies vital information to the nurse about whom to call in case of an emergency or special health problems a child may have. Therefore, it is necessary that the school be given the information requested on the Health Room card at the beginning of each school year and updated as changes occur. The nurse will notify the parent and follow directions on the health card and enrollment form. In case of an accident, first aid is given by the school nurse or authorized school personnel. In all cases of serious accident or illness, the nurse follows the parent's directions on the Health Card. Please make sure all information is current. **Inform the office about changes in your phone number, address, place of employment, family doctor and names of persons to contact if a parent cannot be reached.**

Immunization Requirements

A child cannot be admitted to any school or child development program without a valid South Carolina State Certificate of Immunization or a valid medical, religious or special exemption.

Immunization requirements include diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps and rubella (German measles). A second measles shot must be documented on the immunization certificate. A child who has documented evidence of having had measles or proof of measles immunity is not required to have the shot. Hepatitis B (3 dose Series) is also a requirement for

all students in K4 – 5th grade. Children entering a child development program (four year olds), kindergarten (five year olds), and first grade must have a Chicken Pox immunization or have had the chicken pox.

If a child does not have a valid certificate, all of his/her shot records should be taken to a physician or the County Health Department. A student under the age of 16, requiring shots, must be accompanied by a parent.

New residents may temporarily enroll their children in school for thirty (30) days with a special exemption issued by the school until an immunization certificate can be obtained. If a certificate is not presented to the school at the end of the thirty (30) day period, the student will no longer be allowed to attend school.

Prescription Drugs or other Medication

If a child must take a prescription drug or other medication during the school day, please note the following guidelines:

1. Medication must be brought by a parent/guardian or other designated adult to the nurse in the Health Room
2. Medication must be in the original container labeled with the child's name.
3. A note stating the dosage required, the time the medication is to be given and the possible side effects that may be caused by the drug must accompany the medication.

Students may **not** bring medication to school or keep any medication in their possession. All medication will be kept in the healthroom and administered only by the school nurse or authorized school personnel.

Special Health Problems

If your child has a special health problem, please provide the school with the following information:

1. What is the nature of the problem?
2. What procedures need to be taken in emergencies?

Release of Students

Whenever a child is released prior to the end of the day, the parent/guardian or other adult picking up the student must sign the child out of the building. This procedure is for each child's safety and protection. No student will be released to any adult who is not on the student's enrollment or health cards. Picture identification may be required.

Lunch Program

The cafeteria staff provides a nourishing, well-balanced meal each day. Even though students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. Students have twenty (25) minutes for lunch according to the South Carolina Defined Minimum program.

The Rudolph G. Gordon Cafeteria uses an electronic meal purchasing system. This system allows students to purchase meals on a daily, weekly, monthly and/or yearly basis. When a student sets up a meal account, the cost of the meal is automatically deducted whenever he or she eats. Each student is identified by his/her student ID number.

Parents are requested to put breakfast/lunch money in an envelope with the child's name, amount and the name of the teacher on the front. This procedure ensures that the child's account is credited with the money. Parents may send money to put on the child's account at any time during the week.

The Free and Reduced Lunch Program is available under the National School Lunch Program. An application from is given to all students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meals until this application has been approved.

Meal Prices	Full Price	Reduced Price
Student Breakfast	\$ 1.00	\$.30
Student Lunch	\$ 2.00	\$.40
Weekly Lunch	\$ 10.00	\$ 2.00
Extra Milk	\$.65	\$.40
* Adult Breakfast	\$ 2.00	N/A
* Adult Lunch	\$ 3.25	N/A

* Subject to change.

Students may purchase ice cream or snacks during lunch. These special items are not a part of the regular lunch program and must be purchased separately.

Parents are invited to have lunch with their children at any time. When planning to eat, parents need to select a school lunch, send a note to the teacher, arrive at the exact lunch time and sign in at the office. Rudolph Gordon Elementary does not sell food items in the cafeteria that contain peanuts.

Borrowing Lunch Money

Food and Nutrition Services request the following statement regarding charging meals be included in the school's student handbook:

"Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for students meals, please apply for free and reduces meals by completing an application available from your local school Cafeteria Manager."

Transportation

Bus Service

The transportation department mission is to provide the safest and most economical transportation to the students of Greenville County Schools. New students desiring bus transportation must complete a student transportation form that will be faxed to the respective bus center supervisor. All requests will be made to accommodate as quickly as possible; however, please allow up to 5 days for students to be routed on a bus.

All K-5 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 K5 or 1st grade student is released from the bus.

The bus driver of the school bus is in full charge of the pupils and the bus. Students must obey the following rules and regulations for school bus riders:

Each rider is expected to:

- follow the driver's directions.
- sit in the assigned seat.
- keep hands, arms, legs and objects to himself or herself.
- refrain from cursing, name calling, gestures or loud talking.
- refrain from eating, drinking, chewing gum or littering.
- abide by the discipline code.

If a student violates these rules, certain consequences will follow:

- 1st step--contact the parents: warning.
- 2nd step--suspend the student for 1-5 days.
- 3rd step--suspend the student for 5-10 days.
- 4th step--suspend the student for 10-15 days.
- 5th step--suspend the student permanently from riding the bus.

