

# **BRUSHY CREEK ELEMENTARY SCHOOL**

*"EVERY SUPERHERO LOVES A STORY!"*

**Building a Community of Excellence One Student at a Time!**  
2017-18

## **MISSION**

**The mission of Brushy Creek Elementary School is to provide educational opportunities for children to acquire the skills necessary to empower them to become confident, life-long learners in an ever-changing global, technological society.**

## **PHILOSOPHY**

**We believe...**

- all students can learn when instruction is compatible with their needs.
- students have the responsibility to be active learners in a balanced curriculum that guides them toward effective communication, critical thinking, and decision making.
- students are the center of an ever-changing educational process that strives to link home, school and community.
- education instills attitudes of self-worth, success, and confidence through a nurturing environment that models respect and appreciation for life.
- students have the right to equal access to functional education.

## **OBJECTIVES**

- To provide activities that are consistent with the needs of students.
- To offer active learners an integrated curriculum that includes hands-on experiences, whole language, cooperative learning, and technology.
- To promote student-centered opportunities that will utilize resources in the home and community.
- To guide a child in setting realistic goals which will foster a positive self-concept through a school counseling program.
- To build each child's respect for the rights and opinions of others.
- To provide various citizenship experiences necessary to function in a free society.
- To utilize the media center as an extension of the classroom, lending support to the academic program and giving instruction in the use of library resources and multimedia.

## **EQUAL OPPORTUNITY**

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

## **SCHOOL OFFICE HOURS**

**7:15-4:00**

Someone will be available to assist parents and/or children.

**\*\*\*Supervision at Brushy Creek does not begin until 7:15 - students should not be dropped off until this time.**

## A WORD FROM THE PRINCIPAL

Dear Brushy Creek Bulldogs and family,

On behalf of our teachers and staff, *WELCOME BACK*, to another new school year! We are so glad that you are a part of the Brushy Creek family. What a great year we have planned for you. Now that summer has ended and we have returned to school, we want to share some very important information with you through this *STUDENT-PARENT HANDBOOK*. It has been carefully prepared to help you and your student have a better understanding of school expectations. Please take the time to read through our handbook with your student. Knowing exactly what is expected to keep you safe and focused on learning will make this school year easier, more rewarding and lots more fun.

Our 2017-18 school theme is *“Every Superhero Loves a Story!”* We are excited about the many activities we have planned this year to support our school-wide theme. As a continuation of our heroic theme, we will focus on literacy and the love of reading. As our students continue to recognize their Super Hero potential, they will have the opportunity to participate in many educational activities as they explore many different reading genres. I hope that you will help your student continue their love for reading as we approach another successful school year!

I'm looking forward to working with each of you this year.

Have an awesome 2017-18 school year!

Charles T. Davis, Jr.  
Principal  
355-5400

## DAILY SCHEDULES

<b>7:15 a.m.</b>	<b>Earliest time that students may enter the building</b>
7:15-7:50	Breakfast served
7:30-7:55	School Store is open
7:15-7:45	Children arriving on the school bus will report to the designated areas of the building.
7:45-8:00	All classrooms will be opened and teachers will be in their rooms.
8:00	School begins. <b>After 8:00 students are tardy and must check in at the office before entering class.</b> If students are frequently tardy, the parents must accompany their child to the office before the child will be admitted to class.
<b>2:00</b>	<b>End of early dismissals. ALL EARLY DISMISSALS MUST BE PRIOR TO 2:00 p.m.</b>
2:25	Afternoon announcements
2:30	All students are dismissed.

**Supervision by the Brushy Creek staff is provided from 7:15 a.m. until 2:45 p.m. Students may not enter the building before or after these hours.**

**\*\*\*\*Rolling book bags are not allowed in the building.\*\*\*\***

## ATTENDANCE

Parents have the legal responsibility of sending their children to school.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. If a student brings a false or forged excuse, he or she will be referred to the school administration for appropriate action. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

### I. Lawful Absences

A. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.

B. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.

C. 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.

D. Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.

E. 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.

### II. Unlawful Absences

A. Absences of a student without the knowledge of his or her parents.

B. Absences of a student without acceptable cause with the knowledge of his or her parents.

C. Suspension is not to be counted as an unlawful absence for truancy purposes.

### III. Approval of Absences in Excess of Ten (10) Days and Approval Credit

#### A. Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence.

#### **SUMMARY OF THE REVISED ATTENDANCE PROCEDURES/ADMINISTRATIVE RULE JBD**

- A principal has the authority to approve or disapprove all student absences
- Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.
- A student is considered in attendance when present for at least three (3) hours of a school day.
- A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in Powerschool.
- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11<sup>th</sup> parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.
- In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, "seat time recovery" will be required for any subsequent unlawful absence or parent note that was not approved by the principal. (*Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.*) A student must attend the majority of a class session during a school day to receive credit for that class.
- A student must be in attendance for the majority of a class period for Carnegie credit purposes.

