Welcome back to a new school year!

This handbook has been developed by your teachers and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

I am looking forward to this school year with great excitement and hope all of you will have a rewarding and successful year.

Dr. Ann Mohr

MISSION STATEMENT

The mission of Buena Vista Elementary is to educate all students academically, while supporting them socially and emotionally as they grow into productive citizens and lifelong learners.

Vision

The vision of Buena Vista Elementary School is to offer a challenging, progressive, character-building, standards-based curriculum that enables the students to become self-directed, successful learners. We envision students who have a well-developed self-esteem and are open-minded to diversity. Our students will also become creative problem solvers, socially well-adjusted, service-oriented, and prepared for future challenges.

Beliefs

We are committed to continuous improvement.
We believe that all members of the Buena Vista Community (parents, students, faculty, staff, administrators, and community members) can learn.
We establish high standards of learning that we expect all students to achieve.
We believe that social, emotional, and intellectual skills can be learned along with character values and self-discipline.
We believe that a supportive learning environment is characterized by safety, mutual respect, communication, and collaboration among parents, students, faculty, staff, and administration.
We believe that people learn for both internal and external reasons, including high expectations, mastery of skills, curiosity, and preparation for the future.
We believe that people learn best through a wide variety of experiences, including instruction targeting different ability levels and styles of learning, modeling hands-on and real life applications.
We believe that applied technology, the integration of the arts, and a research-based, interdisciplinary curriculum can enhance learning.

We believe that ongoing assessment is critical to continuous improvement and encompasses a variety of formal and informal instruments, including standardized testing, self-assessment, observation, and the tracking of long-term goals. We believe that assessment results should be shared.

Core Values

Character, Citizenship, Cooperation, Respect, Responsibility

Academic Improvement Goals

- Students in grades 3, 4, and 5 will master the curriculum standards for English Language Arts and Mathematics as measured by the PASS and students in grades 1-5 will meet their growth targets as measured by MAP.
- The Buena Vista staff will provide an environment conducive to learning.
- Teachers will maintain Highly Qualified status.

2012-2013 Teacher of the Year

Mrs. Katie Luttrell, First Grade Teacher

The school administration has the authority to develop, adapt, and/or implement any school rules deemed necessary for the safety and welfare of students or staff or to create an environment more conducive to learning.

CURRICULUM AND INSTRUCTION

KINDERGARTEN

GRADES 1-5

Daily Schedule

7:25 School building opens to students. Students who arrive by car should go directly to their hallways, be seated and remain quiet. Students are expected to use this time to read
7:30-7:45 Breakfast is served
8:00 The school day begins. All students arriving after 8:00 are tardy and must report to the attendance clerk.
10:30-1:00 Lunch is served.
2:30 All students are dismissed.
2:45 All car riders must be picked up by this time. Classrooms are locked and parents who arrive after this time will need to come in the building to sign out their children.

TEXTBOOKS

By authority of Section 59-31-290 of the Code of Laws of South Carolina: State Board of Education
Regulations require payment for the loss of or
damage to any book, ordinary wear and tear excepted.
Schools may require pupils, parents, or guardians to
pay for lost or damaged books. In the event of non-
payment, further benefits of the Free Textbook
Program may be denied by the school. Students may
return to the classroom until 2:45 pm for forgotten
items. After 2:45, until 4:00, students may return one
time for the school year to retrieve a forgotten item.
Students will be escorted by an office staff member.
No one may return to classrooms after 4:00 pm.

INSTRUCTIONAL PROGRAM
The Buena Vista’s curriculum is a combination of all
the experiences a student has while in school. We
believe all children can learn and should be privileged
to the same information. We group different abilities
together and try to take each child as far as possible
in an academic year. We try to instill a love for learning
and create a successful experience for students who try.
We believe active learning that is hands-on is
important for the academic growth of our students.
We believe in hard work and high standards.
Desirable character traits such as honesty,
dependability, responsibility, and respect are included
in the curriculum. The elementary instructional
program in Greenville County focuses on language
arts (reading and writing), math, hand writing, social
studies, and science. Language Arts instruction is
integrated for reading, writing, listening, and
speaking. The major goal is to develop a love of the
language and comfort with its use. Reading
instruction is literature based. Mathematics
instruction focuses on building upon students’
strengths; moving students past basic skills into
algebraic thought. Students also attend weekly classes
in music, art, and physical education. Technology is
integrated into the curriculum. Students have access
to computers through the computer lab, classroom
computers, laptop carts, and computer clusters.

