

BRUSHY CREEK ELEMENTARY SCHOOL

Building a Community of Excellence One Student at a Time!

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 via a guidance 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.

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 2014-15 theme this year is: **Rock ‘n’ Roll is Here to Stay!** As you know, our school motto is **Building a Community of Excellence One Student at a Time.** We chose this motto because of our school’s tradition of excellence in student achievement, our family- friendly environment for learning, and our parents and community commitment to working collaboratively to teach the “whole child” to succeed. We will continue to focus on “building” our students academically so that they will be prepared to meet the challenges of 21st century learning.

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

Have an awesome 2014-15 school year!

Charles T. Davis, Jr.
Principal
355-5400

DAILY SCHEDULES

7:15 a.m.	Earliest time that students may enter the building
7:30-7:55	School Store is open daily
7:15-7:50	Children arriving on the school bus will report to the designated areas of the building.
7:50-8:00	All classrooms will be opened and teachers will be in their rooms.
8:00	School begins. After 8:00 students are tardy and must check in at the office before entering class. If students are frequently tardy, the parents must accompany their child to the office before the child will be admitted to class.
2:00	End of early dismissals. ALL EARLY DISMISSALS MUST BE PRIOR TO 2:00 p.m.
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. Any students arriving prior to or after these hours will be expected to wait outside the building.

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

ATTENDANCE

The school year consists of 180 days. Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal. **Absences in excess of 10 days may cause the student to lose credit for the year. A record of student attendance is required by law, beginning with the first day of school.**

DISTRICT ATTENDANCE RULES

In accordance with the State Compulsory School Attendance Law, uniform rules for all schools have been adopted to assure that students attend school regularly.

Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal.

1. The school year consists of 180 school days. To receive credit, students must at least 85 days of each 90-day semester course and at least 170 days of each 180-day year courses, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.
2. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) must be lawful and will be excused if they fall within the following guidelines:

A. Lawful Absences

1. Personal illness* of a child verified by a statement from a physician within three (3) days of the student's return to school. Absences for CHRONIC OR EXTENDED illness will be approved only when verified by a physician's statement.
2. Serious illness or death of an immediate family member verified by a statement from the parent within three (3) days of the student's return to school.
3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.
4. Absences for extreme hardship approved by the principal. Such approval should be prearranged when possible. *Includes doctor's appointments.

B. Unlawful Absences

Any student absence with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful and will not be excused.

C. Procedures for Makeup Work

1. Provision for makeup work missed during excused absences shall be worked out with the teacher concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.
2. Makeup of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher concerned.

Questions regarding attendance should be directed to the principal of your child's school.

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**.

DISTRICT BUS RULES

To ensure the continuing safety of students who ride school buses, the School District of Greenville County has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences which will ensue if these rules are not followed. Principals, bus supervisors, and drivers have formulated these rules and consequences and will communicate them to students.

Each bus rider is expected to:

- follow the drivers directions;
- sit in the assigned seat;

- keep hands, arms, legs and objects to himself;
- refrain from cursing, name calling, gestures, or loud talking;
- refrain from eating, drinking, chewing gum, or littering;
- abide by the discipline code.

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

- 1st step—a written warning (bus referral) is sent home to the parent;
- 2nd step—suspend the student for 1-5 days;
- 3rd step—suspend the student for 5-10 days;
- 4th step—suspend the student for 10-15 days;
- 5th step—suspend the student permanently from riding the bus.

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

For smoking on the bus, state law mandates a two-week suspension for the first offense and permanent suspension for the second offense. The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal. If a student damages a school bus, he will be charged the assessed rate as set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution has been made. The principal may set up a payment plan for students who are not able to the entire amount. Total restitution must be made or the bus privilege will be lost. Appropriate action for handicapped students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee.

Transportation Procedure Discipline Process

In order to ensure the safety of all students riding school buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is part of the school day and is an extension of the classroom. The same premise applies while students are transported to and from extra-curricular activities. Students are expected to comply with the same Code of Conduct on the bus that is expected in the classroom. The issue of safety requires the student to be on his/her best behavior while on school buses or school system vehicles.

