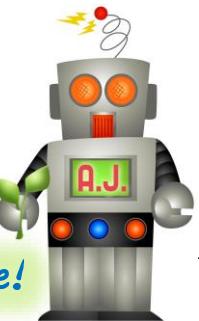


A.J. Whittenberg Elementary School of Engineering Parent-Student Handbook 2018-19



420 Westfield Street, Greenville, SC 29601
864-452-0500 · fax 864-452-0515 · www.greenville.k12.sc.us/ajw



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A. J. Whittenberg Elementary School of Engineering Staff 2017-2018

ADMINISTRATION

Dr Susan Stevens, Principal
Marleen Hygema, Administrative Assistant - 20557
Lynn Mann, Director of Programs – 20512

Dr. Kristin Schulze, Instructional Coach - 20511
Maria Hilderbrand, Secretary – 20506
Pam McCoy, Clerk – 20501
Vicki Smith, Nurse – 20507
Deb Blume, Guidance – 20504
Maggie Leitch (Mental Health) 20549

K4

Javondra Carter, Teacher – 20519
Rhonda Burns, Assistant
Kajal Patel, Teacher – 20514
Jacqueline Fisher, Assistant

K5

Ruth Kennedy, Teacher – 20517
Margaret Patton, Assistant
Haley Rawlinson, Teacher - 20522
Danielle Simmons, Assistant
Jake Gambrell, Teacher – 20539
Belinda Hunt-Mayes - Assistant
Sara Humphries, Teacher – 20534
Amanda Smith-Siau, Assistant

1st GRADE

Michelle Lynch – 20521
Katy Freemon, Teacher – 20516
Hannah Hall – 20524

Dawn Wilson – 20520

2nd GRADE

Johanna Hartmann - 20525
Courtney Hagins - 20556
Candice Kirven - 20550
Keri McGrath - 20526

3rd GRADE

Allison Anders – 20545
Eve Dixon – 20544
Gwen Buto – 20538
Rebekah Crocker – 20528

4th GRADE

Mirna Hawthorne - 20542
Ann Rowland - 20555; Room 317
Demond Criss - 20546; Room 316
Christine Wright

5th GRADE

Amber McDonald - 20559
Kristin Pulido - 20543
Antonio Scott – 20527

SPECIALISTS

Heidi Owens (Resource) – 20532
April Smith(Resource) - 20547
TBD (ESOL) – 20533
Denise King (Speech) – 20553

Stacie Gardner(Media Specialist) – 20505
Julie Desmangles (STEAM Teacher) - 20513
Virginia Schwab(Psych.) 20548
Scot Beckett (Challenge) - 20551

Suzanne Bonner - Media Center Desk - 20513
Lyndsay Taylor-Literacy Specialist-20548
Margo McMackin-Literacy Specialist-20518

RELATED ARTS

Kyle Steading – 20531 (P.E.)
Sandi Carson – 20529 (Art)
Nancy Davis (Music)

CUSTODIAL

Thomas Mack, Plant Engineer-20509
Alex Rodriguez

EXTENDED DAY

Belinda Hunt-Mayes, Director - 20541
Jessica Allen, Manager– 20508
Jesse Swinyer, Manager

SCHOOL OVERVIEW:

History:

The school is named for Abraham Jonas (A.J.) Whittenberg, a civil rights activist, who wanted a quality education for all children regardless of race or gender. He fought to break down the barriers of segregation to reach that goal. His efforts lead to the integration of Greenville County schools in the 1970s. His daughter, now Elaine Whittenberg Boyce, was one of the first African-American children to attend a traditionally white school in the county. She helped open the school is involved in several AJW celebrations and events throughout the academic year. This school stands as a symbol for Mr. Whittenberg's courage, dedication, and vision for the children in Greenville County.

School Colors: Blue and White

School Mascot: AJ the Robot

School Mission: We, at AJW, create a culture of respect and highest achievement, uniquely aligned with engineering principles, that best prepares a diverse group learners to succeed in the 21st century.

School Slogan: Engineers Make A World Of Difference!

School Vision:

We believe that all learners must become:

- Effective communicators who will use verbal, nonverbal, written, artistic and technological forms of communication to give, send and receive information.
- Problem solvers who will think creatively to find solutions to real world problems.
- Productive workers who perform collaboratively and independently to create quality products and services.
- Responsible citizens who have a global perspective.
- Resourceful learners who are aware of their own thinking, able to plan effectively, aware of resources, sensitive to feedback, and develop and maintain their own standard of work.
- Creative thinkers that push themselves to their limits, think outside of the box, generate their own standard of evaluation, and persevere even though things get tough.
- Inquisitive about the world around them and seek to find answers when they are not readily available.

IMPORTANT CONTACTS:

A. J. Whittenberg Elementary Main Office	864-452-0500
Lunchroom.....	864-452-0508
School Nurse	864-452-0507
Guidance	864-452-0504
Extended Day.....	864-452-0541
Greenville County School Info Line	864-355-3100
Bus Transportation	864-355-5280

Only students within the AJW neighborhood attendance area are eligible for Greenville County bus service.

SCHOOL SCHEDULE:

7:20 am	Main entrance opens for drop off / Office opens
7:20-7:55 am	Breakfast is served. Cafeteria closes at 7:55.
7:45 am	Classrooms open to students / Morning work begins
8:00 am.....	Class begins
10:20-12:35pm	Lunch Time
2:30pm	Students dismissed
2:30-6:00pm.....	Extended Day Program
4:00pm	School Office Closes

Closing School (Bad Weather):

The closing of school due to extremely bad weather or severe emergency will be announced on the day's 6:00 am news on all radio and television stations in Greenville County. If bad weather develops during the day, please listen to the radio or watch television for dismissal announcements. Please discuss with your child in advance the procedures you will follow in getting your child home early. If the child's teacher doesn't have a note from the parent, the child will follow the same procedure he or she does on a daily basis.

ATTENDANCE

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 home schooling 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.

A student is considered in attendance when present for at least three (3) hours of a school day. A child that is not in attendance for three (3) hours will be counted as absent.

Elementary Absences

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.

A. Lawful Absences

1. 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 five (5) days of the student's return to school.

Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.

2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within five (5) days of the student's return to school.
3. 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.
4. 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 preapproved, 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.
5. 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.
6. Absences due a recognized religious holiday of the student's faith when approved in advance. Such request must be made to the principal in writing.

B. Unlawful Absences

1. Absences of a student without the knowledge of his or her parents.
2. Absences of a student without acceptable cause with the knowledge of his or her parents.
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

C. Truancy

Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that S.C. Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

D. 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.

We are raising the bar for academic and behavior expectations. Children will not be allowed to keep the teacher from teaching and other children from learning. The children who will most benefit from the AJW experience are students who work well with other students, enjoy creating new solutions, enjoy problem solving through technology, hold high academic expectations for learning, and attend school regularly.

When a child arrives late, he or she misses valuable class time, disrupts the class, and causes the teacher to do extra record keeping and explanations. Please ensure that your child has the best education possible by helping him/her be in the classroom before the 8 a.m. when the school day begins. Also, when a child is picked up late, teachers are unable to attend designated staff meetings, team planning and afterschool parent conferences.

Please be aware that our yearly maximum for absences without doctor notes, tardies or late pick-ups is 10 and our maximum discipline referrals is 3. When a student reaches 8 absences, tardies, late pick-ups or 2 discipline referrals they will be placed on probation. Once placed on probation, any further violations could result in the student being denied permission to return to A J Whittenberg.

