

Crestview Elementary

Student/Parent

Handbook

2019-2020



**WE ARE CRESTVIEW: Community
Pride, Academic Excellence**

Welcome to Crestview Elementary

We are very happy to have you and your family as a part of our school! The teachers and staff members are dedicated, caring professionals who are committed to meeting the needs of all students. We strive to provide a warm, nurturing environment where students feel safe, secure and enjoy learning.

This handbook has been prepared so that we may bring about a better understanding between our school, parents and students. You are encouraged to read it carefully and refer to it throughout the year. Much of this handbook should be read and discussed with your child. This handbook is a brief overview of school and district policies. Not all policies can be included, but can be found on the district's website. If you have questions, please do not hesitate to contact the school.

"WE ARE CRESTVIEW, Community Pride, Academic Excellence", continues to be the foundation from which all decisions are made. On behalf of the faculty and staff, I would like to extend to you an invitation to become involved in your child's education. With all of us working together, Crestview can continue to be a school of excellence.

David Langston, Principal

Crestview Elementary Mission Statement

Our mission is to partner with students, family, and community to ensure that all children succeed in a safe, nurturing, and academically challenging environment.

Our Goals

1. To provide an academically challenging environment
2. To ensure quality personnel
3. To effectively use technology
4. To offer opportunities for parent and community involvement

SCHOOL HOURS

8:00 – 2:30

(Office Hours – 7:30 – 4:00)

(After School Care 2:30 – 6:00)

(No students dropped off prior to 7:15)

7:20 Building opens to all students

7:20 to 7:50 Breakfast served in the cafeteria.

7:45 Students report to their classrooms

8:00 School begins

All students who enter the classroom after 8:00 will be counted tardy and a call home from the district system will be made to the parent/guardian.

Due to safety considerations and lack of adult supervision, students are not permitted on campus prior to 7:15 am or after school hours without parental supervision.

School Colors - Black & Gold.

School Mascot - The Stingers

Administration and Office Staff

Mr. David Langston, Principal

Mrs. Jennifer Suber, Assistant Principal

Mrs. Freida Smith, Secretary

Mrs. Paula Herring and Mrs. Shameka Norman, Attendance Clerks

Telephone

Our office phone number is 864-355-2600 and the fax number is 864-355-2613. Your child's teacher will have his/her own number that goes directly to a phone in his/her classroom. To protect instructional time, all phones go directly to voicemail. If you wish to speak with a teacher by phone, please leave a message at that number and your call will be returned within 24 hours.

Placement of Students

The principal is responsible for the placement of students in a classroom. Several factors are taken into consideration when placing students in classes. A balance of size, gender, ethnicity, and academic ability are carefully considered for each class and grade level. For this reason, it is not possible to honor any requests for specific teachers. All concerns or discussions regarding student placement need to be directed to the principal.

Pupil Personnel Services

Crestview Elementary provides the services of a school nurse, guidance counselor, speech therapist, gifted and talented teacher, and teachers trained in learning disabilities. Parents and/or teachers may request additional information about student services through the guidance counselor or principal.

School Counseling Program

Counseling is an integral part of our school's total education program. It includes classroom guidance activities for kindergarten through 5th grade. Activities are organized and implemented by a certified, professional school counselor with the active involvement and support of parents, students, teachers, and administrators.

The program is designed to address the needs of all students by removing barriers to learning and focusing on personal/social development, academic development, and career development. Our counselor also assists students in learning the skills and attitudes necessary to be successful learners. Emphasis is placed on the classroom being the students' first workplace and that communication, decision-making, interpersonal and career awareness skills are important to their success.

Fostering excellence by helping all students' reach their potential is the major goal and is achieved by offering a comprehensive guidance program consisting of four components:

- Classroom presentations and large group activities
- Individual student planning for academic success
- Individual and small group counseling and consultation
- Management of activities to support the guidance program and other school programs

Health Room Policy and Procedures

Medication Policy

All prescription and over-the-counter medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult in its original container. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication on field trips. **For confidentiality reasons, visitors are not permitted in the health room.**

NO medications (including over the counter medicines) will be accepted into the health room without proper paperwork from a licensed physician.

Health room policy

Before any medications are given to students, a physician's authorization must be turned into the health room. No Medicines will be accepted unless the following forms are completed and a Parent brings the medicine to the health room in its original container.

- 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 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 on the district's website.

Contacting Parents

We make every effort to contact parents when a child enters the health room. The school nurse must make some judgment calls if there are multiple students in the health room at one time. If your child comes to the Health Room and is required to go home (fever over 100°, vomiting, etc) we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent has been notified. This is why it is so very important that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you list on the Health Card will be called if we cannot reach a parent first. Please understand that this is for your child's protection. *Children must be fever free without the use of medication and/or vomit free for 24 hours before returning to school. If you suspect your child to be sick, please err on the side of caution and keep them home to protect other children from getting sick.*

Head Lice – Crestview Elementary has a NO NIT policy. If a child is sent to the health room and either live lice or nits are found, a parent will be contacted to come and pick up the student to be treated at home. Class head checks are at the Principal's discretion. Every effort will be made to minimize the impact of a confirmed case on the rest of the class. Random class checks will not be performed. Parents can help prevent the spread of lice by completing frequent head checks on their child at home and helping their child understand that sharing items such as hats, combs/brushes, hair ties, etc. can spread lice from person to person. If a student is sent home due to lice (live or nits), they are required to be brought to the nurse the following morning for a second check.

Student Emergency Information Form

On the first day of school your child will be given an Emergency Information sheet to be completed by a parent. This is very important. Please print all information clearly. This will be the only way we have to reach you in case of an emergency at school. If at anytime ANY of this information should change please notify the school nurse and/or office staff immediately.

