



# **AUGUSTA CIRCLE ELEMENTARY**

**Parent-Student Handbook**

## Augusta Circle Elementary School

**Mission:** Our mission is to provide a quality educational environment, in cooperation with the home and community, which fosters learning and prepares students for lifelong learning and for ethical, productive participation in our democratic, multicultural, and global society.

**Vision:** Our vision is to be an exemplary, continuously improving educational organization in which all students achieve their maximum potential through a rigorous, engaging curriculum and support systems that cultivate and promote their well-being. Our vision includes curriculum, instruction, assessment, and environmental factors that support effective student learning.

**Beliefs:** Our beliefs represent the needs of our school community and our stakeholders and the needs of the school district as well. We believe...

Students are the center of the educational process.

All students can learn, at different rates, when provided with a variety of instructional approaches that appeal to their learning styles.

Students should have equal access to educational opportunities.

Students have the responsibility to be active learners.

Students should have teachers, support staff, and a principal who are competent and who value their many needs.

Students learn best in a safe, orderly, and inviting environment.

The curriculum and instruction should be designed to meet the needs of all students.

The educational experience should enable students to learn to communicate effectively, solve problems competently, act responsibly, and think critically and creatively.

Education is the shared responsibility of home, school, and community.

Parental involvement and volunteer services support and enhance the teaching and learning process.

# 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.

## **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; National PTA Award for Excellence – Parental Involvement; the Outstanding PTA Program of the Year; and the Outstanding PTA Unit in South Carolina, 2009; the Palmetto's Finest Award; Alliance Teacher Grants; Cultural Arts Grants; Governor's Award for Citizen Participation in Education; Palmetto Gold Award; Palmetto Silver Award; Safe Kids School; Safe Routes to School State Grant; Showcase School Award; Webmaster's Choice Silver Award, 2010; 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**  
W. Burke Royster, Superintendent  
301 Camperdown Way, Greenville, SC 29602  
(864) 355-3100

**Augusta Circle Elementary School Office**  
Mimi Melehes, Principal  
Jennifer Holman, Administrative Assistant  
Kathy Stack, Secretary  
Daisy Durham, Clerk  
Alison Pitts, Clerk

## **Classroom Teachers**

### **Kindergarten**

Leslie Deneen	Julie Freeman
Martha Drake	Susan Batson
Lauren Owens	Jan Houston
Rebecca Register	Mandi Hennigan

### **First Grade**

Heathley Cassels	Candis Kraning
Cappy Riley	Ellen Wilson
Carroll Farmer	

### **Second Grade**

Teresa Brazell	Kirby-Annah Philpot	Holtie Mitchell
Meg Plexico	Casey Vazquez	

### **Third Grade**

Marilyn Gower	Margaret Lanahan	Margaret Murphy
Emily Sanders		

### **Fourth Grade**

Katelyn Barnett	Lindsey Richardson	Kary Mitchell
Mary Margaret Carter		

### **Fifth Grade**

Rachel Miller	Meg McKnight	Kellen Webster
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### **Challenge**

Stephanie Gamble

### **Media Center**

Eileen Conway, Media Specialist  
Kelly Sech, Media Clerk

### **Art**

Thayer Berry

### **Music**

Kathryn Polley

### **Physical Education**

Mark Kish

### **Computer Lab**

Deirdre Smith

### **Instructional Coach**

Suzanne Billings

**Guidance**

Patti Rushing

**School Psychologist**

Amanda Howayeck

**Mental Health Counselor**

Shelby Turner

**Resource**

Katie Rabe (.5)