**** Certain rules and regulations regarding attendance are necessary. All students are expected to be in attendance every day that school is open for instruction. Students achieving perfect attendance will have no absences and ten or less tardies. To avoid being tardy, students should be in the classroom before the 8:00 a.m. bell rings.**

Late Arrival:

- Pupils arriving after 8:00am must report to the attendance clerk in the main office accompanied by a parent before being admitted to class.

VISITORS – SCHOOL SECURITY:

All visitors to our building, including parents and all school volunteers, must stop by the office first and sign in. Government-issued Picture ID is required before entering the building. All visitors must also sign out in the office when leaving the school building. Visitors and volunteers must wear a yellow Visitor/Volunteer badge. Any visitor without a badge visible will be immediately escorted back to the main office. Visitor access to the building will be limited to those areas necessary for the purpose of their visit. This regulation is for your child's protection. Parents are welcome at school at any time. Arrangements must be made in advance with the principal and/or the teacher before visiting or observing in a classroom. Parents may not visit with teachers in the morning after 7:45am or on our playground during recess time. This is a time that requires a teacher's undivided attention on his/her class.

Special Event Access

For special events, such as Awards Days that occur in the school cafeteria or gym during the school day, parents and other visitors may be directed to enter the building directly into the event room (cafeteria or gym). A streamlined check-in process will allow large numbers of parents/visitors to check-in quickly for a specific event. In these instances, access will be limited to that specific room. Parents who need additional

access to the building must enter through the main entrance and receive a yellow visitor's badge. All visitors must exit the same door through which they entered.

Ignore the Door

Every Greenville County School is implementing a new safety feature that will remind parents, students and visitors to never open a door to allow someone into the building. Called "Ignore the Door," the campaign centers around double-sided stickers that are being applied to every exterior door on every school with the following wording: Ignore the Door! Keep Your School Safe! Never open a door to let anyone in the building – Even if it's someone you know!

This simple, but very important effort is designed to ensure all exterior doors are locked and closed at all times AND never opened to allow anyone to enter the building, and that all visitors must enter the school through the main entrance. Ignore the Door signage has been installed across the district.

SCHOOL MEAL PROGRAM:

- A.J. Whittenberg Elementary School serves both breakfast and lunch on all regular school days.
- While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. Carbonated beverages and fast food are not allowed. Students will have 30 minutes for lunch each day.
- Parents are invited to have lunch with their children at any time. Parents are encouraged to be aware of the exact time their child eats lunch (see school schedule). Upon arriving, please SIGN IN at the office and get a VISITOR'S BADGE. If parents arrive early, please wait in the cafeteria or office rather than going to your child's room. Parents may sit at your child's table. Please observe our cafeteria rules. Your child needs to return with his/her class at the end of their lunch time. Parents are asked to say good-bye to their child in the cafeteria and not follow the students back to class.

Prices and Payment Options:

	Breakfast	Lunch
Paid Student	FREE	\$2.50
Reduced Student	FREE	.40
Free Student	FREE	FREE

- Extra Milk is available for 65¢ per carton.
- Students may pay daily or prepay for meals. Online payment by credit card or debit is available by visiting www.MySchoolBucks.com.
- Parents or guardians are responsible for payment of meals. If there is a question about your account balance, please contact the food service manager at 864-452-0508.
- Parents can send lunch money to school for a student account. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the dollar amount and the check number. Turn in prepaid deposits to the cafeteria cashier. Checks should be made payable to "A.J. Whittenberg Elementary."
- The "Free and Reduced Meal Program" is available under the National School Lunch Program. An application form is given to enrolling students and to everyone at the beginning of the school year.

Additionally, parents can apply online at:
<https://www.schoollunchapp.com/Terms.aspx?host=greenville.schoollunchapp.com&apply=1>

- Parents will be notified in writing of eligibility. Parents must pay for their child's meals until their application has been approved.

Borrowing Money / Negative Account Balances:

Students who forget their lunch money may borrow on their account only for that day. If your child has borrowed, please repay the cafeteria the next day. Before your child can charge any additional meals, the borrowed amount must be repaid. If the money is not repaid promptly, your child will be provided an alternative meal. Students with a negative account balance will receive an alternative meal until their account is brought up to date. Additionally, other consequences may occur, including withholding of report cards and school records, until the balance is paid.

CATCH – Coordinated Approach To Child Health:

At A. J. Whittenberg Elementary School of Engineering, we strive to promote healthy living through good nutritional habits and regular physical activity. The CATCH (Coordinated Approach to Childhood Health) program encourages all involved at AJW to be committed to healthy living. You can commit to help make AJW a healthy living school by agreeing to the following:

- Parents are invited to eat lunch with their children at any time. Parents eating in AJ's Café are expected to purchase a school lunch. AJ's Café, just like any restaurant, requests that fast-food items from McDonald's, Hardees, Subway, etc., not be brought to AJ's Café.
- Please be mindful that soft drinks are not allowed in AJ's Café. Students may bring fruit drinks in plastic containers.
- A Birthday Club is celebrated on the last Friday of each month to recognize those students that have had a birthday during the month. Healthy snacks and small prizes are given to students during this time. Birthday club is the only birthday celebration allowed at AJW. In keeping with the school's commitment to healthy lifestyles, no cupcakes or other "birthday" treats may be sent or consumed on campus.
- Class snacks should be healthy.
- Do your best to act as a role model for your student by showing the importance of fun physical activity and healthy eating!
- Encourage your student to eat a healthy breakfast at AJW or at home.

Suggested Healthy Snacks

If you send a snack to school with your child, consider these healthy options.

100% Fruit Juice Boxes	Fresh Fruit	String Cheese
Baked Chips	Goldfish Crackers	Trail Mix
Bottled Water	Graham Crackers	Unbuttered Popcorn
Canned Fruit In Its Own Juice	Granola Bars	Unsweetened Applesauce
Cottage Cheese	Pretzels	Whole Grain Dry Cereal
Dried Fruit	Raw Vegetables	Whole Wheat Crackers
	Rice Cakes	Yogurt

Snacks to Leave at Home: regular chips, beef jerky, candy, cookies, snack cakes, doughnuts, fruit roll-ups, Pop-Tarts, fruit-flavored gummies, Rice Crispy Treats and even 100-calorie packs of cookies, cakes or chips.

Birthday Celebrations

Birthday invitations are to be distributed by the student in the classroom. The teacher is not allowed to distribute invitations for a student.



The AJW CATCH Commitment, 2018-19

At A.J. Whittenberg Elementary School of Engineering, we strive to promote healthy living through good nutritional habits and regular physical activity. The CATCH (Coordinated Approach to Childhood Health) program encourages all involved at AJW to be committed to healthy living. To help better define this commitment, the AJW CATCH Team created a CATCH Commitment for the 2015-16 school year.

