



The ABC's of Blythe Academy...for Parents

2020-2021

A

Address of School:

- 100 Blythe Drive
Greenville, SC 29605
- www.greenville.k12.sc.us/blythe

Administrators:

- Sandra E. Griffin, Ph.D., Principal
- Cecilia Cameron, M.Ed., Assistant Principal
- Corey Ehlenbach, M. Ed., Administrative Assistant

Arrival:

- **MERGE** in the carpool line at the spot designated for merging
- Pull all the way down
- Do not double stack cars in AM; no children are allowed to cross the carpool car line
- Please do not drop children off in front parking lot (only if you are coming into the building for another purpose). Use the crosswalk.
- Students are tardy if not in the room by 7:45 am (does not mean building). (GCS guideline)

Attendance for students:

- Students must be present a minimum of 3 hours/day to be counted present.
- All absences should be explained with a doctor or parent note.

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 11th parent note,

such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.

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.



Bell Schedule:

- 7:15 a.m. signals beginning of morning bus holding

- 7:35 a.m. signals for students to go to homerooms
- 7:45 a.m. signals start of school day (students not in class at this bell are considered tardy)
- 2:15 p.m. signals dismissal

C

Cafeteria:

- All teachers are expected to eat in the cafeteria and supervise their students.
- Each student and staff member will be assigned a number to access funds applied toward their lunch account.
- Homeroom lunch counts must be submitted electronically to the cafeteria by 8:15 each morning.
- Meal prices are as follows:

	Meal & Milk Prices	Breakfast (free to students)
Student lunches for the week	\$12.50	
Daily	2.50	
Daily reduced student meal	0.40	
Adult meal	3.85	2.20
Extra Milk	.65	

Cafeteria Lunch:

- Menus available on line at GCS and Blythe websites.
- K5 has snack in the pm (lunch is very early).
- Lunch numbers are scanned for each student.
- Put money on account via check or on-line.

CATCH:

- Coordinated Approach To Child Health (Blythe is a CATCH school)
- Commitment to helping children eat more nutritious foods and becoming more physically active
- Promotes positive health choices through wellness activities, classroom and physical education curricula, and the Culinary Creations Program

COUNSELORS:

- 1.5 School Counselors are available to support students and parents. Some of the services they provide include:
 - Groups for children who are facing similar situations that impact their school success
 - Individual sessions to help children deal with issues of conflict or change at home and school
 - Classroom guidance lessons to help children learn how to get along with others and demonstrate good character
 - Workshops for parents to learn ways to communicate effectively with their children
 - Consultation for parents to learn about assistance and services available in the community
 - Resources for parents and students on a variety of topics.

D

Discipline:

- Discussed thoroughly in student handbook which is posted on school website
- Blythe follows all guidelines and policies of GCS

- PBIS components are used at Blythe: Positive Behavior Interventions and Supports

Dismissal

- Carpool - child's number and name will be displayed on the Promethean Board in the classroom, children will be escorted in between lines of parked cars
- If child misses his/her number, pull into front parking lot, walk into office, and request child by name. You must have either your pick-up number card or driver's license with you to sign your child out from the office.
- Bus riders, daycare riders, and walkers are all tagged for accountability purposes prior to dismissal.
- 4K, 5K, and Grade 1 bus students remain tagged until handed over to parents at bus stop. Parents must have accompanying pick up tag to "claim" their student.
- Car riders are accounted for via parent dismissal tag/student dismissal number.
- Walkers are dismissed by geographic areas and are escorted by teachers to crossing guards and/or parents.
- Children are escorted by teachers to busses
- If child misses the bus, child is allowed to call parent, who is then responsible for picking the child up.

E

Early dismissals

- Parent must come into office to sign student out
- None past 1:30 unless emergency
- Photo id is required; know which class child is in at that time
- Students cannot be released to anyone not on the dismissal form – no exceptions!

F

Field Days:

- May 26: 5K & Grade 1 (a.m.)
- May 27: Grades 2 & 3 (a.m.)
- May 28: Grades 4 & 5 (p.m.)
- 4K- to be determined
- Outdoor activities for all grade levels

Field Trips:

- **All field trips suspended until further notice due to COVID 19.**
- **Virtual field trips encouraged.**

Fire Drills:

- Two drills within first 10 days of school; one drill per month thereafter
- Two severe weather drills per year (earthquake and tornado), one AED/first responder drill per year.
- One partial lock down, and one full lock down drill per semester.
- People locator sheets completed for all drills.

First Day of School!

- Lots of excited students, parents and teachers
- **Only day you may enter the building without signing in**
- Starting on day 2 must have driver's license scanned at the computer prior to entering the building.