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

When a student accumulates 5 unexcused absences, his or her name will be displayed in the Incident Management System (IMS). Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written "intervention plan" must be developed with the parent(s) or guardian(s) to improve the student's attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.

- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If possible, the intervention plan should be completed in the IMS system. If completed outside of the system, the individual completing the plan must document in IMS that a plan was completed on paper and a copy is on file.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

Absences, the student is considered to be a "chronic" truant and should be referred to the attendance supervisor again. The Attendance Supervisor will make a decision regarding a possible referral back to Family Court based on the circumstances.

**Transfer of Plans** - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

**Questions regarding attendance should be directed to the principal and or assistant principal.**

### **TARDINESS**

**School begins promptly at 8:00.** Help your child be on time. Punctuality is a quality of good citizenship. When tardy, a student must be walked in by the parent to the office to be admitted to class. When a student has been tardy **five times**, parents will be contacted by the school, either by mail or phone. **The administration will hold a conference with the parent to help resolve the problem. Any student who has in excess of five tardies for the year will forfeit eligibility for a perfect attendance award at the end of the year.**

### **BUS SERVICE**

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 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. **Please refer to the bus rules in this handbook.** If you have a question or complaints about school bus services, please call the **school bus supervisor at 355-7340.** If there is a problem concerning students on a bus, please contact the assistant principal at Brushy Creek, **355-5400.**

### **Greenville County Schools Code of Conduct on School Buses**

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride

the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.

*\*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

### **Level I Consequences**

- 1<sup>st</sup> Referral -- Warning and parent contact
- 2<sup>nd</sup> Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3<sup>rd</sup> Referral -- Suspended from bus three (3) days and parent conference
- 4<sup>th</sup> Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense

### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or Intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

*\*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

### **Level II Consequences**

- 1<sup>st</sup> Referral -- Suspension from bus up to ten (10) days and parent conference
- 2<sup>nd</sup> Referral -- Suspension from bus ten (10) days and parent conference
- 3<sup>rd</sup> Referral -- Suspension from bus thirty (30) days, possible removal and parent conference

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

### **Discipline of Disable Students:**

Students with disabilities will be discipline in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

## **Greenville County Schools General Procedures for Transporting 4K, 5K, and 1<sup>st</sup> Grade Students**

### **School Responsibilities:**

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in PowerSchool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center by July 31<sup>st</sup> prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school.

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

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

Front:

Student Name  
Unique number  
[ ] Student designee name (4<sup>th</sup> grade or above)  
Route number

Back:

Student Address

### **Driver Responsibilities:**

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

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

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

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

### **Parent Responsibilities:**

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

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

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

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

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of school year

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

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

## SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

### Safety Instructions and Behavior Rules for School Bus Riders

According to South Carolina Department of Education guidelines, riding a school bus to and from school is a privilege, not a right. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Students riding buses are held to the same standards of conduct that apply to the school or class room setting. Safety concerns dictate that passengers on school buses and school district operated vehicles display their best behavior at all times.

Students are required to obey school bus rules and to respect the authority of drivers and other school personnel. Failure to do so constitutes a disciplinary offense. Students are to refrain from unnecessary conversation with the driver.

**The District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, all students will be held accountable for complying with the District's Student Behavior Code, as well as the safety instructions and behavior rules set forth below.**

- A. Be on time at the bus stop or loading station. The bus will not wait for those who are tardy. Never run after the bus if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns.
- B. Wait for the bus to come to a complete stop before trying to board or depart. If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped. Always cross at least ten (10) feet in front of the bus, whether boarding or departing.
- C. After boarding the bus, sit down and remain seated until the bus reaches your stop or your school. If the driver assigns seats, students are required to sit in the seats assigned to them.
- D. Any hostile physical conflict between individuals is forbidden on the school bus. Pushing, tripping, kicking, etc. will not be tolerated on the bus.
- E. Possession, sale, distribution or consumption of alcohol, illegal drugs, prescription medication, toxic substances, unauthorized possession, use, or distribution of a controlled substance or medication or intoxicating inhalants is prohibited. Possession of drug paraphernalia also violates school district policy. It is also forbidden to come onto school district property [school buses] after having consumed any of the above. Violation of any of the above will result in suspension from the school bus and also result in a recommendation for expulsion.
- F. Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited.
- G. Profane and vulgar expressions (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, are forbidden on the school bus.
- H. Sitting in a seat on the bus that is already at capacity is not permitted.
- I. Keep all parts of your body in the bus at all times.
- J. Throwing anything in or out of the bus windows is forbidden.
- K. Eating or drinking is not permitted on the bus.