****Please read, sign, and return to your student's teacher****

I, _____, commit to help make AJW a healthy living school by agreeing to the following:

- Parents are invited to eat lunch with their child at any time. Parents eating in AJ's Café' are expected to purchase a school lunch. AJ's Café, just like any restaurant, requests that food items from McDonald's, Hardees, Subway, etc., not be brought to AJ's Café.
- Please be mindful that soft drinks are not allowed in AJ's Café. Students may bring fruit drinks in plastic containers.
- Please be mindful that regular chips, beef jerky, candy, cookies, snack cakes, doughnuts, fruit roll-ups, Pop-Tarts, fruit-flavored gummies, Rice Krispy Treats, and even 100-calorie packs of cookies, cakes or chips, if eaten as a choice, should not be brought into the school.
- "Birthday Club" celebrations: School-wide celebrations of birthdays will occur on a monthly basis. On the last Friday each month, all "Birthday Club" students (students celebrating a birthday that month) will be called to AJ's Café for a celebration. June birthdays will be celebrated in May. July and August birthdays will be celebrated in September. Each "Birthday Club" celebration will include healthy snacks and prizes. Birthday Club celebrations will be in lieu of parents bringing in food and snacks for class celebrations.
- If providing class snacks for non-birthday purposes, consider these healthy options.
Healthy options: 100% fruit juice boxes, baked chips, bottled water, canned fruit (in its own juice), cottage cheese, string cheese, dried fruit, fresh fruit, Goldfish crackers, Graham crackers, granola bars, pretzels, raw vegetables, rice cakes, trail mix, unbuttered popcorn, unsweetened applesauce, whole grain dry cereal, whole wheat crackers, and/or yogurt.
- Do your best to act as a role model for your student by showing the importance of fun physical activity and healthy eating!
- Encourage your student to eat a healthy breakfast at AJW.

****Please read, sign, and return to your student's teacher****

Parent Signature: _____

Student Name: _____ **Teacher:** _____ **Grade:** _____

Thank you for your CATCH Commitment!

Healthy Snack Ideas: Fruit and Cheese Kabobs, Yogurt, Celery and Peanut Butter, Fruit, Carrots and Light Ranch Dressing, Fruit Smoothie, Parfait (layer vanilla yogurt and mandarin oranges or blueberries in a tall glass then top with a sprinkle of granola), waffle cone with cut-up fruit topped with low-fat vanilla yogurt, snack kabobs (put cubes of low-fat cheese and grapes on pretzel sticks).

PUBLICITY OF STUDENT INFORMATION:

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, requires that the School District of Greenville County ("District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the District may disclose designated "directory information" about your child without your written consent UNLESS you have advised the District to the contrary in accordance with District procedures. The District has designated the following information as "directory information":

- Student's Name
- School
- Participation in recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Dates of enrollment
- Grade level
- Photographs and videotape of students participating in District and/or school events

The primary purpose of directory information is to allow your child's school and/or the District to include this information about your child in school publications. Examples of such uses include: a program showing your student's role in a drama production, yearbook, honor roll or other recognition list, graduation programs, and sports activity sheets and rosters, newsletters, school and District websites or social media sites, newspaper articles, as well as television and radio broadcasts.

In addition, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Also, two federal laws require school districts to provide military recruiters and institutions of higher education, upon request, with three directory information categories – high school students' names, addresses, and telephone listings – unless parents have advised the school that they do not want their child's information disclosed without prior written consent.

If you do NOT want The School District of Greenville County to disclose directory information from your child's education records without your prior written consent, you must either 1) notify your child's school in writing or 2) complete an opt-out form located at the student's school by Friday, September 5, 2014. Only a parent/legal guardian or eligible student (18 years of age or older) can choose not to have directory information released.

Please note that you must notify your school EACH year if you do NOT want directory information released. You cannot choose what student directory information to release. However, you can specifically choose to exclude military recruiters and institutions of higher education from receiving a student's directory information.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas

("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents

- Income, other than as required by law to determine program eligibility

To receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

To inspect, upon request and before administration or use:

- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum
- These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law

The Greenville County School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Greenville County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Greenville County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

SCHOOL IMPROVEMENT COUNCIL (SIC):

The School Improvement Council (SIC) serves the school principal and faculty in an advisory role, bringing together parents, educators, students and community stakeholders to collaborate on the improvement of their local school. SIC members are elected by the parents to represent their interests.

The SIC meets on the fourth Monday of each month at 5:30pm in the AJW Library. All meetings are open to anyone who would like to attend. SIC meeting are listed on the calendar and posted on the website. The SIC issues an annual report to the community. You may access this report from the homepage of the AJW website: www.greenville.k12.sc.us/ajw.

SIC Objectives:

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens within the community and to clarify information concerning school programs.
- To offer suggestions concerning program improvements with respect to student needs and program operations within the school.

PARENT TEACHER ASSOCIATION (PTA):

A. J. Whittenberg Elementary School has an active Parent Teacher Association (PTA), which lends support to the total school program. The PTA provides a number of valuable services to the school and sponsors fund-raising projects during the year. Parents are encouraged to become actively involved in supporting the PTA activities.

Meetings of the PTA are held on the second Monday of designated months. The meetings usually occur at 6:30pm. Announcements about meetings will be sent home or posted on the website prior to each meeting. Programs will be planned around topics of interest and concern.

PTA membership dues are \$5.00 per person. Fathers, mothers, other family members, and friends are urged to join. Upon payment of the dues, a membership card will be issued. Money from membership dues is used to support worthwhile school projects.

For additional information, please go to the A.J. Whittenberg PTA website. <http://www.ajwpta.com/> .

GENERAL POLICIES AND PROCEDURES:

Student Enrollment

AJW is a choice school. Our student body is a combination of a small neighborhood attendance area (approximately 1.5 mile radius from the school) and those students from across the district that have requested a change in assignment to attend AJW. Special permission students are enrolled according to district policy based on space available. Students attending AJW with an affidavit regarding their residency must renew their affidavit with all required paperwork each year no later than July 1 for the following academic year.

Care of School Property

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

Telephone Use

The school office telephone number is 864-452-0500. Parents may leave messages for teachers with the school office or on the teacher's individual voice mail. Classroom telephones do not ring in the classrooms, but go directly to voice mail, so as not to interrupt instruction. Teachers may not leave their classrooms for unscheduled telephone conferences with parents. Students may use the school telephone for emergencies only. Arrangements for after school activities should be made before the student leaves home.

Legal Guardianship

If a parent has a court order in the school record as proof of custody, the school will honor the request of the parent concerning who has authority to pick up the child. The school must be informed in writing as to who is authorized to pick up the child. Inform your children of the persons authorized to pick them up, and instruct them not to go with anyone else.

Withdrawing a Student

When withdrawing a student from school, please notify the school office at least 5 days in advance. This will enable teachers to complete all records prior to the student's last day. The school will provide parents with "transfer form". This form can be hand carried to the new school when enrolling so that proper placement can be made. The new school will then request the complete student records. All textbooks must be turned in and school accounts (i.e. cafeteria, library books) must be current on or before the last day.

Lost and Found

Lost articles are kept in a designated box on the stage. Please check for missing items as soon as possible. Unclaimed articles will be donated to charity every **two weeks**.

Forgotten Items

Parents may bring forgotten lunch boxes, school work/books, or backpacks to the front office. Every effort is made not to interrupt classes and instruction time; therefore a voice mail will be placed on the teacher's phone notifying them that the item is in the office. The only exception to this policy is for eyeglasses or a forgotten dose of medication. Parents may not sign in to deliver the items, again, to prevent interruption in the classroom.

Book Bags

Because rolling book bags are a safety hazard for our school population and school design, they are not allowed. Book bags for K4 are provided on the first day of school. Please do not send other book bags for your pre-kindergarten students.

Possessions of Weapons

To insure the safety of everyone, it is important to remind your child that no weapons or items resembling a weapon (toy guns, knives, Chinese stars, etc.), will be allowed at school for any reason. If your child has a "real" weapon in his/her possession, he or she will be recommended for expulsion from school.

Electronics

Cell phones, video games, personal tablets and other similar devices are not allowed at A. J. Whittenberg Elementary School. Students may not have these devices on campus for any reason.