The School 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, while a student may lose the privilege to ride the bus due to his or her misconduct on the bus, based on the seriousness of the misconduct, the student may also be disciplined according to the District's Student Behavior Code, up to and including suspension or recommendation for expulsion.

Students, parents and school employees must understand that rules are to be consistently and fairly enforced and obeyed.

The driver should generally follow the steps listed below for routine student misconduct that may appropriately be addressed with steps. Should a student's conduct warrant an immediate referral to an administrator, the driver should move immediately to step 3 and notify the appropriate administrator of the conduct for handling by the administration. In following the steps set forth below, the driver shall explain to the student the offending behavior and what behavior is expected.

Video Camera Systems

All buses may be equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff.

Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report (form 130-07). However, if a student engages in severe misconduct as a first offense, the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

Driver Responsibilities

Step 1 -- Verbal Warning. Verbal warning will be documented and retained by the bus driver.

Step 2 -- Seating Change. Driver will relocate student to another seat either temporarily or permanently and will document on the Student Behavior Profile and Disciplinary Report.

Step 3 -- Student Referral. If student progress is not satisfactory after the driver has taken steps 1 through 2 or in the case of a student who engages in more severe misconduct as a first offense, the driver will submit the completed School Bus Disciplinary Report (form 130-07) to the school administration. The driver will note on this form what corrective action taken with the student prior to submitting this form, when applicable.

School Responsibilities

1. First Offense -- Warning

The principal/principal designee will meet with the student to issue a warning and will also assure communication of the warning to parents/guardians. Students and parents/guardians will be informed of future steps that will be taken should a second offense occur.

2. Second Offense -- Short Term Suspension

The principal/principal designee is required to initiate an immediate suspension of bus service for up to five (5) school days. The principal/principal designee will then communicate the disciplinary action to parents/guardians and a meeting shall be held at the school if necessary. Parents/guardians will be informed of future steps that will be taken should a third offense occur. In all cases involving the suspension of bus service, the principal/principal designee will notify the driver immediately of student's suspension.

3. Third Offense -- Long Term Suspension

The principal/principal designee is required to initiate an immediate suspension of bus service for a period of up to ten (10) school days. The principal/principal designee will notify the parent/guardian and a conference may be scheduled by the principal/principal designee or the parent. The purpose of this meeting will be to provide assurance of future good behavior by the student and to establish that if appropriate safeguards cannot be mutually agreed upon after a third offense, the principal/principal designee will immediately suspend bus services for a period of forty-five (45) school days. Students and parents/guardians will be informed that future instances of misconduct could result in permanent suspension from the bus.

Alternate Transportation

In case of suspension or termination of bus service, the parents must provide the student with transportation to and from school.

Special Education Students

Special Education students (whose IEP includes a transportation requirement) may be afforded alternate transportation should a student's bus privileges be revoked. Special Services personnel will be kept apprised of any service changes or interruptions.

Review of Suspensions

Requests for review of school bus suspensions may be made to the Parent Resource Representative, then to the Superintendent's designee.

School Bus Disciplinary Report Distribution Procedure

The white, canary, and pink copies will be hand delivered to the school by the driver. The driver will retain the gold copy and turn it into his or her supervisor no later than the next school day.

After appropriate action has been taken the school administrator will distribute the white copy to the parent, retain the canary copy in the student's folder and place the pink copy in an appropriate location at the school for pick up by a transportation department representative.

The pink copy will be hand delivered to the supervisor.

Steps to Process a School Bus Disciplinary Report (form 130-07)

1. The bus driver writes the report on the same day the incident occurs. The team supervisor may require the driver to submit the referral to him/her before sending it to the school. The report is returned to the bus driver before the next AM or PM route is driven.
2. The bus driver submits the report to the school administration when the next route is driven.
3. After the report is processed all copies will be distributed appropriately as soon as possible.
4. School administration enters the bus referral information in PowerSchool.

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	\$11.00	\$5.00
Daily	2.20	1.00
Extra milk	.65	.65
Adult meal	3.50	2.00

All ice cream costs \$1.00. Ice cream is purchased separately and cannot be purchased with money from a child's lunch account. The microwave in the cafeteria is for teachers use only.