- L. Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- M. Possession of any kind of weapon is not permitted on the bus. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be suspended from the bus indefinitely and recommended for expulsion.
- N. Treat the school bus with respect. Vandalizing, damaging, or destroying of buses, is forbidden. The student may lose privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions.
- O. Keep the aisle clear. Store personal items on your lap.
- P. Keep the bus clean. A waste container is provided at the front of the bus for all waste or refuse. Use this container when boarding or departing the bus only.
- Q. Use handrails when boarding or departing the bus.
- R. Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.
- S. In the morning, students will be discharged only at their regularly designated school stop.
- T. In the afternoon, students will be discharged only at their homes or regularly designated stop.
- U. Sexual harassment/misconduct of a sexual nature is not permitted on the school bus. Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them are forbidden. Any student who believes he or she has been subjected to such behavior should immediately alert the school bus driver.
- V. Consensual participation in any sex act involving physical contact is forbidden. Students will be suspended from the bus and recommended for expulsion.
- W. No student should be subject to harassment and/or bullying. This protection applies on the school bus. Any student who believes that he/she has been the victim of harassment and/or bullying should promptly report the incident(s) to his/her bus driver.

In summary, no distracting or dangerous activity will be allowed on the bus. Please be reminded that all bus riders are subject to the same rules and guidelines established in the school district's discipline policy and student code of conduct.

### **CAFETERIA LUNCH PROGRAM**

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

The Brushy Creek cafeteria uses the electronic meal purchasing system. This system will allow students to purchase meals on a daily, weekly, monthly and/or yearly basis. When a student sets up a meal account, the cost of the meal will automatically be deducted whenever he or she eats. Each student will be issued a three or four digit account number.

**Students are not to bring carbonated drinks for snack or for lunch.** Students may purchase special sale items, i.e. juice, chips, etc., with money they have on account provided parents have given written permission to the cafeteria manager. Parents are requested to put breakfast/lunch money in an envelope with the child's name, amount and name of teacher on the front. This will aid the lunchroom staff in crediting the proper account. Parents may send money to be put on the child's account at any time during the week.

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

**Meal & Milk Prices:**

**Breakfast**

Student meals for a week	\$12.00	No Charge
Daily	2.40	No Charge
Extra milk	.65	.65
Adult meal	3.70	2.10

All Greenville County Schools Are Universal Free Breakfast. All students may eat breakfast at no cost. Parents are invited to have lunch with their children at any time. If a parent plans to eat lunch with his/her child, it is necessary to send a note so he or she will be included in the lunch count. Parents are encouraged to be aware of the exact time their child eats lunch. Upon arriving, please **SIGN IN at the office and get a VISITOR'S BADGE**. If parents arrive early, please wait in the lobby area rather than going to your child's room. The microwave in the cafeteria is for teachers use only.

Visitors' tables are provided when you are having lunch with your child. Due to limited seating at this table, only your child will be allowed to join you for lunch. Your child needs to return with his class at the end of his lunch time. Parents are asked to say good-bye to the child in the cafeteria.

**CHARGING LUNCH MONEY**

**Students who forget their lunch money or have depleted the funds on their account, may charge the meal only for that day. If this occurs, please reimburse the lunchroom the following day. At the end of the week our cafeteria manager will send a note home indicating the amount of money that your child has charged during the week. Before your child can charge any additional meals, the amount due must be repaid.**

**CHALLENGE PROGRAM**

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

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

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

**In Dimension A – Reasoning Abilities:**

Students must demonstrate high aptitude (93<sup>rd</sup> national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three.

**In Dimension B – Academic Achievement:**

Students must demonstrate high achievement (94<sup>th</sup> national percentile and above or advanced status) in reading and/or math as measured nationally normed or SC statewide assessment instruments.

**In Dimension C – Intellectual/Academic Performance:**

Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. An elementary student must earn four points on a five-point scale that contains specific performance criteria.

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

### **CHANGE OF ADDRESS AND/OR PHONE NUMBERS**

It is necessary that we have your **current address** and **phone numbers at all times**. This information is especially important in cases of emergency. Please notify the school immediately upon changing your address or telephone number and bring in proof of residence when you relocate.

### **CHANGE OF TRANSPORTATION**

In order to ensure the safety of your child, all changes in transportation should be submitted as a **hand-written** note to your student's teacher. **We will not accept e-mail notifications or phone calls for change of transportation.**

### **CLOSING SCHOOL (INCLEMENT WEATHER)**

The closing of school due to severe weather or emergency will be announced **on all radio and television stations in Greenville County and on the school district website, as well as GCS social media accounts**. 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.**

### **COUNSELING PROGRAM**

Our school counselors work closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our students. In addition to the classroom counseling program, the counselors work with individuals and small groups. They are also available for conferences with parents. **To schedule an appointment, please call 355-5404.**

### **DISCIPLINE**

Brushy Creek Elementary School will be an orderly, disciplined school where students are responsible and accountable for their actions. Students are expected to act with respect for each other and for the staff. Most discipline can be handled between the teacher and the student. If the offense is serious or if inappropriate behavior persists, the student will be referred to the principal/assistant principal. Appropriate disciplinary measures will be determined by the administration. Parents will be informed of the inappropriate behavior in writing, by phone or a parent conference.

