



# **AUGUSTA CIRCLE ELEMENTARY SCHOOL**

## **Student Handbook**

**Augusta Circle Elementary School  
100 Winyah Street, Greenville, SC 29605**

**(864) 355-1200      Fax (864) 355-1212**

**[www.greenville.k12.sc.us/acircle](http://www.greenville.k12.sc.us/acircle)**

## 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 life long 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.

## **Augusta Circle Elementary School Goals**

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

**OBJECTIVES:**

- To improve student performance on state English/language arts and math assessments by increasing by 2 percentage points each year the number of students who score Met or Exemplary.

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

**OBJECTIVES:**

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

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

**OBJECTIVES:**

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

# INTRODUCTION

## HISTORY

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

## 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; SCPTA 100% membership Award for 46 Years; 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**  
Kerry Bannister, 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
Laurens Owens	Jan Houston
Rebecca Register	Mandi Hennigan

### First Grade

Heathley Cassels	Candis Kraning	Carroll Farmer
Cappy Riley	Ellen Wilson	Julie Wilson
Chesa Driggers		

### Second Grade

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

### Third Grade

Marilyn Gower	Margaret Lanahan	Margaret Murphy
Emily Sanders		

### Fourth Grade

Katelyn Barnett	Lindsey Richardson	Kary Mitchell
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### Fifth Grade

Rachel Miller	Meg McKnight	Kellen Webster
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## Challenge

### Media Center

Eileen Conway, Media Specialist  
Kelly Sech

### Art

Thayer Berry

### Music

Kathryn Polley

### Physical Education

Mark Kish

### Computer Lab

Deirdre Smith

<b>Instructional Coach</b>	Karen Dobson	
<b>Guidance</b>	Patti Rushing	
<b>School Psychologist</b>	Amanda Howayeck	
<b>Mental Health Counselor</b>	Shelby Turner	
<b>Resource</b>	Gena Kearse	Kathy Lupinek
<b>Speech</b>	Elizabeth Hicklin	
<b>Literacy Specialist</b>	Mary Anna Pastorek	
<b>Math Interventionist</b>	Allison Freeland	
<b>Nurse</b>	Heather Reynolds	
<b>Custodians</b> Jo Burdette, Plant Manager Cynthia Cline	Willie Hagood	Lavonia Nance
<b>Food Service</b> Tammie Yates, Manager Patty Spencer Vincent Grimes	Virginia Little	Edna Smith

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

# CURRICULUM AND INSTRUCTION

## ASSEMBLY PROGRAMS

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

### 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.
2. 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. The auditorium is crowded. All students have already seen the program. When children are out of class, they miss valuable instructional time.

## GIFTED AND TALENTED PROGRAMS

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

## MEDIA CENTER (LIBRARY)

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

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

## PLACEMENT OF STUDENTS

Classroom teachers and the principal do the grouping and placement of all students.

## RELATED ARTS PROGRAM



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

### **CONTENT OF CURRICULUM**

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

### **REPORT CARDS**

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

### **SPEECH, HEARING, LANGUAGE OR VISION SCREENING**

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

### **TESTING PROGRAM**

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

### **TEXTBOOKS**

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

### **EQUAL OPPORTUNITY IN EDUCATION**

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

# POLICIES AND REGULATIONS

## ARTICLES PROHIBITED IN SCHOOL

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

## Attendance Rules for Greenville County Schools

- A principal has the authority to approve or disapprove all student absences.
- Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.
- 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.
- A student must be in attendance for the majority of a class period for Carnegie credit 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.

## BULLYING, DISCRIMINATION, HARASSMENT AND INTIMIDATION

The District is committed to fostering an environment that both promotes learning and prevents disruptions in 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 or intimidation by other students, employees of the District, or third parties involved in the school setting.

## **BULLYING, DISCRIMINATION, HARASSMENT AND INTIMIDATION (con't)**

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.

### Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, 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, 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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

## **CARE OF SCHOOL PROPERTY**

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

## **CHANGE OF ADDRESS**

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

## **CAFETERIA**

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

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

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

## **CODE OF CONDUCT**

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

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

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

## **DELIVERIES**

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

## **DISCIPLINE**

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

## **DISMISSAL PROCEDURES**

Please go over these dismissal policies with your child and with the person who is responsible for him/her after school. If for any reason (during the school year) your child's method of getting home

should change, please send a note to the teacher immediately. Thank you for your continued cooperation and for your concern for every student's safety.

### **WALKERS:**

All walkers are dismissed through the breezeway of the school. Students cross Winyah with the adult crossing guard or walk up or down Tomassee on the sidewalk.

### **BIKE RIDERS:**

Bike riders are dismissed with walkers.

### **BUS RIDERS:**

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

### **CAR RIDERS:**

- 1). All car riders wait in the auditorium until their car or carpool number is called.
- 2). Two carpool lines form in front of the school and flow toward Waccamaw. Student patrols will open doors for car riders to enter cars. Drivers will enter the carpool line from Waccamaw. 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 FOR AUGUSTA CIRCLE**

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

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

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

## E-READERS: NOOKS, KINDLES, ETC.

Students are permitted to bring e-readers for use during free reading times when allowed by the classroom teacher. Restrictions:

- The school and its teachers are not responsible for lost, damaged, or stolen property.
- Use in the classroom can be disallowed at the discretion of the teacher.
- Students will not permit other students to use their personal equipment.
- Acceptable use of technology policies apply. For more information, please see the link on the parent page on the school website or by accessing the following link:  
[http://www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp#stud\\_aup](http://www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp#stud_aup)

## FIELD TRIPS

Subject-related field trips are considered an extension of the classroom. The school requires WRITTEN permission from the parents before a student is permitted to go on a field trip.

Transportation will be by school bus, chartered bus, or car. Each student is expected to pay a small fee to cover expenses.

## HOMEWORK

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

Grades K-2	No more than 30 minutes per day
Grade 3	No more than 60 minutes per day
Grades 4-5	No more than 90 minutes per day

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

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

## MONEY SENT TO SCHOOL

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

## NOTES REQUIRED FROM PARENT OR GUARDIAN

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

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

## PERMISSION TO LEAVE SCHOOL

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

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

## POLICIES OF THE SCHOOL DISTRICT OF GREENVILLE COUNTY

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

## SCHOOL PARTIES

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

## SCHOOL SECURITY

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

## SCHOOL TELEPHONE

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



## **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**

Administrative Rule EFE: Data Security and Use of Technology  
(STUDENT SPECIFIC VERSION)

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

#### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

#### **B. Acceptable Use**

GCS provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

### **II. 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; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

#### **A. 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.



## B. Filtering and Monitoring Computer Resources

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

1. The District reserves the right to review any email sent or received using District equipment and email accounts.
2. Students must adhere to the behavior expectations while using technology and email, 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.

## C. 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. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or 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.

## D. Consequences

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

## III. GCS Internet Safety and Other Terms of Use

### A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), 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.

B. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

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.

D. 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.

The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

Dear Parent or Guardian,

Greenville County Schools believes that technology is an important resource for enhancing the education of students with the most effective web-based tools and applications for learning. To provide students with access to web-based resources, school systems must abide by federal regulations that require parent/guardian consent as outlined below.

Several third-party computer software applications and web-based services are utilized by our schools. These include Edmodo, Google Apps for Education, Office 365 for Education, and other similar educational programs. A list of the programs with the terms of use and privacy policy for each can be found at: <http://www.greenville.k12.sc.us/Parents/main.asp?titleid=coppa>.

In order for students to use these third-party software programs and services, certain personal identifying information - the student's name, GCS email address and GCS user name - must be provided to the website operators. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits school districts to obtain this consent thereby eliminating the need for each website operator to request parental consent.