- If you walk your child to the door of their classroom on the first day, please do not plan to stay. Please show your child that you believe in his/her ability to handle the school day independently. We ask that parents not walk children into the building beyond the first few days of school.
- **COVID MODIFICATIONS**
 - Parents will not be allowed to walk their children into the building/classes this year.
 - Blythe staff members will be available to assist students who need help to find their classrooms.



Grading Scales:

- 4K

Progress Areas	Progress Measure
<ul style="list-style-type: none"> • Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics 	Scale: + Exceeds Standard = Meet Standard # Making Sufficient Progress - Not Yet Making Progress Blank- Not Taught or Assessed

- 5K and Grade 1

Progress Areas	Progress Measure
Reading Writing and Language Communication Science Mathematics Social Studies	M = The student consistently meets or exceeds end-of year expectations for this standard P = The student shows expected growth/progress in meeting this end-of-year standard B = The student is beginning to progress toward meeting this end-of-year standard N = The student needs intensive support at school and home to develop this end-of-year standard <i>If left blank, this standard was not addressed or assessed during this reporting period</i>

- Grades 2-5
 A= 90-100
 B= 80 -89
 C= 70-79
 D= 60-69
 F= 50-59

- Related Arts, FLES

Content Area	Standards Based Grading
Music, Art & PE	Beginning in the fall of 2020 elementary related arts teachers will begin using standards based grading for all students.

	<p>Teachers will use checklists, observations and rubrics to determine if the student has MET the standards taught during the 9 weeks or if the student is still PROGRESSING towards meeting the standards.</p> <p>Numeric grades will no longer be given for assignments or reported on the report card. The teacher will enter M (MET) or P (PROGRESSING) for the student at the end of each 9 weeks. The teacher will be expected to keep anecdotal evidence to support the assessment of M or P.</p> <p>Curriculum units found on the district portal show the grouping of standards by grade level for each 9 weeks. Sample checklists and rubrics will be provided in each unit or teachers may choose to create their own to monitor student progress. New Art and Music curriculum maps will be released in June 2020.</p>
--	--

- **Grading Scale for Penmanship**
M=Meets Standards
P=Progressing towards standards
- **All Grades are recorded in Power Teacher Pro in a timely manner. Parents can access student grades online through Parent Backpack. See Attendance Clerk for sign-in information.**

Guidance:

- **All homerooms receive classroom guidance lessons.**
- **If you are aware that a child needs specific guidance above and beyond classroom guidance lessons, please make the counselors aware.**

H

Health Room

- **1 Registered Nurse**
- **355-4407**
- **Emergency Form/Health Card required for all students; please make nurses aware of health issues.**
- **All medicines must be given to nurses by the parent (not children) and must have appropriate paperwork**
- **Completed S.C. Immunization record required for all students.**
- **All medicine left in the health room at the end of the school term will be disposed of**

Holidays:

- **September 7 – Labor Day**
- **October 19 Teacher Workday (for parent conferences); no school for students**
- **November 2-3 – Fall Break**
- **November 25-27 – Thanksgiving Holidays**
- **December 22 – January 1 – Winter Break**
- **January 18 – Martin Luther King Jr. Holiday**
- **February 15– President’s Day Holiday**
- **April 5-9 – Spring Break**
- **May 31 – Memorial Day**

I

International Spanish Academy:

- **Blythe is the only International Spanish Academy School in SC**
- **ISA membership affords us assistance with teacher recruitment and placement, materials, professional development, etc.**
- **Blythe has twice been named a finalist for the ISA School of the Year Award (2011; 2012)**

- Blythe was named ISA Elementary School of the Year, 2013

J

Joy:

- “Joy is not a matter of what’s happening around you, but inside you.” (Steve Miller)
- Enjoy yourself...it is later than you think. (Chinese proverb)

K

K5 (general information):

- Open tote bag, no backpacks - too bulky for the students to handle and they don't fit in the cubbies!
- Community school supplies
- K5 has their own playground
- Early to bed!
- Importance of communication with teachers
- Related arts (Art, music, and PE once per week)

L

Library

- Schedule is a combination of fixed and flexible times
- Open check-out times are also available

Logo/Mascot:

- Blythe’s Mascot is Montague the Bear, after Mr. Edgeworth Montague Blythe for whom our school is named. Our school tagline is “Inspiring World Class Learners!”

M

Mastery Connect

- Online platform for teachers to create common grade level assessments.
- Provides access to item bank questions
- TE 21 assessments are also housed in Mastery Connect.
- Mastery Connect quizzes can be used as graded assessments.

*Meet the Teacher – **VIRTUAL THIS YEAR due to Covid 19***

- Thursday, August 13; 11:30-12:30 OR 5:00-6:00
- This a combined Meet the Teacher and Open House PTA Event

Mentor Program:

- Blythe offers a mentor program to offer extra encouragement and support for students who need it
- Contact counselor Claire Barnett (355-4404) if you would like to become a mentor or request a mentor for your child.