School Celebrations

Three school celebrations will be held each year. The celebrations will be held the last day before winter holidays, Valentine's Day, and at the end of the year. **Invitations for private parties may not be passed out in the classroom unless all students are receiving invitations.** Items such as flowers, balloons, etc. that are delivered to the front office will be held until a parent can come pick it up. These items cannot go home on the bus. Please abide by the CATCH guidelines (page 8) for food and drink at classroom celebrations.

Library

The library is an important part of A. J. Whittenberg Elementary School. The basic function is to help children to learn by:

- Providing books, technology and other media for the school's educational program
- Helping students develop an interest in reading, stimulating interest in many subjects
- Teaching research skills and how to use the library and available technology

The library is the center for all teaching materials, books, magazines, pamphlets, pictures, recordings and other audio-visual aids. It is the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between textbooks and the many types of reading materials used in everyday life. The library is open until 3:00 p.m. We encourage students to come not only for reference work but also for recreational reading and checking out books.

Permanent Records

A permanent record is maintained in the school's office for each student. All information in the permanent record is confidential and is accessible only by the professional staff and the student's parent or guardian. When a student transfers to another school outside Greenville County, it is necessary for the parents to sign a written permission for the records to be forwarded to the new school.

Placement of Students

The principal is responsible for the placement of students in a classroom. After input from teachers and parents, students are placed heterogeneously into groups. Children are placed with regard to each individual student's needs and a balanced distribution of gender, race, economic backgrounds, and achievement levels.

Recognition of Students

It is our school's philosophy to provide opportunities to enhance student's self-esteem and help them to develop confidence in themselves. Some of the special programs that we recognize students for are academic, attendance, and program awards, such as Terrific Kids.

Textbooks

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

Speech, Hearing, and Vision Testing

Screening programs for vision, speech and hearing are provided in the school. Speech and hearing testing and therapy are available. **Any child may be tested, if requested by the parent or teacher.**

Gifts for Teachers/Staff

GCSD policy states that money may not be collected from students to purchase gifts for teachers or student teachers. The value of a gift from an individual may not exceed \$25.

Returned Check Policy

Our school and/or cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds. You will be notified if your check has been returned and request that the matter be resolved within 24 hours. Any service charges incurred by the school will be added to the original amount of the returned check. **We reserve the right to accept cash only in the event of a returned check.**

Smoking Policy

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

Participation in Extracurricular Activities

Student participation in extracurricular activities is a privilege that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy and the District's Behavior Code. Extracurricular activities include, but are not limited to athletic teams, academic clubs/teams, dances, ceremonies, celebrations, field trips, and attendance at any school function.

SCHOOL UNIFORM & CLOTHING GUIDELINES:

SCHOOL UNIFORM & CLOTHING GUIDELINES:

AJ Whittenberg Elementary School of Engineering has school uniform guidelines for all students and staff. The purpose of school uniforms is to instill school pride, provide for school safety, focus the environment on academics, and instill a work ethic by teaching children that professional dress in the engineering workplace is an expectation for success. All students are expected to wear appropriate and acceptable clothing at all times.

If students arrive at school out of uniform, parents will be called to immediately bring an appropriate change of clothing.

- **Shirts / Blouses:** Shirts must have collars, buttons, and sleeves. They are to be solid in a color: **navy blue, light blue (NOT teal- please see below), white or the house color of the student, listed below.**
 - Shirts may have a small, appropriate logo over the pocket area only. Logos should be less than 1 inch.
 - Students may wear their shirt outside pants provided the shirt/blouse is no longer than their hips.
 -

HOUSE SHIRT COLORS- Once students know the color of their house, they can wear that color collared polo shirt. They must be worn with khaki or navy blue bottoms.

- Altruism- Orange
 - Integrity- Green
 - Perseverance- Purple
 - Academia- Red
 - Excellence- Black
-
- **Dresses, Pants, Skirts, Skorts, or Shorts:** They must be solid in color: **navy blue or khaki**.
 - Corduroy pants may be worn.
 - Shorts and skirts must be knee length (at the top of the knee cap)
 - All pants, skorts, shorts and skirts must be worn with the waistline no lower than the top of the hips.
 - Clothes are expected to fit appropriately, neither oversized nor tight.
 - **Belts:** Belts are required if the garments have belt loops. No belts with large buckles may be worn. Suspenders are permitted.
 - **Proper shoes** for school are required. Tennis shoes must be worn for PE. Flip flops and thong-type shoes are not permitted. Sandals must have back straps.
 - **Outerwear:** Sweaters, sweatshirts and vests worn in the classroom and hallways must be navy blue, light blue or white.(SOLID COLORS) and be worn with a shirt that meets dress code requirements. Dress code shirt must be visible under outer garment. Outerwear (hoodies, jackets or fleeces) will NOT be allowed in the classrooms or hallways- please send a light sweater or long sleeved shirt if your student is cold. Hoods may not be worn on your head in the building.
 - **Accessories:** Jewelry with spikes is prohibited and boys are not permitted to wear earrings at school. Students are not permitted to walk through the classroom or the building with cross body purses or bags for safety reasons. When a student enters the building, all bags, purses and book bags must be placed in the student's cubby. They are able to get materials or supplies from those bags as needed but they cannot carry bags through the building or classroom.
 - When on **Field Trips**, students must always be in uniform when attending a field trip.
 - **Uniform Free Days** – The last Friday of every month will be uniform free, unless students have a field trip scheduled.

Examples of Acceptable Uniform Clothing:



Clothing that **DOES NOT** meet dress code:



Large Logo



Gray and Royal Blue are not dress code colors



Patterned leggings

EXTENDED DAY PROGRAM (EDP)

A.J. Whittenberg operates a for-fee after school care program on school days. The hours of operation are 2:30-6:00 p.m. The rates charged for after school care are comparable to area day cares. Our program is structured and students receive a snack each day. The program does not operate on holidays or other days in which students do not attend school. As with regular school, the after school program will close in the event that school is closed due to inclement weather. Questions about the program should be directed to Mrs. Belinda Hunt-Mayes, Director at 864-452-0541, or to the school office.

COMMUNICATION WITH PARENTS:

A.J. Whittenberg seeks to maintain an open dialogue with parents throughout the school year. Phone calls, emails, written communication and in-person meetings help to keep parents informed of their child's progress and opportunities for growth or improvement. As a technology school, the primary way of communicating with parents is electronically. Teachers email a newsletter to parents weekly. Included in the newsletter will be information about upcoming events at the school, academic and homework assignments, and news about school happenings, teachers and students. You can become a better-informed parent by reviewing the website of your child's teacher, the school's website and materials sent home with your student, especially the Monday Folder on a regular basis.

Parent's Address/Telephone Numbers

The school office must have a telephone number at which parents can be reached during the school day, even if that number is unlisted. This is particularly important when emergencies occur. If the number is unlisted, the office staff should be notified that the number is to be used only by authorized personnel. **Please notify the office whenever a change of address, telephone number, or place of employment occurs.**

Parent Communication "Monday Folders"

Monday folders are sent home every Monday, or first day of the school week. They include important information about your child's progress, school events, and field trip permission forms. Please review the information carefully. Please sign and return the folder the next day.

Parent-Teacher Conferences

There will be at least two scheduled conferences between the child's teacher and parents during the school year, usually at the end of the first and third 45-day reporting periods. All parents are expected to attend these scheduled conferences. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher. When teachers observe the need for additional parent-teacher conferences, they will request the parents to come in for special conferences.