Kathy Lupinek

**Speech**

Elizabeth Hicklin

**Literacy Specialist**

Mary Anna Pastorek

**Interventionist**

Allison Freeland

Julie Wilson

**Nurse**

Heather Reynolds

**Custodians**

Jo Burdette, Plant Engineer

Cynthia Cline

Willie Hagood

**Food Service**

Tammie Yates, Manager

Patty Spencer

Edna Smith

Virginia Little

Tia Adams

# SCHOOL SCHEDULE

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.sc.us](http://www.greenville.k12.sc.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 <sup>th</sup> grade students who arrive early go to the 5 <sup>th</sup> grade hall. 3 <sup>rd</sup> and 4 <sup>th</sup> grade students who arrive early go to the 3 <sup>rd</sup> floor. 1 <sup>st</sup> grade students who arrive early go to a designated classroom on the 1 <sup>st</sup> grade hall. 5K students who arrive early go to the auditorium. 2 <sup>nd</sup> grade students who arrive early go to the library or to a designated 2 <sup>nd</sup> grade classroom. <b>*Teachers are on duty to supervise students in all locations.</b>
7:15 – 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	Extended Day Care begins
4:00 PM	Office closes
6:00 PM	Extended Day Care closes

# ABCs of AUGUSTA CIRCLE ELEMENTARY

## 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.

### Student Performances

For all student performances, the grade level invites all other students in the school to a dress rehearsal on Thursday afternoon before the performance on Friday morning. The purpose of the dress rehearsal is three-fold:

1. Children need to try on costumes.
2. Children need to practice in front of an audience.
3. All other students in the school get to see the performance.

Parents are asked not to take older or younger siblings out of their classes to sit with their family in the auditorium on Friday morning. When children are out of class, they miss valuable instructional time.

## ATTENDANCE

The school year consists of 180 days. To receive credit, students must attend at least 170 days of each year, as well as meet the minimum requirements for each course. Accrued student absences may not exceed 10 days during the school year. The first 10 absences may be lawful, unlawful, or a combination. Any absence in excess of 10 may cause the student to lose credit for the year and requires a medical note. Record of student attendance is kept beginning with the first day of school. **Students who have in excess of five (5) tardies will forfeit eligibility for perfect attendance for the year.**

## ATTENDANCE RULES FOR GREENVILLE COUNTY SCHOOLS

Regular school attendance is an essential part of a child's learning process and vital to graduating with a good education. Students who are frequently absent may be putting their futures in jeopardy by falling behind in academics and missing important socialization. Chronic absenteeism is a behavior that is strongly associated with dropping out of school. In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a parent chooses not to send their children to kindergarten, a waiver must be signed. Waivers may be obtained at the local school. Parents also have the option of home schooling their children provided the requirements for homeschooling are met. In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted to ensure that students attend school regularly. Students are expected to attend school each day and are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

### Lawful Absences:

- Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. \*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.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is pre-approved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.
- A student is considered in attendance when present for at least three (3) hours of a school day.

- A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in Powerschool.
- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.
- Absences of a student without the knowledge of his or her parents.
- Absences of a student without acceptable cause with the knowledge of his or her parents.
- Suspension is not to be counted as an unlawful absence for truancy purposes.

#### Truancy:

A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal.

#### Tardiness:

Punctuality is one of the most important skills that a person can learn. It directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for other students in the class as well. Additionally, the tardy student misses important instruction. Each school has guidelines for the disciplinary consequences for tardiness.

What Do I Do If My Child Refuses To Go To School? First, call the attendance clerk at your child's school and report the problem. If your child continues to miss school unlawfully, an administrator from your child's school will schedule an intervention conference with you and your child. At that time a plan will be devised to improve your child's attendance. If your child continues to miss school unlawfully, his/her case will be referred to an attendance supervisor or social worker. The attendance supervisor or social worker will convene a conference with you and your child regarding his/her attendance problem. If your child continues to miss school unlawfully, the case may be referred to Family Court for further intervention.

#### Chronic or Extended Illness:

Absences for chronic or extended illness will be approved only when verified by a physician's statement. Parents of a student with a chronic illness (one which reoccurs and may cause the student to be absent in excess of the ten (10) allowable absences) must contact the school as early as possible in the school year and provide a statement signed by the physician who diagnoses or is treating the condition. School officials may contact the doctor concerning the illness. Written verification of chronic illness must be renewed each school year. However, periodic updates of the chronic illness statement may be requested by the school. Parents of students who will miss a significant number of days due to a chronic illness should consult their physician about intermittent homebound.