Parents are invited to have lunch with their children at any time. **Parents eating in our cafeteria are expected to purchase a school lunch—regular meal or salad. The Brushy Creek Café, just like any other restaurant, requests that food items from Hardees, Pizza Hut, etc., not be brought to our restaurant.**

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.

A visitor's table is 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 96th 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 (93rd 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 (94th 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.

CLOSING SCHOOL (INCLEMENT WEATHER)

The closing of school due to severe weather or emergency will be announced on the **day's 6:00 a.m. news on all radio and television stations in Greenville County and on the school district website @ greenville.k12.sc.us**. If bad weather develops during the day, please listen to the radio 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.**

COUNSELING PROGRAM

Our guidance 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 guidance 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.

1. **First Referral**—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, a consequence such as lunch and/or recess detention may be assigned.
2. **Second Referral**—a parent conference will be held by phone or in person to discuss the child's behavior and how it can be improved. The student may be placed in office detention for the remainder of the school day. In office detention, the student will complete assigned work in a quiet environment and will be supervised by the Assistant Principal.
3. **Third Referral**—The student will be placed on in-school suspension for one or more days. In the in-school suspension program, students spend the day in the office under the supervision of the Assistant Principal. The student completes assigned work, including tests if necessary.
4. 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.
5. Additional referrals will require consequences for which options include suspension out of school.
6. Infractions which will result in more severe punishment on a first or second time offense include the following: fighting, cursing, stealing, cheating, sexual actions, refusal to cooperate, disrespectfulness toward a staff member or physical aggressiveness.

7. A copy of the discipline referral will be sent home by the student. Refusal to comply with consequences for misbehavior will result in possible out of school suspension for up to 10 days until the matter can be resolved.

****Discipline referrals do not become a part of a student's permanent record.**

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.

DETENTION POLICY

Any student who commits a nonaggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against a school official, and of other “violent crimes.” Information concerning convictions of these crimes will be included in the student’s permanent record. The student’s teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

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. Unnaturally colored hair is 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 oneself 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. **THE PERMISSION SLIP, FIELD TRIP FEE, AND BAG**

LUNCH FEE MUST BE TURNED IN TO THE TEACHER 24 HOURS PRIOR TO THE FIELD TRIP IN ORDER TO PARTICIPATE. ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.

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.

- + = Consistently Demonstrates
- ✓ = Sometimes Demonstrates
- = Rarely or Never Demonstrates
- * = Not Yet Introduced

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 = 93-100 C = 77-84

B = 85-92 D = 70-76

U = 69 or below

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 October 30, January 23, April 8 and June 9.** If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas.

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

As of 2007-08, Brushy Creek Elementary became a **nut-free facility**. This change was required due to the fact that some of our students are allergic to peanut butter or nut products. Several students have serious life-threatening allergies to peanut/nut foods. Please 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. Although it is neither feasible nor recommended that teachers collect and grade all homework, they should employ strategies that help them manage their workload while maximizing the effectiveness of the feedback. Homework should have clear meaning and importance relating to the curriculum. The homework average should count no more than 10% of the overall quarterly grade at the elementary level. Depending on the assignment, homework grades should be based on effort, correctness, or a combination of the two. Because they require a much greater amount of time and effort than daily assignments, grades for long-range assignments should not count as part of the homework percentage.

If your child is ill and unable to attend school, you may arrange to pick up his daily assignments by calling the school office **no later than 8:30 a.m.** 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.**

LIBRARY

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.

NEWSLETTER

One way of communicating with parents is through a newsletter which will be sent home twice a month. Included in the newsletter will be information about upcoming events at the school, students' stories and poems, and news about school happenings, teachers and students. 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. Permission to use lunch money on account for special sales items
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. Permission to go home with another student
8. Authorization to administer medication
9. Changes in usual method of transportation home
10. Legal Guardianship
11. Specific medical treatment or special health needs
12. Disciplinary referrals should be signed and returned to the school the following day.

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

2015-2016 Teacher Characteristic Letters are due Friday, April 10, 2015. 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 14,500 hours of time in addition to monetary support.

The Instructional and Equipment Budget that comes from the school district is limited by funding decisions made in the state legislature. This money is used to supply paper, materials, glue, construction paper, writing paper, instructional support materials, art, music, PE and classroom supplies, and equipment such as Promethean boards, CD players, musical instruments, desks, tables, etc. It can be difficult to buy nine months worth of adequate supplies for each child with only these funds. That's why PTA does fund raisers...to help provide the essentials as well as the special things for each child.