This form will constitute consent for Greenville County Schools to provide personal identifying information for your child consisting of only first name, last name, GCS email address and GCS username to the operators of web-based educational programs and services.

Please be advised that without receipt of this signed form we cannot provide your student any educational resources offered by web-based educational programs and services.

Student Name: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of Board Policy and Administrative Rule EFE – Acceptable Use of Technology.

This document is available for review at  
<http://www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup>.

### **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.**

# HEALTH AND SAFETY

## ACCIDENTS AND EMERGENCIES

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

## BICYCLE SAFETY

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

## FIRE AND EMERGENCY DRILLS

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

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

## HEALTH ROOM

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

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

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

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

## IMMUNIZATIONS

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

## **GUIDELINES FOR MEDICATION ADMINISTRATION:**

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

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

## **PRESCRIPTION MEDICATION:**

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

## **NON-PRESCRIPTION MEDICATIONS:**

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

## **EMERGENCY MEDICATION**

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

## **INSURANCE**

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

## **LUNCH PROGRAM**

The lunchroom manager and her assistants provide a nourishing, well-balanced meal each day for students and staff. Menus are published monthly. Students may choose to pay by the day at the cash register or by the week, month, or year in the manager's office. Students may pay by cash or check **(payable to ACE-Cafeteria)**.

Students who do not have money in their account or cash/check will be given a free bag lunch. They can begin selecting a meal of their choice when they have the money to pay for the cost of their meal. Students may also choose to bring their own lunch. Carbonated drinks may not be brought for lunch.

Parents are welcome to eat lunch with students. The cost is \$3.35 per adult.

## **MEAL & MILK PRICES**

Breakfast (Daily).....	\$ FREE
Lunch (Daily) .....	\$ 2.50
Extra Milk .....	\$ .65
Adult Breakfast .....	\$ 2.10
Adult Lunch .....	\$ 3.80

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

## **SAFETY PATROLS**

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

# TRANSPORTATION

## SCHOOL BUS TRANSPORTATION

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

Parents/guardians of 5K and 1st graders must be present at the regular bus stop both during morning pickup and the afternoon drop-off of their child. The parent/guardian can select a designee to be at the stop. The designee may be another adult or student who is in the fifth grade or above.

Parent/guardians must fill out a Bus Stop Designee Form before the student rides the bus. If the designee is not present at the bus stop when the 5K or 1st grade student is dropped off, the student will be returned to the elementary school. When the student is returned to the elementary school, school staff will contact the parent/guardian to pick up the child. If the parent/guardian cannot be located, the matter could be referred to Greenville County School Law Enforcement Division or the Greenville County Department of Social Services (DSS). Repeated instances may result in the loss of bus privileges.

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

### Each bus rider is expected to:

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

### What is expected of students who ride the bus?

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

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

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



**The following behaviors are not permitted:**

- Riding a bus other than that assigned
- Physical or verbal abuse of another student
- Possession of dangerous objects
- Leaving a seat while the bus is in motion
- Failure to sit properly in seat
- Failure to sit in assigned seat
- Throwing objects on the bus or out the windows
- Placing any item or any part of 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

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

# **SPECIAL SERVICES AND INFORMATION**

## **CLOTHING BANK**

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

## **LOST AND FOUND**

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.

## **SCHOOL COLORS**

Augusta Circle's school colors are red and white.

## **SCHOOL STORE**

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

## **SCHOOL PICTURES**

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

## **STUDENT DIRECTORY**

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

## **STUDENT HELPERS**

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

## **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.

# ORGANIZATIONS FOR PARENTS AND CITIZENS

## **VOLUNTEER PROGRAM**

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

## **SCHOOL IMPROVEMENT COMMITTEE (SIC)**

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

The major purposes of the committee are:

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

## **PARENT TEACHER ASSOCIATION (PTA)**

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

The PTA holds annual 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.