#### Approval of Absences in Excess of Ten (10) Days and Award of Credit:

##### 1. Approval or Disapproval of Absences

For the purpose of awarding credit for the year, the district board of trustees, or its designee, shall approve or disapprove any student's absence in excess of ten (10) days, regardless as to whether those absences are lawful, unlawful, or a combination of the two.

##### 2. High School Credit

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement. Local school boards should develop policies governing student absences giving appropriate consideration to unique situations that may arise within their districts when students do not meet the minimum attendance requirements.

### Procedures for Makeup Work:

#### 1. Makeup Work for Excused Absences

a. The student is excused for the absences, but not from assignments or material covered in class while absent. Therefore, it is the student's responsibility for make-up work in all subject matter covered during his/her absence.

b. Provision for make up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school.

#### 2. Makeup Work for Unexcused Absences

a. Makeup of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

These rules apply to all schools in the district. In addition to the above, each school will develop procedures to handle absences consistent with the following:

A. The status of all student absences shall be communicated to the teacher(s) concerned within three (3) days of the student's return to school.

B. Student absences for school activities or college visitation may be excused by the principal. CAUTION: Absences for approved activities may also detract from the student's ability to benefit from the educational program. This factor should be taken into consideration when decisions are made with regard to individual student class absences for school activities.

C. Each school will review its procedures for dealing with absences on an annual basis and make appropriate adjustments. Each school will also place its plan for dealing with absences in its student handbook (if applicable) and communicate this plan to parents/guardians through newsletters or other means early in the school year.

### **BUS TRANSPORTATION**

**The School District of Greenville County must ensure that the bus ride to and from school is safe.** 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 the windows
- Placing any item or any part of the body outside bus windows
- Yelling out the windows
- Fighting
- Eating or drinking
- Horseplay
- Spitting
- Using profanity
- Making obscene gestures
- Making excessive noise or engaging in disruptive behavior

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. The student may not board the bus again until granted permission by the principal.

Buses are equipped with video surveillance equipment that is used to view student and employee conduct by transportation management staff, principals or their designee, and other appropriate district staff.

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. Total restitution must be made or the bus privilege will be lost. Appropriate action for special needs students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a 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 School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

School administrators review and respond to school bus discipline referrals. This brief summary provides an overview of school bus discipline guidelines. A complete copy of these guidelines can be found on the district's website under the Transportation Department at <http://www.greenville.k12.sc.us/gcsd/depts/trans/index.asp>.

**Greenville County Schools Code of Conduct on School Buses** In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document. The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

**Greenville County Schools General Procedures for Transporting 4K, 5K, and 1st Grade Students:**

**School Responsibilities:**

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in PowerSchool to include accurate student addresses and correct arrival and departure codes. All bus requests will be

submitted to the transportation center by July 31st prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school.

All K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported to and from school for the entire school year. The student tag shall include the following information:

Front:	Back:
Student Name	Student Address Unique number [ ] Student designee
name (4th grade or above) Route number	

#### Driver Responsibilities:

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to school. The center staff will immediately notify the school so that school staff can be present to meet the bus.

Drivers are responsible for turning in a "School Bus Disciplinary Report" each time a student is returned to the elementary school.

Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances siblings will be assigned to the same seat.

The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

#### Parent Responsibilities:

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee, with the numbered card, not being at the bus stop for PM drop-off, will result in all transportation services being discontinued according to the following schedule:

First Incident: Warning to parent by school with review of future consequences

Second Incident: 3 days off the bus

Third Incident: 5 days off the bus

Fourth Incident: 10 days off the bus

Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school.