**Discipline policies included in this publication are based on information at time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August. Parents are encouraged to discuss the discipline code and classroom expectations with their children.**

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

1. **Written Referrals**—Principal/assistant principal will conference with the child to discuss the problem and help the student see how his/her behavior can be improved. The referral will be sent home with the child. It must be signed by the parent and returned to the principal the next day. Depending on the infraction, consequences such as lunch and/or recess detention, in-school suspension, and out-of-school suspension may be assigned.
2. Students may lose the opportunity to participate in the next special event such as field trips, programs and/or other student privileges as a result of their misbehavior.

3. Additional referrals will require consequences for which options include multiple days of out-of-school suspension.
4. Infractions which will result in more severe punishment could include the following: fighting, cursing, stealing, cheating, sexual actions, refusal to cooperate, disrespectfulness toward a staff member or physical aggressiveness.

## **DISCIPLINE CODE FOR THE SCHOOL DISTRICT OF GREENVILLE COUNTY**

### **Philosophy**

Most discipline problems should be handled between the teacher, student and parent. While discipline is an individual matter, the School District is unequivocally committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the right of other students to pursue an education; nor will improper conduct be tolerated. All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort.

### **Removal of Students from School**

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

#### **A. Suspension**

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

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

#### **B. Expulsion**

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

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

**Elementary School Principals are required to refer a student to the superintendent's designee for the following offenses:**

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

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

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

## **Non-students on School Grounds**

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

**Corporal Punishment** – is not administered in District Schools.

## **POSSESSION OF ITEMS THAT RESEMBLE WEAPONS**

**To insure the safety of everyone it is important to remind your child that no items resembling a weapon (toy guns, knives, Chinese stars, etc.), will be allowed at school for any reason. If your child has a “real” or “toy” weapon in his/her possession, he or she will be suspended from school. Any items of this nature will become the property of the School District of Greenville County.**

## **DRESS CODE**

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

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

Greenville County School District establishes the following requirements for school dress code policies for students:

Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.

Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed.

Hats and sunglasses may not be worn in the building.

Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.

Proper shoes must be worn at all times.

Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.

Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.

Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.

No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

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

## **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#>

### **EARLY DISMISSAL**

When it is necessary for your child to be dismissed early, **a note indicating the reason** must be sent to the teacher. Students will be called by the office staff when parents come to pick them up. **A parent must sign his/her child out for an early dismissal.** This procedure is for the protection of your child. If anyone other than the parent or legal guardian is picking up the child, it must be stated in writing to the teacher and their name must appear on the sign out form. **EARLY DISMISSALS MUST BE PRIOR TO 2:00 P.M.**

### **EXCUSES FROM RECESS OR PHYSICAL EDUCATION**

Sometimes, after a serious illness, a parent may wish to have his/her child excused from physical education and/or recess. **Please send a note to the teacher stating the reason for this request. If this request is for more than three days, a doctor's statement is needed.**

### **FIELD TRIPS**

Field trips are an extension of the instructional program. The Brushy Creek teachers spend many hours planning and preparing for an exciting and enriching experience for our students. **Students are expected to fulfill their responsibilities (i.e. homework, behavior, classwork, monetary obligations) in order to participate. All students are required to have a bag lunch for the day of the field trip.** This allows the teachers to be certain that food is packed appropriately and expedite the departure time. Students are also required to have a signed permission slip from their parents or legal guardian. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child.

### **GRADING STUDENTS**

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

**First grade** teachers will use the following grading scale in all subject areas to communicate the progress of first grade students.

- M = Consistently Meets and Exceeds End of Year Expectation
- P = Shows Expected Growth/Progress in Meeting End of Year Expectation
- B = Beginning to Progress Towards Meeting End of Year Expectation
- N = Needs Intensive Support at School and Home to Develop End of Year Expectation

Elementary school students in **grades 2-5** will receive a numerical grade for each subject except handwriting. Handwriting is assessed as an M for mastery or P for progressing towards mastery.

A = 90-100

C = 70-79

B = 80-89

D = 60-69

F = 50-59

**\*\*\*If a parent or student has a concern/question regarding a grade on an assessment, they have 5 (five) days to bring the question to the attention of the child's teacher. After 5 (five) days, grades will be permanently stored.**

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

Q = Quality achievement of standards

M = Meets standards

P = Progressing towards standards

L = Little or No progression towards standards

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

**Students must have all A's and B's in graded subjects to make the Honor Roll.**

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are sent home every nine weeks. This report will grade children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education and habits and attitudes.

**Report cards will be issued on November 6, January 23, March 29 and June 8.** If a report is not received at the end of each nine-week period, please notify the child's teacher or school office.