PLACEMENT OF STUDENTS
The placement of all students at the beginning of the
school year is considered tentative. Changes in
enrollment and test results may necessitate assigning
students to different classes, but every effort is made
to limit the changes which are made. Students will
not be moved from classrooms except on the basis of
enrollment or academic requirements.

GRADING GUIDELINES
The following guidelines have been adopted and will
be followed in every elementary school in Greenville
County. The guidelines reflect the philosophy that
grades should reflect accomplishments of the student
in the classroom to the highest extent possible. In

essence, grades should be earned.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>B</td>
<td>85 - 92</td>
</tr>
<tr>
<td>C</td>
<td>77 - 84</td>
</tr>
<tr>
<td>D</td>
<td>70 - 76</td>
</tr>
<tr>
<td>U</td>
<td>69 and below</td>
</tr>
</tbody>
</table>

Please talk with your child’s teacher if you have any
questions.

HOMEWORK
Homework assignments are an extension of
classroom instruction and should be challenging and
meaningful. Teachers at each grade level will explain
their homework policies. If you have questions at
any time, please contact your child’s teacher.

PROGRESS REPORTS/REPORT CARDS
We send report cards home four times a year,
November 5, January 24, April 9, and June 11. If
your child does not receive a report at the end of each
nine week period, the school office or teacher should
be notified. A self-addressed, stamped envelope must
be furnished at the end of the school year so that final
report cards can be mailed. Teachers will issue
interim progress reports to all students at the 4 1/2
week point during each quarter.

CHALLENGE PROGRAM (Gifted and Talented)
The school district provides a program for gifted and
talented students in grades 3-5. Students qualify to
participate in this program based on State criteria.

TUESDAY COMMUNICATION FOLDERS
Parents will have access to a classroom curriculum
update every week which is posted on the class
website. Each Tuesday, a communicator folder will
come home with each student. These efforts will
enable parents to be involved with their children’s
studies. If any parent does not receive this Tuesday
Communicator folder, the parent needs to contact
the teacher to determine the reason.

RELATED ARTS PROGRAM
Art, music, and physical education programs are
compulsory and students must attend these classes.
Art, music, and physical education teachers will work
with each class for a 45 minute period each week.
Classroom teachers will integrate activities in each of
these areas through their curriculum. An additional 30
minutes of physical activity will be provided each
week by the classroom teacher.

MEDIA CENTER (LIBRARY)
The school media center is an important part of
Buena Vista Elementary for both students and
teachers. It is the center for books, magazines, pamphlets, pictures, recording, and other audiovisual aids. It is the center of our reading program, as it serves as a link between formal reading books and all of the reading materials we use in our everyday lives. It is automated and links us to networked technology in all classrooms.

Books are checked out for a week and can be renewed. Final report cards will not be given to students who have lost or damaged books unless payment is made for their replacement. Please remember that if you move, all library books and textbooks must be returned.

The Accelerated Reader program is a computerized, individualized reading program. Students may earn points by reading a book and successfully completing a test about the book on the computer. Research supports the effectiveness of this program on reading achievement through increased achievement scores and reading enjoyment.

ASSISTANCE TEAM
Students who are experiencing academic difficulties and are struggling in the classroom are referred to the Assistance Team (A-Team). The A-Team works with the classroom teacher and parents to identify strategies and interventions that can be attempted to help the child experience success. If the attempted interventions are not successful, then due process is started. Due Process procedures include screenings (vision, hearing, and speech/language) and possible assessment to determine if a student meets eligibility requirements for additional services.

TESTING PROGRAM
Buena Vista Elementary follows the district and state testing programs. The 2012-13 school year assessments will include the Measures of Academic Progress (MAP) for grades K-5, the state designated accountability test for grades 3-5 (PASS), the Iowa Test of Basic Skills for grade 2, and the Cognitive Ability Test for grade 2. No visitors will be allowed in the building during testing.