### **CAFETERIA LUNCH PROGRAM**

The cafeteria staff provides a nourishing, well-balanced meal each day based upon the district's Culinary Creations Menu. While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. Students will have 25 minutes for lunch, according to the South Carolina Defined Minimum Program.

The Augusta Circle cafeteria will be using the electronic meal purchasing system. This system will allow 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 will automatically be deducted whenever he or she eats. Each student will be issued a three or four digit account number. All students will be offered a reimbursable meal.

Students may purchase special sale items, i.e. juice, chips, etc., with money they have on account. Parents are requested to put breakfast/lunch money in an envelope with the child's name, money amount and the name of the teacher on the front. This will aid the lunchroom staff in crediting the proper account. Parents may send money to be 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 form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been approved.

#### **Breakfast Meal & Milk Prices:**

Student breakfast	free to all students daily
Adult breakfast	\$ 2.20

#### **Lunch Meal & Milk Prices:**

Student meals for a week	\$12.50
Daily student meal	\$ 2.50
Reduced daily student meal	\$ 0.40
Adult meal	\$ 3.80

Parents are invited to have lunch with their children at any time. If a parent plans to eat lunch with his/her child, it is necessary to send a note so he or she will be included in the lunch count. Parents are encouraged to be aware of the exact time their child eats lunch. Upon arriving, all visitors must SIGN IN at the office and get a VISITOR'S BADGE. If parents arrive early, they must wait in the office lobby area. The microwave in the cafeteria is for teacher use only.

### **CHALLENGE PROGRAM**

The school district provides programs for gifted and talented students to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic and/or artistic areas. Administrators, parents, teachers, and students may make referrals for students to be screened.

Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, they will be screened by this process:

- Dimension A – Reasoning Abilities: Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three.
- Dimension B – Academic Achievement: Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured nationally normed or SC statewide assessment instruments.
- Dimension C – Intellectual/Academic Performance: Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. An elementary student must earn four points on a five-point scale that contains specific performance criteria.

Results of private testing will not be accepted for placing students in the Challenge program.

### **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.

### **CLASS PLACEMENT**

The principal works closely with the classroom teachers, guidance counselor, related arts teachers and assistant principal to assign students to a heterogeneous homeroom class. Teacher requests will not be accepted. Changes in enrollment at the beginning of school may necessitate assigning students to different classes, but every effort will be made to limit the changes which are made.

### **DELIVERIES**

Please try to send all necessary items to school with students in the morning. Classroom instruction will not be interrupted to deliver lunches, book bags, water bottles, homework, and any other items.

### **DISCIPLINE**

Augusta Circle Elementary School will be 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 staff. 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 the principal/assistant principal. Appropriate disciplinary measures will be determined by the administration. Parents will be informed of the inappropriate behavior in writing, by phone or a parent conference.

Discipline policies included in this publication are based on information at time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August.

Parents are encouraged to discuss the discipline code and classroom expectations with their children.

If a disciplinary offense occurs which requires the student to be sent to the principal/assistant principal, a specific course of action will be followed. However, it is at the professional discretion of the school administration to use his/her judgement on how best to respond to individual disciplinary cases.

1. Written Referrals—Principal/assistant principal will conference with the child to discuss the problem and help the student see how his/her behavior can be improved. The referral will be sent home with the child. It must be signed by the parent and returned to the principal the next day. Depending on the infraction, consequences such as lunch and/or recess detention, in-school suspension, and out-of-school suspension may be assigned.

2. Students may lose the opportunity to participate in the next special event such as field trips, programs and/or other student privileges as a result of their misbehavior.

3. Additional referrals will require consequences for which options include multiple days of out-of-school suspension.

4. Infractions which will result in more severe punishment could include the following: fighting, cursing, stealing, cheating, sexual actions, refusal to cooperate, disrespectfulness toward a staff member or physical aggressiveness.

### **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 its 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.

#### Removal of Students from School:

Disruptive or disorderly student conduct may result in removal 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 as punishment 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 area assistant 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's designee 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. "Ganging" 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 threats or infliction of bodily injury take place.