During the last school year PTA provided teachers and students with the following:

- Laminating film and risograph supplies to print all children's work in black ink
- Professional development opportunities for teachers—workshops, seminars, grant writing conferences
- Library Books
- Health Room Supplies
- Instructional materials and books in all subject areas
- Instructional money for each teacher to purchase educational materials

- __Awards to recognize all students
- __Promethean Board supplies for classrooms
- __Playground equipment

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. Our school has achieved over 100% membership for the past 30 years.

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:

- LIBRARY AIDES** To assist the librarian where needed; check out books; file; read to children.
- OFFICE AIDES** To assist the teachers and the school staff with duplicating, laminating, etc.
- ROOM PARENTS** To be available to assist the teacher as needed and to plan two classroom parties during the school year.
- TEACHER’S AIDE** To assist the teacher, as needed, with activities involving the entire class, small groups, or individual pupils.
- TUTORS** 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.**

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 to recognize our students are the Chick-fil-A Core Essentials Star Student of the Month, Perfect Attendance Award, Bringing Up Grades Award, A-Team Award, A-B Honor Roll and Author’s Café to recognize achievement in writing. Students have to make all A’s and B’s and E’s and S’s in related arts to achieve the A-Team or the A-B Honor Roll. The Terrific Kids Program sponsored by our local Kiwanis Club, and the Duke TIP Talent Search for fourth and fifth grade students. National Jr. BETA Club – the Jr. BETA Club recognizes students in grades 4 and 5. These students must maintain an A and B average all year long. BETA Club is not only a club that recognizes academic success, but also recognizes character education, leadership development and service.

RELATED ARTS PROGRAM

Our Related Arts Program is an integral part of our curriculum. Our program is designed to enhance and enrich arts education in our school. Art, music and physical education teachers work with each class for a 45 minute period each week. Performance is reflected on your child's report card with a grade of Q, M, P, or L. A grade of L represents unsatisfactory progress, which would result in not being eligible for the honor roll during that nine-week period.

RETURNED CHECK POLICY

Our school and/or cafeteria is charged a fee when we receive a check that can not 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

Carolyn Brightharp

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 open each day from 7:30-7:55 a.m.**

SCHOOL PARTIES/BIRTHDAY CELEBRATIONS

The PTA sponsors two parties during the school year. The two parties will be on the last day before winter break and on Valentine's Day.

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.** Parents may bring cupcakes to be eaten at lunch time to celebrate a child's birthday. However, the teacher needs to be notified in writing prior to the cupcakes being brought to school. In the event that two children have the same birthday and cupcakes are brought for both, the teacher will use his or her discretion in when the cupcakes 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 on the front inside rearview mirror. Numbers must be visible at all times during dismissal.
4. 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.
5. 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.
6. **RECALLS.** If your child is not loaded when the group of ten cars are 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.
7. Parents are not permitted to walk to the building to pick-up a child – everyone **MUST** utilize the car line.
8. **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.**
9. Students and parents are to cross only in a crosswalk or where there is a school crossing guard or teacher.

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

Beginning with the 2013-14 school year, all children 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 Tdap 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. Children are assigned to the resource room for special help.

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 counselor is always available to answer any questions or provide explanation about your child’s test scores.

Standardized Testing Schedule

Grades K-12	MAP Testing	September 2-26 December 1-12 March 2-27
Grade 2	District Testing (to identify gifted & talented)	October 22-24
Grade 2	ITBS Testing	October 28-29
Grade 5	PASS Writing Test	March 17-18
Grades 3-5	PASS Testing	May 5-8

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 355-5401.

TARDINESS

School begins promptly at 8:00. Help your child be on time. Punctuality is a quality of good citizenship. When tardy, a child must go 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. Students who continue to be tardy after parents have been notified about the tardiness, **must be accompanied by a parent before he/she will be admitted to class. The administration will hold a conference with the parent to help resolve the problem. If the tardiness continues, the student will be required to stay for detention to make up instructional work.** If the problem continues, the matter will be referred to the Department of Social Services as educational neglect. **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.**

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 will be involved in many training experiences to learn how to integrate the use of “technology tools” into the curriculum.