FIELD TRIPS
Field trips are considered an extension of the classroom. The school requires written permission from the parents before a child is permitted to go on a field trip. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. Field trip fees can not be returned if a student has been counted in the original number and is not able to participate. Charges for trips are determined by the number of students going and once individual fees are set the school can not refund the fees.

POLICIES AND REGULATIONS

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

Participation in Extracurricular Activities
Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Buena Vista Elementary School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

RELIGIOUS HOLIDAYS
Requests to honor specific religious holidays should be made in advance in writing to the principal.

PROCEDURES FOR MAKE-UP WORK
1. Provisions for make up of school work missed during excused absences shall be arranged with the teacher(s) concerned as soon as possible, but no later than five (5) school days after the student returns to school.
2. Make up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teachers concerned.

UNLAWFUL ABSCENCES
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.

EARLY DISMISSALS
No Early Dismissals After 2:00 pm

In order to protect the instructional day, we ask your cooperation in helping to keep your child’s class free from interruptions. Whenever possible, medical and dental appointments should be made after school
hours. If a parent must pick up a child early, a parental signed, dated note should be sent to the teacher that morning and the office should also be notified. The note should include the requested dismissal time and the reason the student needs to leave school. In order to receive attendance credit for the day, the student must be in class for at least 3.25 hours of the instructional day. Please report to the office to sign your child out no later than 2:00p.m. Be prepared to show photo identification. The child will be called to the office to meet you.

CIVIL RIGHTS OF MINORS
No student shall be subject to sexual harassment during the school day or any extracurricular event. A violation of this policy will subject the violator to disciplinary sanction.

ATTENDANCE
Good attendance is required for high academic achievement. School hours are from 8:00a.m. until 2:30p.m. To receive attendance credit for the day, students must be present for at least 3.25 hours of the day’s instructional time. Family vacations, birthday parties, weddings, and/or educational sight-seeing family trips are all unlawful absences. However, when a student is absent, either lawfully or unlawfully, a parental written excuse, including date and reason for absence, is expected on the child’s first day back to school. E-mails and/or phone calls to the teacher are not acceptable forms of excuses. Without a parental note, an absence is unverified, therefore it is considered unlawful. Three consecutive unlawful absences and/or five unlawful yearly absences will result in a disciplinary referral. According to the S.C. Compulsory School Attendance Law:
Accrued student absences, either excused or unexcused, or a combination thereof, may not exceed ten (10) days during the school year. All absences after the tenth day must be for medical reasons and must have a medical excuse. If lawful excuses are not provided after the tenth absence, the truancy officer of Greenville County will be contacted. All excuses must be submitted within two days of any absence.

TARDIES
School begins at 8:00a.m. A student who arrives at or after eight o’clock is tardy. Students who come late must stop at the office to be recorded present and to receive a pass to class. The first fifteen minutes of each day are very important. This is the time that teachers explain much of the work for the morning. If your child misses this time, the teacher must stop instruction for all the other students to explain the assignment to your child. Students are permitted in the hallways at 7:25 a.m. and are dismissed to their class at 7:45a.m. This makes it imperative that you make every effort to have your child to school on time. Traffic backs up in front of the school by 7:50a.m. Your child will probably be late if you arrive at school after this time. Parents will be required to attend a student intervention conference if 15 tardies are accrued. A second conference will be held for 30 tardies. If a student should reach 40 tardies for the year, the truancy officer for Greenville County will be contacted.

LAWFUL ABSENCES
1. Personal illness (includes doctor’s appointments) of a child verified by a statement from a physician within two (2) 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 two (2) 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 hardships approved by the principal. Such approval should be prearranged when possible.

LEGAL CUSTODY
If a student’s parents live at different addresses, then the residence of the custodial parent is the address that must be used for the student. A copy of the court document naming the custodial parent must be given to the office to be included in the student’s permanent record. A student’s legal guardian has the right to list names of persons who are not permitted to pick up his/her child. However, school personnel cannot deny a biological parent access to his/her child unless a court order is provided to the office. If a biological parent chooses to give a step-parent full parental/educational rights, allowing the step-parent to make decisions concerning his/her child, the biological parent must sign a Consent for Access/Release of Educational Records form. If a student’s biological parents were never married, SC law stipulates that legal custody belongs with the mother.