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

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. A student who is suspended from the bus may not board the bus again until granted permission by the principal. If a student damages a school bus, he/she will be charged the assessed rate as set by the State Department of Education. If you have a question about school bus service, please call the school bus supervisor at 355-4990.

INFORMATION AND COMMUNICATION

Colors and Mascot

Rudolph G. Gordon Elementary school colors are green and yellow. The mascot is the gator.

InfoLine (phone # 355-3100)

The School District of Greenville County sponsors the InfoLine. The InfoLine is a service center to provide information concerning schools, student registrations, job vacancies, and answers to other questions or concerns. The InfoLine is available Monday through Friday from 7:00am until 6:00pm.

Lost and Found

Lost and found items not claimed by the end of each quarter will be donated to charity. To minimize lost articles, write students' names on all items of clothing such as jackets, sweaters, coats, scarves, hats and gloves. Children should be reminded to check the lost and found container for missing items.

Class Updates

Class updates are sent home weekly. These updates will include information about academic work for the week as well as information about PTA, field trips, etc. Please review this information carefully.

Newsletter

The PTA newsletter contains information about upcoming school events, students' stories and poems, and news about teachers and students.

School Pictures

Individual student pictures will be made in the fall and spring. Class group pictures are also made in the spring. These pictures may be purchased by parents. Picture dates will be announced in the newsletter, and flyers will be sent home as a reminder.

School Store

A school store is available for the convenience of the students in purchasing necessary school supplies at a nominal price. Items such as notebook paper, pencils, pens, erasers, spiral notebooks, rulers, glue sticks, markers and folders are sold. The school store is open each day from 7:30am – 7:50am.

PARENT AND COMMUNITY INVOLVEMENT

Business Partnerships

Rudolph G. Gordon Elementary encourages members of the community to be partners with the school to provide a quality education for the students. Please contact the principal or the PTA Business Partnership Chairperson if you have any questions or suggestions.

Golden Circle Club

The Golden Circle Club is an organization for people 60 and over in Greenville County. Members of this group are sent special information concerning activities occurring in the school district. Members are entitled to free admission to most school-related activities. Contact the school district office for membership information (355-3100).

Parent Teacher Association (PTA)

Members of the Rudolph Gordon Elementary PTA include parents who volunteer their time and innovative ideas in support of the school. They work with children, publish a newsletter, chaperone field trips, make copies for teachers, plan social activities, and sponsor fund raising events.

PTA meetings are typically the second Monday of designated months beginning at 6:30pm in the cafeteria. Programs include performances by the children, speakers, and workshops of interest to parents and teachers. Membership dues are \$5.00 per person. With the help of the PTA, Rudolph Gordon is able to provide many special opportunities for the students.

2010-2011 Rudolph G. Gordon Elementary

PTA Officers

President – Kori Hillson
Vice President – Liz Lowe
Treasurer – Donna Blackmon
Secretary – Mary Taylor
Volunteer Co-Chairpersons – Christie Burns & Jannay Wright
Ways & Means Co-Chairpersons – Jen deGroot & Kristine Oldham
Membership – Cheryl Griggs
Business Liaison - Summer Reynolds
Communications Chair - Mary Taylor
Programs Chairperson – Lisa Rice

School Improvement Council

The School Improvement Council (SIC) is composed of interested parents, teachers, and community representatives.

Under the Early Childhood and Academic Assistance Act (ACT 135), the council's purpose is to develop the School Renewal Plan, which consists of our beliefs, mission, vision, performance goals, strategies for implementation, and action plan. Components of the plan are reviewed and updated each year.

2010-2011 Rudolph G. Gordon Elementary School Staff

Jackie Parker- Principal

Charles T. Davis, Jr.- Assistant Principal

Brenda Koontz- Secretary

Gwynna Brown- Office Clerk

Mary Catherine Bradford- Nurse

Kindergarten

Kim White

Deborah Fuls – Aide

Catherine Osborne

Lynn Dixon – Aide

Erin Williams

Amy McConaghy – Aide

Kim Satterfield

Lee Russell- Aide

Special Education

Sharon Hoyle

Tamara Czyznikiewicz- Aide

Resource- Catherine Burgess

Related Arts

Anne Nickles- Music

Kristin Wooten- PE

Christin Nieders- Art

First Grade

Ann Leighton Coleman

Amanda Frist

Ann Owens

Megan Phillips

Kristie Smith

Instructional Coach

Celeste Keely

Second Grade

Sheena Abrams

Michelle Hawkins

April Henry

Lindsey Lawson

Mary Queen

School Counselor

Kim Lambert

Library

Pam Maggio- Media Specialist

Third Grade

Beth Hall

Lauren Reaves

Gale Sanford

Robin Sanford

Custodial

Michael Hiot- Plant Engineer

Terry Shelton- Groundskeeper

Doris Lopez

Trish Morrison

Teresa Hawkins

Fourth Grade

Tracy Atkins

Kim Cooksey

Leah Wilson

Fifth Grade

Lestie Dutcher

Anna Hayes

Angie Nelson

David Rank

Food Service

Bernadette Farrow, Manager

Martha Burgess

Barbara Lee

Robin Thomason

Lillian Simmon

Challenge- Tracy Willis