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 your 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.

TOYS AT SCHOOL

Toys are not appropriate at school. Please do not allow your child to bring toys of any kind to school unless requested by the teacher.

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/or 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.

PTA BOARD MEMBERS

2014-2015

Executive Board

Co-Presidents
Secretary
Treasurer

Jennifer Davis, Tieraney Rice
Carolyn Brightharp
Angela Rutland



Student Calendar 2014-15

(January 7, 2014)

Important Dates

August 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

May 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



4K-12 School Start/End Dates
 First Day Aug. 19
 *Half Days June 2-4
 Last Day June 4
 (*Half days are last 3 days of school.)

★ Student Holidays

Labor Day Sept. 1
 Teacher Prof. Dev./Workdays ... Oct. 16-17
 Election Day Nov. 4
 Thanksgiving Break Nov. 26-28
 Winter Break Dec. 22 - Jan. 2
 Teacher Prof. Dev./Workday Jan. 16
 MLK Day Jan. 19
 Presidents' Day Feb. 16
 Spring Break March 30 - April 3
 Memorial Day May 25

● Makeup Days (In Order of Use)

*Makeup Day 1 March 9
 *Makeup Day 2 June 5
 *Makeup Day 3 April 6
 (*1st day not needed, it becomes a student holiday.)

Interim Progress Reports

1st Quarter Report Sept. 18
 2nd Quarter Report Dec. 1
 3rd Quarter Report Feb. 19
 4th Quarter Report May 4

Grading Periods

End 1st Quarter Oct. 23
 End 2nd Quarter Jan. 15
 End 3rd Quarter March 24
 End 4th Quarter June 4

Report Cards

1st Report Card Oct. 30
 2nd Report Card Jan. 23
 3rd Report Card April 8
 4th Report Card June 9

Student Testing (Tentative)

MAP Testing Window
 (Gr. 2-8, ID 9-12) Sept. 2-26
 High School Exit Exam
 (ID 9-12) Oct. 21-23
 CogAT Testing (Gr. 2) Oct. 22-24
 ITBS Testing (Gr. 2) Oct. 28-29
 MAP Testing Window (Optional)
 (Gr. 2-8, ID 9-12) Dec. 1-12
 EOCET Tests
 (Block HS Only) Jan. 9, 12-15
 Exams-Full Day (MS & HS) Jan. 12-15
 ELDA Testing
 (ID Students) Feb. 17 - April 10
 MAP Testing Window
 (Gr. 2-8, ID 9-12) Mar. 2-27
 SC ALT Testing
 (ID Students) March 2 - April 24
 PASS Writing Test (Gr. 3-8) March 17-18
 High School Exit Exam
 (Gr. 10, ID 9, 11, 12) April 14-16
 State Testing (TBD) April 27 - May 29
 (Gr. 3-8, 11)
 AP Testing (HS) May 4-8, 11-15
 PASS - ELA, Math, Science, and Social
 Studies (Gr. 3-8) May 5-8
 EOCET Tests (Middle & High)
 (HS Courses) May 18-22, 26-29
 Exams (MS & HS) June 1-4
Other Important Dates
 5K and First Grade Registration
 for 2015-16 Jan. 12-15
 High School Graduations June 2-4
4K Important Dates
 Half Days Aug. 19-22,
 Sept. 26, Feb. 6, June 2-4
 Pre-Registration
 for 2015-16 Jan. 28-30
 Screening (No Classes) March 18-20

2015-16 School Calendar

Earliest Student Attendance Day: Monday, August 17, 2015 (Note: Start date can be no earlier than 3rd Monday in August per State Law.)

Calendar Development

The calendar is approved each year by the superintendent after considering a recommended calendar from a committee of PTA representatives, other parents, teachers, principals, and central office staff. The calendar committee develops its recommendations after receiving input from parent groups, school facilities, and departments.

Religious Observances

School officials cooperate with students and employees when they need to be absent to participate in religious observances. Students missing school are given an opportunity to make up work without penalty. Employees may use personal days (or vacation if applicable) to observe religious holidays.

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