STUDENT WITHDRAWAL FROM SCHOOL
If a student’s family plans to move outside the Buena Vista attendance area, the office must be notified in writing of this change at least 2 days prior to the last day of attendance. All textbooks and library books must be returned to the school. All borrowed lunch
money and other fees must be paid before a transfer form can be issued. A parent will be required to come to the office on the last day of the student’s attendance, so that the transfer papers can be completed with a parental signature. School records will be sent to the next school upon request from the receiving school.

**CHANGE OF ADDRESS**
It is necessary that the school office have on file your current address and phone number. This information is especially important in cases of emergency. Please notify the office immediately if you change your address, phone number, and/or place of employment. It is imperative that the school has needed resources to locate parents during the day. Unlisted phone numbers will not be released by the school. Two approved proofs of residency must be submitted to the office within 10 days of an address change.

**SCHOOL VISITATION**
All visitors in the building, including parents and school volunteers, must stop by the office to sign in on the computer, print a name badge, and show a photo ID. **No one is permitted access to the building without showing some form of photo identification.** This regulation is for your child’s protection and to allow visitors in the building to be reached if necessary. Cooperation is greatly appreciated. Arrangements for classroom visits must be made through the classroom teacher to keep interruptions to a minimum. Forgotten homework, shoes for PE, or other items must be left in the office. Parents are welcome to join their students for lunch but a note must be sent to the teacher to alert the cafeteria staff so that adequate lunches can be prepared.

**NOTES REQUIRED FROM PARENT OR GUARDIAN**
The school requires signed notes from parents or guardians for explanation of the following:
- Absence/Tardiness/Early Dismissal
- Permission to go home with another student (car, bus, walker)
- Request to be excused from recess
- Reply to notes from the teacher or principal
- Field trips
- School withdrawal
- Changes in the usual mode of home transportation---a parental signed note must be dated and must include the student’s first and last name, teacher’s name, and mode of transportation change (phone calls and/or e-mails WILL NOT be accepted)

**IMPORTANT**----Permanent transportation changes require a parent’s completion of a Student Transportation Status form. These forms are available in the front office. Permanent transportation changes will not be allowed until this form is submitted and filed in the office.

**DRESS CODE**
Students are encouraged to wear comfortable, clean clothing which is suited for the weather. Shoes should be worn at all times. Caps and hats may not be worn in the building. Please make sure that all shirts or tops meet the waist band. Stomachs should be covered at all times. If children are sent to school in shorts, they should be long enough to completely cover the top of the legs to within two to three inches of the knee. The primary objective of Greenville County Schools (GCS) is to provide a World-Class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distractive to other students, or violate health and safety guidelines.

Student dress and grooming will be neat and clean. Shoes or sandals will be worn. Flip-flops (shower-type shoes) are not permitted. No bare midriff shirts or blouses will be permitted. No tank tops, spaghetti strap tops, halter-tops, or vests without shirts will be permitted. Shoulder straps have to be a minimum of 1 inch wide. No see-through or mesh garments may be worn. Hats, sunglasses, hair curlers, skullies, or dor- rags may not be worn. No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols. Shorts may be worn; however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts or athletic shorts of any kind are not permitted. Clothing that inappropriately exposes body parts or underclothing is not permitted. Trousers/slacks/shorts must be worn at waist level. Because of safety reasons, excessively baggy trousers and clothing are not permitted. Non-human colored hair is not permitted.

**The 3 R’s of Buena Vista Discipline**
Bobcats will be Respectful. Responsible, and Ready to learn.

*Our four basic school-wide behavior rules are:*
**Keep hands, feet, and objects to yourself.**  
**Move quietly in the hallways.**  
**“Third tile, single file, with a smile!”**  
**Walk in the building.**  
**Treat others with respect.**

**DISOBEDIENCE OR DISRESPECT**

Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense.

Range of Consequences: Parent notification, counseling, restriction from participation in extracurricular activities, work detail assignment, suspension, referral to school resources, recommendation for expulsion, and other sanctions are possible consequences.