Notes Required from Parents

The school requires written notes from parents explaining the following:

- All absences (notes must include student's first name, date of all absences and specific reason)
- Request for early dismissal
- Requests to miss recess or physical education
- Permission for Field Trips (form provided by teacher)
- Permission to go home with another student.
- Change in usual method of transportation home.
- Authorization to administer prescription medicine (form required-
www.greenville.k12.sc.us/gcsd/depts/stuserve/health.asp)
- Allergic reactions (insects, milk, food)- emergency form kept on file in health room
- Specific medical treatment or special health needs

If you heard it through the grapevine...

Believe it or not, everything you hear through the grapevine is not always accurate! We strongly encourage anyone who has a concern or a question about something you've heard from a neighbor, your child, a parent volunteer, or in the community, to call the principal at 864-452-0500. We will be glad to discuss any concerns, answer any questions and provide the most up-to-date information available to us.

Your input is very valuable to the A. J. Whittenberg Team. We are always open to suggestions of how we can continue to make our school the best school it can be. We also hope that you will let us or our staff know the activities, programs, events, etc. that have been a positive experience for your child.

Websites

AJ Whittenberg Elementary Website: www.greenville.k12.sc.us/ajw

Greenville County Schools District Website: www.greenville.k12.sc.us

SCHOOL TRAFFIC

For the safety of the students, the following traffic rules are to be obeyed during the arrival and dismissal of students:

- Enter the school grounds **only from Westfield Street** at the Kroc Center.
- **Drive as far forward** as possible before stopping
- **Do not idle.** Please turn off your engine while waiting
- Stay in a **single line** until directed to do otherwise.
- **Do not change lanes** without direction
- Students should leave and enter cars **only from the right side**
- Obey all school official's directives
- **Place the car tag(s) for all children being picked up in a visible area.** If you do not have a car tag, you must park and come to the office to get your children.
- **Students will remain in their classroom** until their name/number is posted
- All car riders must be picked up in the **car line by 2:50 pm**
- Students and parents are to **cross only in the crosswalk** and not in between cars

- After 2:50pm, **remaining students will need to be signed out** by a parent or designated person. A photo ID is required

Student Dismissal

Students are dismissed in the following order:

- Bus Riders and Daycare Vans
- Walkers (Children who walk directly from AJW to their home. NOTE: Parking across the street and walking across to pick up children is not permitted.)
- Car Riders (All car riders must be picked up from the car line)

Car Tags

AJW issues two car tags per family at the beginning of the year. This tag is required to pick up children from the car line. Giving the car tag number verbally or showing a “homemade” tag is not accepted due to child security issues. If the AJW-issued tag is lost or damaged, it may be replaced on request in the main office for \$5.00 per tag.

Bicycle Safety

All students who ride a bicycle between school and their homes should be appropriately safety conscious when riding on the street or on school grounds. Bicycle safety helmets are encouraged for student protection.

Bus Service

All students who live in AJW's attendance area (approximately 1.5 miles around the school) are eligible for bus transportation. Bus transportation supervisors at the district are responsible for bus routes, drivers, and school bus regulations. The driver of the school bus is in full charge of the pupils and the bus. Pupils will follow rules and regulations for school bus riders that are mailed from the district office at the beginning of the school year. Students may be suspended from riding the bus if rules and regulations are not followed. Parents would be notified if this action becomes necessary. If you have a question or complaint about school bus services, please call the Bus Center at 864-355-5280.

Bus transportation is provided to the child's home address only. Due to overcrowding, students may not ride the bus to a relative or classmate's address in our attendance area.

All students are eligible to ride the school buses to participate in field trips and should be aware of the rules and consequences.

A designated adult or a 4th or 5th grade student or older **MUST** be present/designated at the afternoon stop to get Kindergarten and 1st grade students off the bus. If no one is present, the student will be brought back to school and alternate transportation home will have to be arranged by the parent. A suspension from bus services will be issued progressing to include a minimum of 5 days to permanent suspension from bus service at the child is returned to school for a third time.

In efforts to promote bus safety, please review bus rules with your students. All students are expected to:

- Remain seated until the bus comes to a complete stop.
- Talk quietly; yelling is not permitted.
- Sit with arms, feet, and personal belongings in the appropriate place (avoiding the aisle, as this could cause a trip/fall hazard).
- Refrain from eating and drinking on the bus.

Please encourage your student to follow these simple rules. To ensure the safety of your student as well as others, if it is deemed necessary for the bus driver to write a disciplinary referral for bus infractions, the school administration will enforce the consequences required by the transportation office.

Serious infractions may require additional actions. Thank you for your assistance in making the bus ride safe.

TECHNOLOGY PROGRAM

A.J. Whittenberg Elementary is a model school for the use of technology in the School District of Greenville County and beyond. It is our goal that all children will have the opportunity to be involved in the use of many new technologies that will enhance their educational experience. Teachers are trained to integrate the use of the “technology tools” into the curriculum.

Students are expected to follow the district “Acceptable Use Policy” when using school owned hardware and software. This policy can be found below.

All district rules and consequences concerning technology are enforced at AJ Whittenberg Elementary School of Engineering. Because technology is such an integral part of the instructional day at AJW, and because students are assigned one-to-one computer technology beginning in the second grade, we also have additional expectations as follows:

- **Terms:** Students & Parents will attend a training/information session at AJ Whittenberg Elementary School of Engineering before the student is issued a computer for home use. Parents who attended a session during the previous school year do not have to repeat the session for next school year; however, appropriate waivers and agreements must be signed annually.

Students and parents must agree to comply at all times with the School’s Parent/Student Tablet Handbook (issued during training) and the District’s Acceptable Use Policy (see above). Any failure to comply may terminate the rights of possession effective immediately and the District may repossess the property.

- **Title:** Legal title to the property is in the District and shall at all times remain in the District. The right of possession and use is limited to and conditioned upon the full and complete compliance with the agreement and the Parent/Student Tablet Handbook.
- **Loss or Damage:** If the property is damaged, lost or stolen, parents are responsible for the reasonable cost of repair or its fair market replacement value on the date of loss. Current market values are posted in the current Student/Parent Tablet Handbook. Loss, theft, or damage of the property must be reported to the District by the next school day after the occurrence. Parents may opt to have insurance coverage on student tablets.
- **Repossession:** If students/parents do not timely and fully comply with all terms of the agreement and the Parent/Student Tablet Handbook, including the timely return of the property, the District shall be entitled to declare them in default and come to their place of residence, or other location of the property, to take possession of the property.
- **Term of Agreement:** The right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon student’s withdrawal from the District.
- **Appropriation:** The failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

Administrative Rule EFE: Data Security and Use of Technology

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, e-mail, 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 e-mail 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 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.

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.

C. 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.

Field trips are planned by teachers for specific instructional purposes and are a privilege, not an expectation. They are considered an extension of the classroom. The school requires written permission from a parent or legal guardian before a child is permitted to go on a field trip. The primary mode of transportation for most trips will be by school bus. Each child may be asked to pay a fee to cover the expense of the trip. If funding is required for the field trip, money will need to be paid before students participate in the field trip experience. Funding for field trips will not be refunded, in most cases payments to field trip vendors have been made months in advance.

Students will not be allowed to depart from field trip sites to go home with parents. Parents are not allowed to follow the field trip bus. All students will report back to school with the homeroom teacher. All dismissals must occur from A. J. Whittenberg using regular or early dismissal procedures.

Most importantly, students that receive a disciplinary referral prior to a BIG fieldtrip, will not attend.