Mission, Beliefs, Purpose, Goals, & Vision

Mission:

Our mission is to work together with stakeholders to teach our students the knowledge, skills, and strategies needed to become productive and responsible citizens in an ever-changing global society through instruction that includes language immersion education in French and Spanish.

Vision:

At Blythe Academy, students will achieve academic success, bilingual and bi-literate proficiency, and multicultural competency.

We believe...

- ***All students possess talents that should be nurtured.***
- ***All students should be challenged to reach their highest potential.***
- ***All students learn best in a safe and positive environment.***

Goals:

- ***High academic achievement for every student is expected to raise performance.***
- ***Provide a school environment that is safe, challenging, and supportive of learning and provide an ongoing pattern of communication that promotes public understanding and support of Blythe Academy.***
- ***Maintain 100% highly certified teachers & administrators.***

N

O

Office Hours:

- ***7:00-3:45 daily***

P

Parent Backpack

- ***Provides parent access to student grades, attendance, tardies, parent contact information, lunch and meal balances, test scores, etc.***
- ***See Ms. Scheibel, attendance clerk, for login privileges.***
- ***This is essential for all parents; please sign-up immediately.***

Parties for Students:

- ***Two parties per year (no exceptions!)***
- ***One on the last day of school before winter break***
- ***One on last day of school***

- Parties begin at 1:15 pm or at 11:00 am depending upon dismissal time.
- Invitations for private parties may not be passed out in the classroom unless all students receive invitations. Any invitations brought to school are distributed only by students, not by any staff member.

Progress Reports for Students:

- Progress Reports are issued at the mid point of each quarter.

PTA

- Blythe Parent Teacher Association (PTA) will be working hard this year to support every effort of *every* child, family, and teacher at Blythe! Please see our website - blytheacademypta.com, follow us on Facebook at Blythe Academy PTA, or on Instagram @blytheacademypta.
 - Please contact Matthew Burns, current PTA president at blytheacademypta@gmail.com with any questions or to get involved!
-
- | | |
|--------------|---|
| • August 13 | Meet the Teacher & PTA/Open House
11:00-12:30 and/or 5:00-6:00 |
| • October 17 | Friends of Blythe Event |
| • October 22 | Prospective Parent's Night |
| • December 7 | PTA/Holiday Program |
| • February 1 | PTA/Student Talent Show |
| • March 1 | 5:00 Culture Night for 4K & 5K
6:30 Culture Night for Grades 1 & 2 |
| • March 2 | 5:00 Culture Night for Grades 3-5 |
| • April 3 | Blythe Blast |
| • April 26 | Popsicles on the Playground |
| • May 3 | PTA/Spring Program |



Related Arts:

- Art, music, and PE classes are offered weekly to all students in 5K – grade 5.
- Computer, guidance, and STEM lab also offered.

Report Cards:

- District designated dates for issuing of report cards are:
 - October 27
 - January 21
 - March 30
 - June 8 (report cards mailed)

Scheduling:

- Immersion students receive half day of instruction in English; half in target language
- Subjects taught in target languages are math, science, and health; other subjects taught in English
- FLES students receive 30 minutes of Spanish instruction daily
- Related arts classes offered weekly (Art, Music, PE)
- STEM lab classes offered weekly

- Additional offerings include Media/Library, Computer Lab, and classroom Guidance lessons

School Safety:

- Visitors and volunteers must always sign in at front office. Photo ID required.
- No doors unlocked during school day.
- Do NOT ask teachers or students to open any exterior door for you.
- Follow carpool and traffic procedures carefully. These are designed to keep your children safe.
- Regular safety drills
- 1 RN in health room provide excellent medical care
- Twice daily patrols by uniformed police officers (minimum)
- Conferences with teachers and visits to classrooms must be pre-arranged
- **COVID MODIFICATIONS:**
 - Number of visitors in the front office at one time will be reduced.
 - Any visitor who must go beyond the front office area must wear a mask and will be escorted by a staff member at all times.

Standardized Testing Dates:

Grade 2	District Testing (to identify gifted & talented)	October 12-14
Grade 2	Iowa Testing	October 15-16
Grades 3-5	Statewide Testing	May 7 – June 4(testing window)

Student Supplies

- Different by grade levels; lists published each spring for the next year

Study Guides

- Unit study guides for all content areas are provided in English, Spanish, and French

T

Tardy Policy:

- Students must be in their classrooms when the 7:45 bell rings

TE 21:

- Name of GCS Benchmarks; formative assessments that drive teacher instruction.
- Not graded
- Correlated to spring statewide testing
- Designed to predict performance on upcoming state testing.
- Administered in grades 2-5 several times each year.