**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#

**PROFANITY**

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

**SCHOOL PARTIES AND BIRTHDAY TREATS**

The two parties held each school year are **Winter Break and End of the Year Parties.**

Flowers, balloons, and other similar items will not be delivered to the student’s classroom nor may they be taken to the classroom by parents. These items will be kept in the office until the end of the day. Please be aware that these items are not allowed on school buses.
We are now a part of LiveWell Greenville and the Food and Nutrition Service of Greenville County Schools’ Culinary Creations program. This program promotes healthy lifestyles and healthy food choices. In order to support these efforts, sugar and processed foods will be kept to a minimum at school. Your support of the Bobcat Culinary Café is greatly appreciated!

ACCIDENTS AND EMERGENCIES
In case of an accident, first aid is given by authorized school personnel. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent’s directions on the health card and enrollment form if unable to reach them when a child needs more than first aid.
Students, parents and school employees must understand that rules are to be consistently and fairly enforced and obeyed.

ARTICLES PROHIBITED IN SCHOOL
Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school, such items as toys, valuables (i.e. cell phones, mp3 players, large sums of money, etc) guns, caps for guns, bean shooters, knives, blades, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Any abuse of this policy will be dealt with according to school district policy.

HEALTH AND SAFETY
The health room will be staffed daily with a trained nurse. Any child who is not feeling well or has been hurt will be sent to the health room by his/her teacher. After being out of school for illness, a student should not have vomited for 24 hours and should be free of fever without medication and or diarrhea for 24 hours to return to the classroom.

The health room nurse keeps a record of each child’s visits, will take temperatures, and will perform any minor first aid. The nurse does not have aspirin or any other types of medication and cannot administer any without written permission from the parents.

If a child is too ill or uncomfortable to remain in school, the nurse may make the decision to notify the parent by telephone to come for their child. Parents are always contacted if a child has a fever of 100 degrees or more.

A health room card is kept on file in the health room for every child. This card supplies vital information to the nurse about special health problems a child may have and whom to contact in case of emergency. It is requested that parents keep this information updated! If and when a home or work number for any parent or guardian changes, please submit the new number to the school as soon as possible. The nurse will administer prescription medication if a doctor’s form and written parent permission are on file in the health room. Forms are posted on the school website.

Due to changes in state 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 mediation to the school health room 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 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

IMMUNIZATION
All children must have a South Carolina Certificate of Immunization from the child’s doctor or the health department before entering school. Students may not enter, or remain in, school without having their immunizations current.

Classroom Discipline Color Coded Behavior Modification Plan
The goal of this system is to be consistent and to supply students with a visual reminder of the discipline standards we expect them to achieve. The program is based on a DAILY ‘card-flip’ process. Students need to feel that each day is a ‘new day’ full of promise for success.

Color Coded Card Order:
Green = Ready to start the day!
Yellow = Caution! Better slow down and think about your actions. Walk the track 5 minutes of recess.
Orange = Time for reflection. Silent Lunch and walk 10 minutes of recess.
Red = Student will contact parent and explain their actions. Silent lunch and walk 10 minutes of recess. Referral to office.
Blue = An immediate referral to the office due to fighting, profanity, weapons, or other “no excuse” behavior.
Discipline policies included in this publication are based on information at the time of printing. District discipline policies are outlined in the Parent Express, the Greenville County Schools’ parent newsletter, which will be mailed in early August. Buena Vista Elementary is an orderly, disciplined school where students are responsible and are accountable for their behavior. **Students are expected to follow the classroom and school discipline plans.** Most discipline problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student’s parents will be informed. There are times when the student’s parents are required to come to the school for a conference.

**BREAKFAST AND LUNCH PROGRAM**
Buena Vista will not serve PBJ in the cafeteria nor will snacks that contain nuts be offered. All meal items and snacks will be follow the Culinary Creations guidelines and will be low in sugar.
The lunchroom manager and assistants provide a nourishing, well-balanced meal each day for students and staff. Food and Nutrition Services expects payment in advance or at the time of service. Students at elementary schools are allowed to charge meals on an emergency basis only. Adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager. The student will be served a small substitute meal with milk until payment is made. Parents are responsible for their children’s charges.

Snack items may be bought in addition to regular lunch purchases. Parents must give guidance to students concerning the use of the lunch accounting system for snack purchases. Teachers determine if students may purchase based on rewards or demerits and whether lunch was eaten. Any student who borrows lunch money for the day will not be allowed the opportunity of purchasing snacks. **Only one snack and one drink may be purchased each day.** No soft drinks are allowed in the lunchroom. Students may bring fruit drinks or juices as long as there are no glass containers.