4. Use of any alcoholic beverage, illegal drug, or toxic substance, as evidenced by scent or actions, prior to coming onto 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.

Non-students on School Grounds:

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

Possession of items that resemble weapons:

To insure the safety of everyone it is important to remind your child that no items resembling a weapon (toy guns, knives, Chinese stars, etc.), will be allowed at school for any reason. If your 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 of Greenville County.

**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. **Changes in transportation must be in writing.**

Walkers and Bike Riders:

All 2<sup>nd</sup> - 5<sup>th</sup> grade walkers and bike riders are dismissed through the side gate on Tomassee. All K5 and 1<sup>st</sup> grade students who are walkers or bike riders must be released to a designated adult, or student designee that is in the 4<sup>th</sup> or 5<sup>th</sup> grade. Parents or designees must meet the teacher at the gate between the cottage and school building with their student dismissal number. These will be distributed at Meet the Teacher. Students in K5 and 1<sup>st</sup> grade will not be released without a designee. This is for your child’s safety.

Bus and Daycare Van Riders:

Daycare van and bus riders will be walked outside by their homeroom teacher.

Car Riders:

- 1). All car riders wait in the auditorium until their car or carpool number is called.
- 2). Two carpool lines form in front of the school and flow toward Waccamaw. Student patrols and staff members will open doors for car riders to enter cars. Drivers will enter the carpool line from Waccamaw. Drivers must show the designated adult the carpool number for student dismissal. 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 into the office and sign out their child.

**DRESS CODE**

The dignity of our school will be reflected in the dress and manners of our student body. Students are required to wear shoes at all times. FLIP FLOPS ARE NOT ALLOWED. All sandals must have a back. On the days that your child has physical education, please be sure he/she is wearing tennis shoes and appropriate attire for physical exercise. Clothing should be such that the child is comfortable, warm/or cool and appropriate for a learning environment. Clothing must cover stomach, midribs and hips. See through material, fishnet shirts, short shorts, tank tops, spaghetti straps, and halter tops are not acceptable.

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of

the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

### **EARLY DISMISSALS**

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. There will not be any early dismissals after 2:00. If you have an emergency that requires dismissal after 2:00 you must contact a member of the administrative team.

### **FIELD TRIPS**

Subject-related field trips are considered an extension of the classroom. The school requires a district 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.

### **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 drills 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.

Lock down drills (both partial and complete) are held 4 times a year. They are held without warning. These drills are necessary for helping children react quickly and responsibly when there is danger outside or inside the building. All doors are locked. No visitors are allowed in the building. In case of a real danger, student dismissals would be cancelled. Parents would be informed by school messenger about plans and schedule changes.

### **GRADING STUDENTS**

The School District of Greenville County changed its course grading scale effective for the 2016-2017 school year. Beginning with the second quarter of first grade, teachers will use a district checklist for all subject areas to communicate the progress of first grade students to parents.

Elementary school students in grades 2 - 5 will receive a numerical grade for each subject.

A= 90-100

B= 80 -89

C= 70-79

D= 60-69

F= 50-59

Definitions of grades given for participation in elementary related arts are:

Q: Quality achievement of standards

M: Meets standards

P: Progressing towards standards

L: Little or no progression towards standards

Penmanship is graded as follows:

M=Meets Standards

P=Progressing towards Standards

The report card indicates whether your child is working on or below grade level in math and reading.

Students must have all A's and B's in graded subjects, and S's or E's in un-graded subjects to make the Honor Roll.

### Report Cards/Progress Reports:

Report cards are sent home every nine weeks. This report will grade children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education and habits and attitudes. Report cards will be issued on October 30, January 23, April 2 and June 7. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office.

### **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.

### 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.

### 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.

### Emergency Medication:

Students who are known reactors and require emergency treatment for allergic response should have the following 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).