### **STUDENT EMERGENCY FORM**

**A Student Emergency Information Form must be completed for each child. The information on this card 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 PROBLEMS.** Please inform the school office 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. Confidentiality will be maintained.

### **NUT ALLERGIES**

Brushy Creek Elementary is a **nut-awareness school**. We are aware of the fact that some of our students are allergic to peanut butter and/or nut products. Several students have serious life-threatening allergies to peanut/nut foods. We request that you refrain from sending snacks or lunches to school containing nuts.

It is our goal to make sure Brushy Creek provides the safest environment possible for all of our students. We appreciate your help to make this goal a reality.

### **HEALTH ROOM**

The Health Room is open daily and under supervision of an RN. **Our Health Room number is 355-5407.** Minor first aid will be administered for injuries and for illnesses occurring at school. The purpose of the Health Room is to provide **short term** care in the event a student becomes sick/injured at school. It is not intended to take the place of a physician's office. 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 Emergency Information Form. 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.

## MEDICATIONS

1. All medications must be administered by the school nurse or school staff as authorized by the principal. Students are **not allowed** to give themselves **medication** at school.
2. **Students are NOT to transport any medication to or from school.** If necessary for a student to have medicine at school it must be **handed to the school nurse or front office staff by the parent or legal guardian.** This is for the safety of our students. Only the amount of medicine needed at school should be brought or arrangements must be made for an adult to pick it up at the end of the day. Students found with medication at school are subject to disciplinary measures.
3. Medications must be in original containers with student's name on it.
4. **DUE TO CHANGES IN SOUTH CAROLINA POLICIES GOVERNING THE ADMINISTRATION OF PRESCRIPTION MEDICATION WE WILL NO LONGER HAVE A 10 DAY GRACE PERIOD BEFORE WRITTEN PHYSICIAN AUTHORIZATION IS REQUIRED FOR ALL PRESCRIPTION MEDICATIONS.**

**Parents are required to bring prescription medication to school and provide form Med-1 before any prescription medication may be left at the school.**

**If your child must self-administer medication at school form Med-2 is required before medication is brought to the school.**

**A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using form Med-3.**

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

5. **Medications containing aspirin (salicylates) will require a doctor's order before school staff may administer this product.** For many years, aspirin has been contraindicated for children with chicken pox due to the risk of developing Reye's Syndrome, a serious potentially fatal condition. Recently, many doctors have recommended excluding any product containing salicylates for any viral illness. As you know, viral illnesses are often very difficult to identify, and for this reason we must implement this requirement.

Some of the products frequently administered to students that contain aspirin (salicylates) are aspirin tablets, Bismuth Liquid (Pepto Bismol) and combination products often given for colds, allergies and pain.

**All medications must be age appropriate. For example, Tylenol and/or Motrin should be Children's or Jr. strength. Even if your child takes 1 tablet of the adult form at home, please send in only Children's or Jr. Strength for school. This is to comply with school district policy.**

Your child's health is very important to us and it is felt that this safeguard will help to ensure their well-being.

## 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 problem 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.

## HOMework/CLASSWORK

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

Grades K – 2	30 minutes/day
Grade 3	45 minutes/day
Grades 4-5	60 minutes/day

Students should spend some time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading. Research indicates that providing feedback on homework enhances student achievement. Homework should have clear meaning and importance relating to the curriculum.

If your child is ill and unable to attend school, you may arrange to pick up his daily assignments by calling the school office 24 hours prior to picking up missed work. This will enable the teacher to make arrangements throughout the day to gather the assignments. You may pick up these assignments in the front office after 2:30 p.m.

## LEGAL GUARDIANSHIP

If a single parent has a court order in the school record as **proof of custody and the school is notified each year**, the school will do its best to 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. **Without proof of custody in the child's permanent record, the school has no recourse but to dismiss the child to either parent.**

## MEDIA CENTER

The school library functions as an integral part of the whole school program. The library exists to support the curriculum of the school and to help provide the needs of the wide range of students within the school through the variety of its material and the flexibility of its program.

## A MOMENT OF SILENCE

South Carolina state law mandates that all schools shall provide for a minute of mandatory silence at the beginning of each day. Brushy Creek will have a minute of silence after our Pledge of Allegiance.

## PTA NEWSLETTER

One way of communicating with parents is through our PTA newsletter which will be sent home quarterly. Included in the newsletter will be information about upcoming events at the school. You can become a better informed parent by reading the **BULLDOG BULLETIN**.

## NOTES REQUIRED FROM PARENT OR GUARDIAN

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

1. Absence
2. Change of transportation
3. Request for early dismissal
4. Request for excuse from recess or physical education
5. In reply to notes from the teacher or principal
6. For all field trips (If a financial situation arises that would impact on your child being able to participate, please inform the teacher or principal.)
7. Authorization to administer medication

## PARENT-TEACHER CONFERENCES

There will be a scheduled conference between the child's teacher and parent at the end of the first 45 day reporting period for all first grade parents. Teachers in grades 2-5 will also schedule conferences throughout the year as needed to share information about a child's progress.

**Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher.**

When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences.

Teachers at each grade level will explain the homework policy. We encourage parents to provide assistance if needed but to expect their child to be responsible for the assigned work. **If your child is spending more than an hour per night on homework on a consistent basis, it is advisable to contact the teacher to discuss this matter with your child's teacher and/or the principal.**

## PARKING DURING SCHOOL HOURS

Visitor parking spaces are provided near the front entrance of the school. If these are all full, additional parking is available in the large parking area. **Please do not park in the driveway at the front of the school. This is the fire lane and must be kept clear at all times!**

## PERMANENT RECORDS

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

## PLACEMENT OF STUDENTS

**2017-2018 Teacher Characteristic Letters are due Friday, April 13, 2018.** The principal works closely with the classroom teachers, guidance counselor, related arts teachers and assistant principal to assign students to a heterogeneous homeroom class. Changes in enrollment at the beginning of school may necessitate assigning students to different classes, but every effort will be made to limit the changes which are made.

## PROCESSING END OF YEAR RECORDS

Before a child's record can be processed for the school year, the following must be completed:

1. All Fall, Spring and Group pictures must be returned or paid for in full.
2. All fees for lost/damaged South Carolina textbooks must be paid in full.
3. All activities, materials, etc. that have not been paid for during the year must be resolved.
4. All NSF checks and service charges must be cleared.
5. All library books must be paid for or returned.

## PROMOTION/RETENTION POLICY

The Promotion Retention Policy adopted by the School District of Greenville County assures that students reach minimum academic standards at each grade level before they are promoted.

Students must meet the criteria set by the district in order to be promoted. Parent conferences will be requested to inform parents of the academic concerns about their child. Parents will also be notified in writing if there is a possibility that their child may not meet the standards. Parent conferences will be scheduled to discuss the academic progress the child has made and to share ways parents can help their child at home.

## PTA SUPPORT

Without the help of the Brushy Creek PTA many special things would not be possible at our school. Last year PTA volunteers gave over 15,000 hours of time in addition to monetary support.

**Thanks, PTA, for your continued support to make Brushy Creek an exciting place to learn.** The PTA renders a number of valuable services to the school and sponsors several fund raising projects during the year. You are encouraged to become actively involved in supporting PTA activities. Announcements about meetings will be sent home with the children prior to each meeting.

**PTA Membership dues are \$5.50 per person. Parents, grandparents and other family members of Brushy Creek are invited to join PTA.**

## PTA VOLUNTEER PROGRAM

A valuable “**special resource**” for the school is the volunteer, who supplements and complements the work of the classroom teacher. A volunteer is an extra pair of hands; a measure of personal warmth; a bridge between the school and the community. The different areas of volunteer work are the following:

- |                       |                                                                                                                   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>LIBRARY AIDES</b>  | To assist the librarian where needed; check out books; file; read to children.                                    |
| <b>COPY PARENTS</b>   | To assist the teachers and the school staff with duplicating, laminating, etc.                                    |
| <b>ROOM PARENTS</b>   | To be available to assist the teacher as needed and to plan two classroom parties during the school year.         |
| <b>TEACHER'S AIDE</b> | To assist the teacher, as needed, with activities involving the entire class, small groups, or individual pupils. |
| <b>TUTORS</b>         | To work with individual students on specific academic areas.                                                      |

Please let our PTA Volunteer Coordinator know the areas in which you would be interested in volunteering. **Please remember that if you have younger children, you will need to make other arrangements for them while you are working in the school. For safety purposes children are not permitted to enter the Teacher's Workroom/Lounge due to the equipment that is contained in this room.**

**\*\*\*ALL Volunteers must be cleared as a Level 1 or Level 2 volunteer\*\*\***

### **RETURNED CHECK POLICY**

Our school and/or cafeteria is charged a fee when we receive a check that cannot be processed due to insufficient funds. Mrs. Jones and/or Mrs. Hall will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. **A service charge of \$10.00 will be added to the original amount of the returned check. We do reserve the right to accept cash only in the event that this becomes a frequent problem.**

### **SCHOOL IMPROVEMENT COUNCIL**

**Dr. Onarae Rice**

**SIC Chair**

SIC meets monthly. All meetings are open to anyone who would like to attend. SIC meetings are listed on the calendar included in this handbook.

#### **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 individual schools.

### **SCHOOL STORE**

A school store is available for the convenience of the students in purchasing necessary school supplies at a nominal price. Such items as notebook paper, pencils, pens, erasers, poster paper, spiral notebooks, rulers, glue sticks, markers and folders will be sold. **The School Store is opens from 7:30-7:55 a.m.**

### **SCHOOL PARTIES/BIRTHDAY CELEBRATIONS**

There will be two scheduled class parties each year. Teachers will communicate the scheduled party dates with parents through their weekly newsletter.