No outside food items from vendors, ie. “fast foods” are allowed in the lunch room for students, teachers, staff, parents, or guests.
Students may use a thermos to keep foods warm. There will be no student use of a microwave. The food service will prepare foods for those with special dietary needs. **This request should be in writing at least one week in advance** in order to provide ample time to purchase special foods.

**2012-2013 MEAL PRICES**

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<tr>
<th>Meal</th>
<th>Elementary</th>
<th>Reduced</th>
<th>Adults</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$1.00 ($5 Weekly) ($20 Monthly)</td>
<td>$.30 ($1.50 Weekly) ($6 Monthly)</td>
<td>$1.80</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.00 ($10.00 Weekly) ($40.00 Monthly)</td>
<td>$.40 ($2.00 Weekly) ($8.00 Monthly)</td>
<td>$3.25</td>
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Extra milk at all levels: $.65

For more information: http://www.greenville.k12.sc.us/district/support/food/cost.asp
Prices are correct at the time of print; please check for updates.

**SPECIAL SERVICES AND INFORMATION**

**ASSEMBLIES/PERFORMANCES**
Students will not be dismissed from class to attend a school assembly/performance to view a sibling perform.

**BICYCLE RIDERS**
Students who ride bicycles should park them in the bike racks near the school. Bicycles left in this area should be locked. The school cannot be responsible for theft or damage. Kindergarten students may not ride bikes unless accompanied by an adult. Students who ride bicycles must wear helmets. See http://www.safekids.org

**EMERGENCY SCHOOL CLOSINGS**
When bad weather occurs, district administrators will decide if school will open. This decision should be broadcast by 6:30 am on Greenville area radio and television stations and on the NEWSLINE #355-3100. Parents will be asked to complete an Emergency Transportation Form at the beginning of the school year. If school is closed during the school day, students will be sent home by the mode of transportation requested by the parent on the form. Parents should discuss with their child the contingency plans made for their child to follow if they are dismissed early. Please do not plan for your child to use the telephone under these circumstances for it is impossible for large numbers of students to make calls. If you pick up your child in your car, you are encouraged to listen to the radio during bad weather for any announcement concerning school closings. The school will attempt to send a School Messenger alert call to all phone numbers.
FIRE AND EMERGENCY DRILLS

In accordance with state laws, fire drills are held without warning on a regular basis. Each teacher is responsible for instructing students in behavior and route of exits. Instructions and drills are provided in preparation for tornadoes, severe weather conditions, and the evacuation of buses.

MONEY SENT TO SCHOOL

Children are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or exchanged. Please remind students they are not to exchange money or items with each other.

SCHOOL TELEPHONE

The school telephone number is 355-2200. Messages can be sent to the teacher’s voicemail. Parents may talk to teachers before or after school. Teachers cannot stop instruction for telephone calls between 8:00 and 2:35. Students may call home for emergencies only. Arrangements for after-school activities or transportation should be made before the child leaves home each morning.

Please do not wait until the end of the day to call the office with a change in the student’s method of transportation home. Buena Vista has over 800 students and the office is a very busy place from 2:00-2:30. It is almost impossible to be careful and attentive to such important information at this time. Remember to send your child’s teacher a written note about such changes. If an emergency occurs, call the office.

BAN OF TOBACCO PRODUCTS

Greenville County Schools and all its properties are “tobacco free zones”. The use of tobacco products is strictly forbidden...whether on the school grounds or in a vehicle on the school grounds.

INSURANCE

Information about dental and accidental insurance is provided for all students at the beginning of the school year. Purchase is strongly recommended for those students not otherwise covered.

LOST AND FOUND

A lost-and-found container is located in the cafeteria. To help minimize lost articles, students’ names should be on items of clothing which may be taken off, such as: jackets, sweaters, coats, scarves, hats, and gloves. Unclaimed articles are donated to the clothing bank at the beginning of each month. Children should be reminded to check the lost-and-found container for missing items. Any money found on the school grounds should be turned in to the office.

SCHOOL STORE

The school store is located in the PTA workroom or atrium area and is operated and stocked by the PTA. It is open each day from 7:45-8:00. Basic supplies such as notebook paper, pencils, erasers, pens, rulers, and tablets are available.