### **HOMEWORK**

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. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework should be designed to be completed independently. The three generally recognized types of homework are practice, preparation, and extension. Practice homework reinforces newly acquired skills taught in class. Preparation homework helps students prepare for upcoming lessons, activities, or tests. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work. Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments. Within five days of a student's return from an excused absence, the student must work out provisions for making up missed work with the teacher(s). The principal must approve the make up of work missed during an unexcused absence after consultation with the teacher(s).

Recommended time for homework by grade levels are:

Grades K-2      No more than 30 minutes per day

Grade 3-5      No more than 60 minutes per day

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

### **INSURANCE**

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

### **LOST AND FOUND**

Lost and found items are stored at school where children can see them every day. To help minimize lost clothing, parents need to write students' names in all items that are taken off in school (i.e. gloves, scarves, hats, sweaters, coats and jackets). The storage is cleaned out at the end of each semester, and all unclaimed items are donated to charity. Children will be reminded monthly to check the lost and found closet for missing items. Parents are also welcome to check the closet any time.

### **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, videos 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! The library's catalog collection is available online through the school's website: [www.greenville.k12.sc.us/acircle](http://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.

### **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

## **ORGANIZATIONS FOR PARENTS AND COMMUNITY MEMBERS**

### 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 fundraising events such as the school carnival 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 \$6.00 per person. Parents, other family members, friends, and neighbors are urged to join.

## **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.

## **RELATED ARTS PROGRAM**

Art, music, physical education, and computer teachers work with students in grades 1-5 for a 45-minute period each week and K5 for a 30 minute period each week.

## **REPORTING BULLYING, DISCRIMINATION, HARASSMENT, INTIMIDATION, and MISCONDUCT**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct 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.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

## **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.

## **SCHOOL COLORS**

Augusta Circle's school colors are red and white.

## **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. Invitations to private parties should not be distributed at school.

## **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.

## **SCHOOL SECURITY**

The outside doors of the school will be locked when school begins each day. All visitors must report to the office and present their license to be signed into the computer system. The visitor sticker must be worn at all times.

## **SCHOOL TELEPHONE**

The school telephone number is 355-1200. 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 must be made before the child leaves home that morning.

## **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.

## **STUDENT DIRECTORY**

In the fall of each year, the PTA publishes a directory of students' names, addresses, telephone numbers and parents' names.

## **STUDENT LEADERS**

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 teacher assistants, and safety patrols. At the end of 4th grade, students apply for various leadership opportunities.

## **STUDENT RECOGNITION & AWARDS**

Second, third and fourth quarters, students in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> 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.

## **STUDENT SPEAKERS AT SCHOOL-SPONSORED ACTIVITIES**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

## **TARDINESS**

The school day begins at 8:00 AM. Students who are not seated in their classroom by 8:00 are tardy and must come to the office to sign in before going to their classes.

## **TECHNOLOGY**

### **THE SCHOOL DISTRICT OF GREENVILLE COUNTY STUDENT ACCEPTABLE USE POLICY AGREEMENT**

#### Student Acceptable Use:

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage
3. The District's network and supporting systems and data transmitted by and stored on these systems.

Compliance with Copyright Laws Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

#### Filtering and Monitoring Computer Resources:

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

#### Prohibited Uses of GCS Resources:

The following uses of GCS Computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. "Computer hacking tools" as defined in the South Carolina Computer Crime Act are prohibited. They may not be possessed on school property, and cannot be run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule. Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

Consequences

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

#### GCS INTERNET SAFETY & OTHER TERMS OF USE:

General Access In compliance with the Children's Internet Protection Act the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

#### Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment.

The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned Software or equipment.
4. Home directories are provided to students for educational related work. Students should not store personal or nonschool related work in home directories. The District reserves the right to review the contents of the student's home directories.

#### **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.

#### **TEXTBOOKS AND WORKBOOKS**

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

#### **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. Parents who would like to visit a class or talk to a teacher must schedule a time with the teacher in advance.

**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.**