A child's birthday will be recognized by the classroom teacher but will not be celebrated with a party, cupcakes, balloons, etc., during the school day. **Invitations for private parties may not be passed out in the classroom unless all students are receiving invitations. Also, it is the responsibility of the student to pass out the invitations.** Parents may bring a snack (individually wrapped) to be eaten at lunch time to celebrate a child's birthday. However, the teacher needs to be notified in writing prior to the snack being brought to school. In the event that two children have the same birthday and snacks are brought for both, the teacher will use his or her discretion in when the snacks will be eaten. Items such as flowers, balloons, etc. that are delivered to the front office for a child will be given to the child at the end of the school day. It is strongly encouraged that these kind of deliveries be made to the home rather than the school.

## SCHOOL TRAFFIC

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

1. Please utilize the main entrance to our school, which is located off Brushy Creek Road, adjacent to Eastside High School. Kindergarten and Grade 1 pick-up should follow the left lane. All others should follow the right lane.
2. Each child/family has been assigned a number for his/her enrollment at Brushy Creek. This number will be used during after school DISMISSAL ONLY.
3. Parents must display the **original** number tag for the current school year on the front inside rearview mirror. Numbers must be visible at all times during dismissal.
4. All families will receive four carline tags at the beginning of the year. If tags are lost or parents need additional car tags, a fee of \$1.00 will be charged.
5. To protect our children, parents will not be permitted to pick up a child without the original number tag and will be required to report to the front office with proper identification.
6. To insure the safety of our children, we load students into cars in groups of ten per car line. As we load our students we ask for all cars to wait until the ten cars have been loaded before driving off.
7. **RECALLS.** If your child is not loaded when the group of ten cars is ready to move, he/she will be considered as a recall and you will be asked to pull into the designated recall area and your child will be escorted out by a staff member.
8. Parents are not permitted to walk to the building to pick-up a child – everyone **MUST** utilize the car line.
9. **Students who are walkers will be escorted by a staff member to the appropriate crosswalk. All car riders must be picked up in the car line.**
10. Students and parents are to cross only in a crosswalk or where there is a school crossing guard or teacher.
11. To insure the safety of our children, please be mindful that the carpool lines are a “**NO PHONE ZONE**” during the hours of 7:15 – 8:00 a.m. and 2:15 – 3:00 p.m.

## SMOKING POLICY

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

## SOUTH CAROLINA IMMUNIZATION REQUIREMENTS

**All students entering seventh grade must receive or have already received a dose of Tdap vaccine to protect them from pertussis (whooping cough). Parents do not have to wait until their child enters the seventh grade as children as young as seven years old can be vaccinated. Parents will need to provide their child's school with a SC Certificate of Immunization showing that their child received this newly required Tdap vaccine. Parents, please don't wait – avoid the rush by making an appointment with your child's healthcare provider to get the required T-dap vaccine and other vaccines recommended for your child's protection.**

**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.**

### Minimum Requirements:

Four (4) doses of any combination of **DTP, DT, DTP-Hib, DTaP, or Td vaccine** with at least one dose received on or after the fourth birthday.

Three (3) doses of any combination of oral or inactivated **Polio vaccine** with at least one dose received on or after the fourth birthday.

One dose of **Rubeola (Measles) vaccine**, both received on or after the first birthday.

One dose of **Rubella (German Measles) vaccine** received on or after the first birthday.

One dose of **Mumps vaccine** received on or after the first birthday.

Three (3) doses of **Hepatitis B vaccine** for all students in grades Kindergarten through grade twelve.

One (1) dose of **Varicella (Chickenpox) vaccine** or positive history of disease for all students in Kindergarten – grade 6. For students who have had the chickenpox, a form indicating approximate date or child's age at onset of chickenpox must be completed with parent signature. These forms are available in the front office.

If your child does not have valid certificate, take all his/her shot records to your physician or the **County Health Department (282-4100)**. A student under 16, requiring shots, must be accompanied by a parent.

**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 the 30 days, the student will no longer be allowed to attend school.**

### **SPECIAL ACTIVITIES/PROGRAMS**

Special activities, plays, programs, field trips, etc. help to make Brushy Creek an exciting place to learn. **Students must earn the privilege of participating in these special extra-curricular events by completing their school work, meeting the expectations and responsibilities established by the classroom teacher and/or principal, and exhibiting good behavior.**

Children are made aware of the expectations for themselves and their responsibilities and are encouraged continuously to do their best to fulfill their responsibilities. **Parents are made aware if and when a child has not fulfilled his or her responsibilities.**

The Brushy Creek staff continuously reminds and encourages students to do their best to fulfill their responsibilities. Some of the things students are responsible for are returning library books, completing homework/classwork, and returning parent correspondence. It is the parents' responsibility to provide the funds for the student to repay borrowed lunch money, return or pay for school pictures, and pay for any lost/damaged books. **Parents will be made aware of responsibilities or expectations that have not been fulfilled before a child loses the privilege of participating in special curricular activities.**

### **SPECIAL SERVICES**

Special Education services are available to students who qualify according to South Carolina and federal criteria. Psychological evaluation, speech, hearing and vision testing is provided at no cost to the parent. If you feel that your child could benefit from these services, which are available without charge, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process which may extend throughout the school year.