Field Trip Chaperone Guidelines

- All Greenville County School chaperones MUST be cleared as a Level II chaperone to supervise and work with students. Please complete the application on the district website ASAP if you are interested in chaperoning.
- The field trip supervisor must be a faculty member at AJW and taking the trip.
- All chaperones must be at least 21 years of age, a registered volunteer, and physically and mentally able to supervise children.
- The level of student supervision while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school activities.
- Chaperones are expected to be familiar with the “Student Code of Conduct and Discipline Code” and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones may not discipline a student, a staff member or another chaperone.
- Drinking of alcoholic beverages or smoking by the chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Overnight chaperones may not retire until all students are in their rooms, until all visiting between rooms has stopped, and until the chaperones are sure the students are secure.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Parents or student relatives who are not chaperones or student participants on the field trip will not be permitted to join a field trip at its destination.
- Chaperones must wear appropriate clothing that reflects the school uniform color scheme at all times. Appropriate clothing is defined as being dressed from neck/shoulder area to mid-thigh or knee area.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waiver(s) shall be presented to the treating physician. A student’s permission slip shall be attached to the student injury incident report which is required when an accident occurs.
- Chaperones are required to report any illness of student to the field trip supervisor immediately.

HEALTH ISSUES & MEDICAL GUIDELINES:

South Carolina Immunization Requirements

A child cannot be admitted to any school or child development program without a valid State Certificate of Immunization or a valid medical, religious, or special exemption. If your child does not have a valid certificate, take all of his/her shot records to your physician or to the County Health Department. New residents may temporarily enroll their children in school for 30 days with a special exemption issued by the school until an immunization certificate can be obtained. If a certificate is not presented to the school at the end of thirty days, the student will no longer be allowed to attend school.

Health Information Form

A health form must be completed for each child. This information helps the school contact parents in the event of an emergency. It is most important that you make your child's teacher and the school aware of any **special health problem**. Please inform the school nurse in writing if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency.

Special Health Problems

Please make your child's teacher and the School Nurse aware of any **special health problems**. A statement of the nature of the special health problems is required in writing. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention. **Allergic reactions** (insects, milk, food) should be detailed on an emergency form which will be kept on file in the health room.

Health Room and Policies

- The Health Room is open daily from 7:45 -2:30 and is under the supervision of a registered nurse (RN). Our health room number is 864-452-0507.
- Minor First Aid will be administered for injuries and for illnesses occurring at school.
- If our nurse or your child indicates he or she is too ill to remain at school, every effort will be made to contact you.
- If parents cannot be reached, the school will follow directions on the student's health card.
- In the event of a serious situation when no one can be reached who can assume responsibility for the child, EMS will be called. The parent will be responsible for any cost incurred.
- The school nurse and/or school employees are the only ones who can administer medication sent by parents.
- Listed are guidelines for medication to be given in the Health Room:
 1. Parents are required to bring prescription medication to school and provide **FormMed-1** before any prescription medication may be left at school.
 2. A parent may provide written authorization for over-the-counter medication to be kept and administered in the Health Room using **Form Med-3**. www.greenville.k12.sc.us/gcsd/depts/stuserve/health.asp
 3. All medications must be in a container with student's name, date, type of medication, dosage, and directions for administering (should be prescription bottle).
 4. Emergency medication for students who have specific health related problems (i.e. allergic to bee stings) must have written parental permission and authorization procedures to be followed in the event of a health emergency. This must be signed by the attending physician.
 5. Other medications like Tylenol that are given on an occasional basis must be in the original container. This container must be labeled as stated in #3.

All Health Services procedures, policies, and forms are available from the school nurse or at
<http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>.

PARENTS CANNOT AUTHORIZE ADMINISTRATION OF MEDICATION OVER THE PHONE.
PARENTS MUST DELIVER MEDICATIONS TO THE HEALTH ROOM. CHILDREN MAY NOT CARRY MEDICATION AROUND WITH THEM.

The AJW Essential 18

The faculty and staff and Whittenberg are committed to maintaining a safe and orderly learning environment. Our school's discipline code has been designed to promote our educational goals and the goals of our school's engineering program.

The faculty and staff at A.J. Whittenberg will reinforce positive behaviors by acknowledging students who exhibit compliance with the school's discipline code. The faculty and staff also developed during the 2014-2015 school year. Students are taught these essential 18 expectations as part of the school's discipline plan.

1. When responding to an adult, you must answer by saying "yes ma'am" or "no sir" or yes/no followed by their name.
2. Make eye contact.
3. During discussions, respect other students' comments, opinions, and ideas.

4. If you win or do well at something, do not brag. If you lose, do not show anger.
5. Do not smack your lips, tsk, roll your eyes or show disrespect with gestures.
6. Learn from your mistakes and move on.
7. During an assembly, do not speak or call out to friends.
8. When standing in line, keep your arms at your sides, move quietly and with purpose.
9. If you are bullied, let a teacher know.
10. Be the best you can be.
11. Greet visitors and teachers and make them feel welcome.
12. No matter the circumstances, be honest.
13. Always say "please" and "thank you."
14. Do not ask for a reward.
15. After dining in the cafeteria or elsewhere, pick up your trash.
16. Keep yourself and bathrooms clean.
17. Find a good reason to laugh every day.
18. Remember: Character is who you are.

Students at all levels will be encouraged to "Stay in GEAR". The components of GEAR are as follows: as an A. J. Whittenberg Engineer, I will:

- Give my best every day.
- Exercise smart problem-solving.
- Act responsibly.
- Respect myself and others.

General Discipline Guidelines

- Discipline is defined as understanding and following reasonable rules to better one's life and the lives of others. The students who will benefit from attending AJW are students who are self-disciplined, not because of fear or the threat of punishment, but because one desires to act responsibly and achieve feelings of self-worth.

Rewards and Incentives:

- Smiles, high fives, and verbal praise
- Positive phone calls to parents
- "Good News" notes
- Free time for playing instructional games

- Homework passes
- Student/Good Citizen for the day, week, month
- VIP Certificates
- Special lunch privileges-eat with teacher, administrator, and/or buddy

Discipline Consequences:

- Please review the AJW Discipline and Consequence Matrix, which outlines our expectations and consequences.
- Please note that all field trips are a privilege as an extension of the classroom learning environment.
- Students may be denied attendance to upcoming field trips if a behavior referral is issued within 3 weeks of the trip.
- If a student receives 3 behavior referrals during one school year, that student may be prevented from attending the end of year field trips (SpaceCamp, Flight School, Charleston, Barrier Island, etc).

In an effort to provide a safe and supportive learning environment, A.J. Whittenberg uses a positive and proactive behavior code to guide students in their decision making. Our Positive Behavior Plan offers students multiple reminders and visual cues to guide student thinking and remind them of the Essential 18, school and classroom expectations. However, when students engage in choices that do not meet our expectations, we utilize the A.J. Whittenberg Discipline Matrix as a guide to ensure a consistent, fair and appropriate response.

Level I-Disorderly Conduct

Disorderly conduct is defined as any activity in that impacts classroom procedures or instructional activities or the orderly operation of the school. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense.

Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
School tardiness	10+ tardies negates perfect attendance			
Leaving class without permission	Warning/parent conference	1 day ISS	1 Day OSS	2 Days OSS
Acting in a manner so as to interfere with classroom instruction.	Warning/parent conference	1 Day ISS	1 Day OSS	2 Days OSS
Possession of personal electronic devices (CD Players, walk man, Ipod, MP3 players, Game Boy, etc.) at school w/out, or in violation of, the PED agreement	Personal cell phones must be turned off and stored in book bags. If a cell phone or personal electronic device is visible, it will be given to administration until the parent is notified.			
Disruptive behavior and/or refusing to work in ISS	1 Day OSS	2 Day OSS	3 Day OSS	4 Day OSS
Abusive language/gestures/written communication between or among students, to include profane language	Consequences range from ISS to OSS depending on severity			
Violation of Dress Code	Warning, reminder	Warning/ parent call	1 Day ISS	1 Day OSS

	Change to appropriate dress			
Cheating	Warning/parent call, grade reflects cheating	ISS, grade reflects cheating	OSS, grade reflects cheating	OSS, grade reflects cheating

ISS= In School Suspension; OSS= Out of School Suspension

Level II-Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property that endanger the health or safety of themselves or others in the school. Acts of disruptive conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense			
Inciting a fight (including passing notes and conversations)	1-10 Days OSS						
Possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look alike" drugs, and drug paraphernalia, including rolling papers	1 Day OSS	2 Days OSS	3 Days OSS	4 Days OSS			
Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature.	Parent conference, possible ISS	Range from ISS to OSS					
Use or possession of fireworks, smoke bombs, pepper sprays and other similar devices or materials.	Range from ISS to 10 days OSS						
Misuse of District technology resources	Range from ISS to 5 days OSS Technology privileges revoked for admin determined time						
Stealing	1-5 Days OSS						
Vandalism (minor)	Range from ISS to 3 days OSS, dependent on severity						
Verbal Confrontation	3 Days OSS	4 Days OSS	5 Days OSS	7 Days OSS			
Rude, discourteous, or disrespectful behavior directed towards a teacher, school official, or staff member	ISS (first offense) 1-5 Days OSS						
Abusive language or gestures to staff member, including but not limited to profane language	3-5 Days OSS						
Inappropriate behavior resulting in removal from class by Administration	1 Day ISS to 5 Days OSS, dependent on severity						
Threats, harassment, intimidation, or bullying towards other students or staff	1 Day ISS to 5 Days OSS, dependent on severity						

Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)	1-3 Days OSS, possible referral to GCSO Gang Division
Fighting (Fighting is defined as any physical contact in an aggressive manner. Fighting includes all parties who physically contacted another, regardless of who did what first)	1 Day ISS to 5 Days OSS, dependent on severity

ISS= In School Suspension; OSS= Out of School Suspension

Level III-Criminal Conduct

Criminal conduct is defined as those activities engaged in by students (that result in violence to themselves or to another's person or property or poses a direct threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the classroom or school and/or the intervention of law enforcement. Acts of criminal conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense.

Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Bomb threat	5-10 Days OSS, referral to law enforcement			
Possession or use of "look alike" weapons	1 Day ISS to 5 Days OSS, dependent on severity			
Theft and/or possession of stolen property	1-3 Days OSS, possible referral to law enforcement			
Possession or use of weapons (a weapon is defined as a firearm, a knife, razor or any other type of device or object which may be used to inflict injury or death)	OSS, referral to law enforcement			
Threatening to take the life of or harm upon a school employee or member of their immediate family	1-10 Days OSS			

REPORTING 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.

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#>

ACADEMICS AND CURRICULUM:

South Carolina State Standards in Language Arts/Reading, Mathematics, Social Studies, Science, Art, Music, and Physical Education are the frameworks from which teachers plan units and lessons for students. AJW has a unique academic approach that is centered on engineering and rooted in a problem-based learning.

Problem-Based Learning

Learning takes place within the context of authentic tasks, issues, and problems - that are aligned with real world concerns. Grounded in research, students and teachers become co-learners, co-planners, co-producers where need drives acquisition of learning/skills and use. This approach fosters collaboration and stresses the development of problem-solving skills within the context of professional practice.

Problem Based Curriculum "Real World Application"

- The intersection for all learning
- The application of content knowledge and skills
- Gets all the arrows pointing in the same directions
- Gives purpose for learning knowledge and skills

How does it work?

- Student work in collaborative teams
- Start with the problem in scenario form
- Each team member has a specific role
- Team is guided through a problem solving process
- The team applies the process to find, analyze, and solve the problem
- The end results may end in a product (technology)
- An oral presentation accompanies the findings/product

School of Engineering

A. J. Whittenberg's instructional program is guided by state standards and centered on engineering processes, skills and technology, and various engineering fields of study. Students experience four major units that target specific forms of engineering each year. Hands-on units provide real-life applications of the skills that are learned through the curriculum. Students participate in science lab experiences, which are also an integral part of curriculum design.

The engineering problems presented to students throughout the year demonstrates how math, science, engineering, cultural understanding, and creativity are needed to solve problems. Like real-world engineering projects, most activities occur in small groups. The teacher's many roles throughout each unit of study include instructor, facilitator, coach, manager, and evaluator. Throughout the year, students develop communication skills to explain their ideas, including oral presentations, written reports, drawings, and physical models. Evaluation of engineering and technological understanding and skills requires more than paper and pencil assessment. In order to benefit from the engineering program, students should be able to work well with a team, communicate orally and in writing, and think outside the box.

Reading Program

The balanced literacy model at A.J. Whittenberg Elementary includes best practices from Fountas and Pinnell Guided Reading. The model includes daily Guided and Self-Selected Reading, Writing, and Word Study. The model is based on research of best practices for teaching reading and writing.

Students are taught reading from a large selection of basal readers, trade books, and novels. Phonics skills are taught in the Word Study and Guided Reading lessons. Comprehension skills are taught and assessed through individual and small group conferences during the week and in corporate instructional periods. Writing is taught across the curriculum in focused Writer's Workshops and mini-lessons.

Math Program

The math focus for each grade level is guided by state standards, and the areas of study include:

- Problem Solving and Math Processes
- Number and Operations
- Algebra
- Geometry
- Measurement
- Data Analysis and Probability

A.J. Whittenberg is using Houghton Mifflin's *Math Expressions* as one of the tools for students to gain knowledge about the various areas of mathematics.

Math Expressions seeks to build a community of learners who have frequent opportunities to explain their mathematical thinking through Math Talk and thereby develop their understanding. Children are asked to solve problems, explain their solutions, answer questions, and justify their answers. They use proof drawings as a reference for their explanations. The dialogue that takes place helps everyone understand math concepts more deeply, and it helps children to increase their competence in using mathematical and everyday language. While children engage in dialogue, the teacher acts as a guide to maintain the focus of the discussion and to clarify when necessary.

Multiple Benefits

Children gain greater understanding and ownership of mathematical concepts as they develop and express their own ideas. Describing one's methods to others can clarify one's own thinking. Similarly, hearing and analyzing the approaches of others can supply one with new perspectives. Frequent exposure to different approaches engenders flexible thinking. A discussion of math principles and practices provides opportunities for children to understand errors they have made and permits teachers to assess children's understanding on an ongoing basis. By building understanding, math discussion also prepares children for taking tests. When children encounter complex problems in testing, they can rely on their knowledge of the underlying mathematical concepts, developed through math discussion activities, to successfully unravel and solve the problems. Math discussion also helps with test items that require explaining an answer.

Related Arts Program

Art, music, and physical education teachers work with all classes from 30 to 45 minute periods each week. Classroom teachers also provide activities in each of these areas.

Challenge Program (Grades 3, 4, and 5)

The School District of Greenville County provides programs for Gifted and Talented Students to challenge them with rigorous, complex class work and research. Gifted students may demonstrate high performance ability or potential in academic areas.

Students must meet the state criteria before being placed in the Challenge program. 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 or higher for their age group.