TRANSPORTATION

Our objective is to provide safe pick-up and drop-off procedures for the children while maintaining an orderly flow to minimize the length of time of heavy traffic in the morning and afternoon. The procedures which we wish to institute should prevent children from going between cars or crossing the parking lot or street to get to their rides. All car riders will remain under the porch until their car pulls forward. Patrols will assist in opening and closing car doors on arrival and departure. Please do not move the car until the patrol has closed the door.

NO CELL PHONES in the car line, PLEASE!

CAR RIDERS

School opens to students at 7:25 am. Students arriving before 7:45 will report to a designated area in the halls to sit and READ with their grade level peers. Adult supervision by school personnel is available at 7:25.

DAY CARE VANS

Day Care Vans will drop off and pick up at the gym at the rear of the school in the bus circle.

BUSES

Greenville County School District provides bus transportation to all students who live more than one and a half miles from the school. The students must adhere to the rules on the bus. Failure to do so may result in a referral from the bus driver. Safety is the school’s biggest concern, and the rules are set forth on the bus to provide the safest environment for the children and the bus driver.

School Bus Transportation

Discipline Process

In order to insure 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.

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)

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.

The bus driver submits the report to the school administration when the next route is driven. After the report is processed all copies will be distributed appropriately as soon as possible.

School administration enters the bus referral information in SASI.

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.

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. 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. 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. Any hostile physical conflict between individuals is forbidden on the school bus. Pushing, tripping, kicking, etc. will not be tolerated on the bus.

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. Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited. Profane and vulgar expressions (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, are forbidden on the school bus. Sitting in a seat on the bus that is already at capacity is not permitted. Keep all parts of your body in the bus at all times. Throwing anything in or out of the bus windows is forbidden. Eating or drinking is not permitted on the bus. Bringing animals, reptiles, insects, etc. on the bus is prohibited.

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.

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.

Keep the aisle clear. Store personal items on your lap.
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.

Use handrails when boarding or departing the bus. 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.

In the morning, students will be discharged only at their regularly designated school stop.

In the afternoon, students will be discharged only at their homes or regularly designated stop.

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.

Consensual participation in any sex act involving physical contact is forbidden. Students will be suspended from the bus and recommended for expulsion.

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.

Volunteer/Chaperone Guidelines

All Volunteers/Chaperones must bring their driver’s license to the front office to be cleared by the administration through the school’s electronic check-in system. This system puts the district in compliance with state law which requires school districts to perform a National Sex Offender Registry check on all volunteers who work in a school on an interim or regular basis. Clearance could take up to 48 hours. Chaperones are also required to sign a “Field Trip Chaperone Guidelines” form that will be provided in the 1st day packets. All of the above must be updated at the beginning of each school year.

Visitors

Each person entering a Greenville County School must sign in through the electronic school check-in system with their driver’s license. This sign-in performs a National Sex Offender Registry check on the visitor. Everyone cleared for entry will receive a badge which MUST be worn at all times while on campus.

SCHOOL IMPROVEMENT COUNCIL

The council is composed of parents and teachers. The principal serves as an ex-officio member. Meetings are held monthly. All parents are welcome to submit any suggestions to the principal, any teacher, PTA officer, or SIC Council member. Please visit the school website to obtain names or telephone numbers if needed.

http://www.greenville.k12.sc.us/bvista/SIC/index.asp

The main purposes of the council are:
*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 the school programs.
*To offer for consideration to the school principal suggestions concerning program improvements with respect to student needs and program operation within the individual school, area, or district.
*To assist in the preparation of the Annual School reports as required by the School Finance Act of 1977 and ACT 135 of 1993.

The SIC will meet at noon on the third Tuesday of each month in the principal’s conference room.

PARENT TEACHER ASSOCIATION

Buena Vista has an established Parent Teacher Association to provide vital financial and personal support to the total school program. All persons who are interested in the welfare of Buena Vista Elementary and its students are invited to join the PTA and become actively involved in supporting our PTA activities. PTA membership dues are collected each year and membership cards are issued. Parents, other family members and friends are urged to join. PTA meetings are held four times a year. Programs are presented on topics of interest and concern to parents.