Telephone Numbers for Blythe:

- Main Line 355-4400
- Tonya Scheibel, Attendance 355-4402
- Brian Morley, Secretary 355-4406
- Robyn Ferguson, Media Specialist 355-4405
- Victoria Comey, Instructional Coach 355-4414
- Priscilla Hoffman, Program Coordinator 355-4415

- Claire Barnett, Counselor 355-4404
- Alice Atkinson, Counselor 355-4766
- Rhonda Greene, R.N. 355-4407
- Kim Rothrock, Cafeteria Manger 355-4408
- Sandra E. Griffin, Principal 355-4406
- Cecilia Cameron, Asst. Principal 355-4411
- Corey Ehlenbach, Administrative Assistant 355-3089
- Donaldson Bus Center 355-5280
- Taylors Bus Center 355-7330

Theme & slogan for 20-21 school year

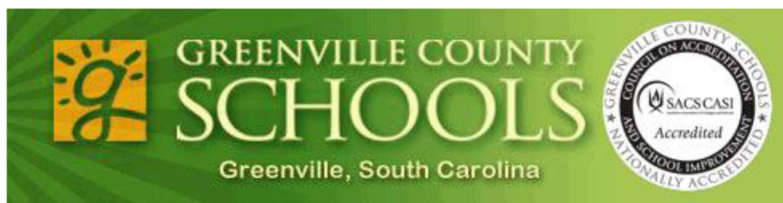
- “Blythe Academy.... A Family of Learners!!”

U

V

Volunteers:

- Parents must not interact with children other than their own except as a volunteer, room parent, etc.
- The PTA Study Buddies Program will provide adult and/or student volunteers for students who need extra assistance.



Keeping Students Safe

VISITOR Application Process

Applicant presents Photo ID to the school and receives a temporary badge through Hall Pass (nothing further required).

Level I VOLUNTEER Application Process (NEW PROCESS)

EXAMPLES (not an exhaustive list):

PTA /SIC Committee
Classroom Party
Field Day
Classroom Assistant
Copy/Laminator Support
Back to School Packets

Computer Lab
Boosterthon
Garden Work Day
VIP Luncheons
Library Helper
Front Office Helper

Art Show Volunteer
Bookfair
Science Lab
Science Days
5th Grade Day

Step 1: On the GCS website, applicant enters Volunteer Application in Search Box to find the Greenville County Schools Volunteer Application Form (160822-F01). Applicant completes the form checking the box for Level I.

Step 2: Applicant prints completed Volunteer Application Form (160822-F01) and takes it to the school with her/his photo ID. Photo ID will be scanned through Hall Pass.

Level II VOLUNTEER Application Process (NEW PROCESS)

EXAMPLES (not an exhaustive list):		
Field Trip Chaperone	Study Buddy Tutor	Mentor
Student Talent Show Volunteer	Club Advisors/Helpers	Classroom Coverage
Teacher Appreciation Week		

Step 1: On the GCS website, the applicant enters Volunteer Application in Search Box to find the Greenville County Schools Volunteer Application Form (160822-F01). Applicant completes the form checking the box for Level II Volunteer.

Step 2: Applicant clicks on the link (<https://gcsd-is.Quickapp.pro/>) on the application in the Level II Volunteer red outlined box and completes the online application for background screening.

Step 3: Applicant prints completed volunteer application form (160822-F01) and takes it to the school with her/his photo ID.

Visitor Sign-In:

Greenville County Schools Sign-In Guidelines

Parents/Guardians and others entering a GCS school or office building must sign in through the system, which automatically runs a check against the National Sex Offender Registry. Everyone is checked EACH time they visit a school or office.

Parents can either sign in as a Parent/Guardian (receives a Visitors badge) or Volunteer (receives a Volunteer badge) depending on the purpose of their visit to their child's school.

A person is eligible to volunteer through the school, PTA, and other school organizations once cleared through the National Sex Offender Registry. The Sex Offender Registry is in addition to any volunteer procedures used by our school, PTA, and other school organizations to recruit and train volunteers. If a volunteer has more than limited contact with students they will also require a criminal background check.

Also, please be reminded that volunteers must participate in training prior to volunteering.

W

Weather Related Closings:

- **Announced on all radio and TV stations and on GCS website by 6:00 AM.**
- **If bad weather develops during the day, please listen to radio and TV for announcements.**
- **Discuss in advance with your child the procedures you will follow.**

- If the teacher does not have a note from you, regular dismissal procedures will be followed.

Weekly Folders:

- Sent home every Thursday with work, announcements, newsletters, etc.
- Signed by parents and returned to school on Friday or Monday

X

y

Year End Awards Assemblies:

- May 27
8:30 – 4K
12:00 – 5K
- May 28
8:30 – Grade 1
12:00 – Grade 2
- June 1
8:30 – Grade 3
12:00 – Grade 4
- June 2
8:30 – Grade 5

Z