Special Education Program

Special education resource classes are designed for students who qualify according to South Carolina and federal criteria. Due Process procedures are followed in the placement, and written permission for psychological evaluation and placement must be obtained from the parents. We screen all applicants carefully, and a child may not qualify because of poor grades. Parents and teachers work together to refer a child to the school assistance team for referral.

Psychological evaluation for behavioral or academic concerns, speech, hearing, and vision testing is provided through the school district. If you feel that your child could benefit from these services, please contact his/her teacher. It is important to understand that the school is required to follow a specific process in referring students for special services.

TESTING AND GRADING:

The district's grading scale is as follows:

A= 90-100

B= 89-80

C= 79-70

D= 69-60

F= 59 and below

Students in K4, K5 and 1st grade use a + / - system to show mastery of basic skills throughout the academic year.

For the purposes of quarterly, semester or academic year grades, there is no Extra Credit work option available to adjust or otherwise modify grades.

Report Cards & Progress Reports

Report cards are issued every nine weeks and are sent home four times a year. This report will assess children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education, and habits and attitudes. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. It is necessary for parents to furnish a self-addressed stamped envelope in which the final report card can be mailed. Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas. All grades are recorded in the district system, Power School. You can receive a login from the school office to view your child's grades online at any time. A photo id must be presented. If you feel that an error is made in your child's grade please contact the teacher immediately.

Standardized Testing Program

A. J. Whittenberg Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered, and test results are made available to parents. Standardized test data is used to identify those areas in which students show academic strength or weakness and to help the school improve the instructional program. Parents will receive a copy of their child's test results.

The following tests are administered under the state and district testing programs:

- My IGDIs (4K)
- AimsWeb (Grade 5K)
- ITBS (Grade 2)
- State test to be determined for 3rd-5th grades
- Measures of Academic Progress (MAP) (Spring: Grades 1-5; Fall: Grades 2-5)
- CogAt Aptitude Test (Grade 2)
- SC Ready (Grades 3-5)
- SC PASS (Grades 4-5)

Our counselor and teachers are always available to answer any questions or provide explanation about your child's test scores.

Homework

Greenville County Schools

Book: Policies

Section: I-Instructional Program

Title.....Academic Achievement: Homework

Number: IHB

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Purpose

A well balanced learning experience for the student includes work in the classroom, academic study outside the classroom, participation in extra-curricular activities (arts and athletics), and opportunities to learn and demonstrate strong leadership and good character. Work outside the classroom, known as homework, should be assigned only when it is beneficial and important to the student's overall program. Homework should be educationally relevant and reasonable; should serve the needs of the learner in meaningful ways; and should promote student engagement in learning through personalization of tasks to fit the students' learning needs, allowing student choice as appropriate. Although there is a place for rote practice and memorization, homework should also involve higher levels of thinking and creativity.

Policy

When homework is given, assignments shall reflect the following guidelines:

- Homework shall include one or more of the three generally recognized types of homework:
 - Practice: reinforces newly acquired skills taught in class
 - Preparation: helps students prepare for upcoming lessons, activities, or tests
 - Extension: provides challenging, often long-term opportunities for enrichment that parallel class work
- Homework shall be carefully planned and explained to the students.
- Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students.

- Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary.
- Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.
- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.
- Daily homework assignments for middle school students shall not exceed 90 minutes.
- Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. However, the Board expects that the amount of time a student spends on course work outside of school shall not prohibit the student from full and successful participation in a positive high school experience.
- Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.
- If homework is graded, the homework average shall not count in the student's overall quarterly grade at the elementary level, and shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.
- Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.
- Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.
- Students are encouraged to spend some time each day reading a variety of materials independently.

Review/Reporting

This policy shall be reviewed in accordance with the Board policy review process.

HOMEWORK:

Homework is an extension of classroom activity and the assignments should be challenging and meaningful. Some of the purposes of homework include the following:

- Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning.
- 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.

Homework Rules for Students:

- Write down all the day's assignments in a specific place.
- Be sure all assignments are clear; don't be afraid to ask questions before leaving class.
- Organize and take home all materials necessary to complete assignments.
- Complete assignments carefully and thoughtfully with attention to detail and quality.
- Complete assignments on your own and to the best of your ability.
- Complete and turn in assignments by the specific due date.
- Read nightly for pleasure.

Homework Guidelines for Parents:

- Set aside a regular study time that is not interrupted by family plans, school activities, television, or computer time, and with a definite beginning and ending time.
- Establish a study area, away from household distractions, with good light and space for studying.
- Make sure your children have the materials they need to do assignments and a safe place to store them.
- Help your children organize school materials and keep their book bags cleaned out.
- Be supportive when students get frustrated or discouraged with particularly difficult assignments, but do not complete assignments for them. Provide encouragement and reinforce the importance of doing the work.
- Emphasize the importance of reading by encouraging your children to read independently and read aloud to them.
- Be supportive of teachers and contact them whenever necessary to clear up any misunderstandings, troubleshoot problems, and be better informed about the teacher's expectations.
- Impress the importance of turning in assignments by the specific due date.
- Provide educational activities that broaden your child's interests, such as visits to museums, the zoo, the library, and places of historical significance.
- Request assignments for students by 9:00am when short term absences are necessary.
- Have available to students a dictionary and an abundance of reading materials including magazines, newspapers, and books.
- Encourage friends and relatives to give educational gifts such as books, magazine subscriptions, educational games, and manipulative toys.
- Check with students daily about homework assignments to help them plan for study.
- Review with students work returned by teachers to help students learn from their errors.
- Have students explain lessons being studied, thereby increasing their understanding of the material.
- Keep in touch with teachers about student progress.
- Talk to your child's teacher about problems with understanding assignments, skills, content, volume of homework, or other circumstances that the teacher needs to know.
- Help build your child's self-esteem and confidence by providing positive reinforcement.
- Assist students in memorization of addition, subtraction, multiplication, and division facts at appropriate grade levels.
- Be supportive by showing interest in students' work and a willingness to provide help when needed.

PROMOTION AND RETENTION:

The curriculum at A. J. Whittenberg Elementary School of Engineering is such that children are able to make continuous progress, regardless of the grade placement. It is recognized that some students benefit from the opportunity to continue in the same grade another year. Certain criteria are followed before and during the retention process. During the first parent conference, parents are informed if the child is not successful on grade level. By the end of the third reporting period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may benefit from continuing in the same grade another year.

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.

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The principal reserves the right to update and/or amend this handbook as necessary.

Please consult the school website for the current copy:

www.greenville.k12.sc.us/ajw

PowerSchool

Student Internet Permission Instructions

Purpose: 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.

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 web site 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.

PowerSchool Instructions:

Unless the school has received a signed permission form from the parent the student is not permitted to access any COPPA compliant Internet based web site or mobile app.

1. Select a Student
2. From the Home page, on the Navigation Menu, under the Information heading, click Custom Screens.
3. On the Navigation Menu, click GCS Student Information.
4. On the GCS Student Information page, choose the appropriate option (see below) from the drop-down list in the Internet Permission field.
 - **YES** – A signed permission form is on file.
 - **NO** – A signed permission form has not been received.

Notes: A signed permission form is only needed one time and does not need to be annually renewed.

COPPA is used to protect children under the age of 13. However, many web sites require verifiable parental permission for all minors (under the age of 18).

Family Educational Rights and Privacy Act (FERPA) rules still apply and only directory information may be shared with the web site operator in accordance with the annual opt-out notification. Students who "opt-out" are listed as "Total

Restriction” under Student Directory Information in PowerSchool and none of the student’s directory information may be shared. Consult Board Rule JR (Student Records) for a list of directory information items.