**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 to children with special needs. **Any child may be tested, if requested by the parent or teacher.**

**All students** in the following grades will be screened for vision and hearing:

**Vision – 5K, grades 1, 3 and 5**

**Hearing – 5K, grades 1, 2 and 3**

These screenings will take place as early in the school year as possible.

**Resource Teacher:** The Resource Specialist of Special Education assists the regular teacher in the selection of approaches, methods and materials that will help pupils with special needs.

## STANDARDIZED TESTING PROGRAM

Brushy Creek Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strength or weaknesses and to help us improve our instructional program. Parents will receive a copy of their child's test results. Our administrators are always available to answer any questions or provide explanation about your child's test scores.

### Standardized Testing Schedule

\*Please check school and/or district website for standardized testing dates.\*

## STUDENT RECEIPTS

All receipting of school funds is done electronically. When a student pays for any activity—field trips, insurance, activity fees, pictures—the student will receive a printed receipt. If you have any questions about a receipt or if you have already paid for an activity, call Mrs. Jones at 355-540

## TECHNOLOGY PROGRAM

Our school is a model school for the use of technology in the School District of Greenville County. 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. Brushy Creek teachers have been and will continue to be involved in many training experiences to enrich students' technology experiences in the classroom.

### **The School District of Greenville County Student Acceptable Use Policy Agreement**

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If "acceptable use" rules are broken, students may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

*Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access email or web based programs that teachers may be using in class. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.***

- **Treat computer equipment with care and respect** – willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- **Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.**
- **Do not use school computers for illegal activities such as planting viruses or hacking.**
- **Do not use school computers for commercial purposes.**
- **Follow copyright laws at all times** – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.

- **Keep your password secret** – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- **All online communication must be polite and not threatening or offensive in any way** – All students in grades 3-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- **Do not give out personal information on the Internet.** Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- **Home directories are provided to students for educational related work.** Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

**\*\*\*Please contact the school if you do not want your child to have access to the Internet and email.\*\*\***

### TELEPHONE MESSAGES

**The school telephone number is 355-5400.** Messages will be taken for the teachers, but it may not be possible to deliver them immediately. Only in emergencies will a teacher or student be called to the phone during class time. Students may use the school telephone only for emergencies as deemed necessary by office personnel. **Arrangements for after school activities should be made before a student leaves home.** Forgotten homework, arrangements for after school, etc., are not considered emergencies.

### TRANSFERS

When a child is to be transferred from Brushy Creek to another school, please notify our school office **at least two days** in advance. A transfer form will be prepared, which the child will bring home on the last day of attendance. You will need this form to register your child in another school. School records will be forwarded to the new school upon request from that school provided all books have been returned and all fees have been paid.

### VISITATION IN THE SCHOOL

All visitors in the building, including parents and school volunteers, must stop by the office first and sign in so that we may know that you are in the building. **Visitors and/or volunteers must wear a Visitor/Volunteer Badge.** This regulation is for your child's protection. Parents are welcome at school any time. Arrangements must be made in advance with the principal and the teacher before visiting or observing in a classroom. **Parents may not visit on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a special need to observe a child's social activity, it must be arranged with the teacher and principal.**

### SUGGESTIONS FOR PARENTS HELPING STUDENTS AT HOME

1. Provide a quiet place and designate a time for students to study without distractions of radio, television or telephone.
2. Provide necessary materials such as paper, pencils, pens and notebooks as well as materials for special projects such as novels, graph paper, magic markers, poster paper and special notebooks.
3. Have available to students a dictionary and an abundance of reading materials including magazines, newspapers and books.
4. Encourage friends and relatives to give educational gifts such as books, magazine subscriptions,

- educational games and manipulative toys.
5. Check with students daily about homework assignments to help them plan for study.
  6. Review with students any work returned by teachers to help students learn from their errors.
  7. Have students explain lessons being studied, thereby increasing their understanding of the material.
  8. Help build your child's self-esteem and confidence by providing positive reinforcement.
  9. Encourage students to revise work that is not neat and orderly.
  10. Assist students in memorization of addition, subtraction, multiplication and division facts at appropriate grade levels.
  11. Keep in touch with teachers and counselors about student progress.
  12. Be supportive by showing interest in students' work and a willingness to provide help when needed.
  13. Assist students in planning appropriate extracurricular activities to develop socially and physically as well as academically.

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