State Immunization Requirements

A child cannot be admitted to any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption. If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots. For further information, call Medical Health Services at 355-3170.

Content of Curriculum

Crestview Elementary provides a curriculum that is designed to meet the needs of all students. South Carolina State Standards in Language Arts/Reading, Mathematics, Social Studies, Science, Art, Music, and Physical Education are used as teachers plan units and lessons for their students.

Grading Scale

The following guidelines are recommended for the assignment of grades in elementary grades 2-5 and middle school:

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- U – below 60

Gifted and Talented Program

The School district of Greenville County provides programs for gifted and talented students in grades three, four and five to challenge them with rigorous, complex class work and research.

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. If a student withdraws from the program, he/she must meet the current criteria to qualify.

For questions regarding placement into the Gifted and Talented program, contact the schools G/T instructor – Ronda Wilkerson.

Homework/Class Work

Homework is an integral part of the instructional program. It may consist of activities such as required reading, mathematics practice, projects, collecting materials for classroom projects, or completing work begun in the classroom. Homework is designed to reinforce concepts learned during the school day. Individual teachers set their own policies for assigning and collecting homework. Any questions regarding homework should be directed to the classroom teacher.

Reading Program

Our reading series is Journey's. The Fountas and Pinnell Balanced Literacy model is implemented throughout the day to include reading (guided, interactive and self-selected), writing, spelling and working with words. All teachers receive extensive, ongoing training in this method. Teachers rely on a variety of materials and strategies to make sure our students receive strong instruction in reading. Novels, the newspaper, technology, and other materials are used on a regular basis.

Related Arts

Art, music, media, computer science and physical education teachers work with each class for a 35 to 45-minute period each week. Classroom teachers also provide activities in each of these areas.

Testing

Achievement of curriculum standards is assessed by the Palmetto Assessment of State Standards (PASS) and SC-READY. Students in grades 3-5 take this test in the spring. The district will be giving benchmark assessments quarterly to all grade levels to measure progress toward end of year standards. Our second grade students take the MAP, CoGat and ITBS test to assess their current levels in math and reading. These scores are also used to assist in qualifying our students for the challenge program in 3-5th grades. Our kindergarten and first grade students are evaluated using a variety of readiness assessments. These look at various aspects of pre-reading skills (letter naming fluency, letter sound fluency, phoneme segmentation and nonsense words). Common assessments are used by all teachers in all subject areas as well. All of these assessments are used to pinpoint strengths and weaknesses in all of our students.

Policies and Procedures

Attendance

Attendance is one of the biggest factors for success in school. At Crestview we believe that good attendance can greatly enhance a child's education. All students are expected to be in attendance each day unless they are ill. A written parent or doctor's note stating the reason for the absence is required within two days of returning to school. Family vacations will not be considered excused. Questions about what absences will be excused with parents notes should be directed to the attendance clerk or

administration. The note should be given to the homeroom teacher when the student returns to school. The written excuse will be forwarded to the office. Check with your child's teacher for making up missed assignments. **To be considered present, a student must have attended the equivalent of half a regular school day (3.5 hours).**

If a student has three (3) consecutive unexcused absences or a total of five (5) unexcused absences the student is truant by state law and must be given a disciplinary referral prior to a referral to family court for the parent.

In accordance with the South Carolina Attendance Regulations, a student cannot exceed 10 unexcused absences and receive credit for the school year. This includes medical notes, parent notes, and unexcused absences. If your child is out 10 days, the eleventh and successive days **MUST** be excused by a doctor's note. As required, letters and/or phone calls are sent home to remind you of absences. Please review attendance guidelines carefully as listed in the Greenville County School District Parent Express Handbook or the district website. After 10 consecutive unexcused absences, your child will be withdrawn from school and would require you to re-register prior to returning.

Tardies

Some of the most important instruction and procedures occur right at the beginning of the day. Arriving at school can set the tone for the entire day. It is very important that students arrive on time each day prepared to learn. The tardy bell rings at 8:00. Any student entering the classroom after that time will be marked tardy. Parent notes do not excuse tardies. A valid reason for being late must be presented to be excused (example – student had a morning doctor or dentist appointment, etc.). **Any student with more than four (4) unexcused tardies during the school year will not be recognized as having perfect attendance for the year.**

Students with perfect attendance will be recognized at the end of year celebrations according to the guidelines listed above. Students in K5 – 5th will participate in the perfect attendance initiative.

Discipline

Students are expected to exhibit behavior that is appropriate for Crestview Elementary to achieve its mission and goals. One of the most important lessons education should teach is self-discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behaviors, positive notes and phone calls, and/or a visit to the principal's office. This year we will implement a Positive Behavior Intervention System (PBIS) to reward students for following the school's academic and behavioral expectations (BEE Attitudes). All staff members will be rewarding each child on a consistent and regular basis.

Crestview is an academically oriented environment. Students are expected to put forth their best effort and to conduct themselves in a manner that will promote a safe, orderly learning environment. School, classroom rules and expected behavior are explained to the children on the first day of school and reinforced throughout the school year. Any behavior that causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated. Students exhibiting inappropriate behavior will be given a classroom consequence, parent contact and/or a visit to the office.

Crestview's BEE ATTITUDES: Students will earn BEE stickers/stamps that can be used to earn incentives each quarter by exhibiting the following attitudes while at school.

	BEE Respectful	BEE Responsible	BEE Ready to learn
Area			
Classroom	<ul style="list-style-type: none"> Listen attentively to your teacher and each other Keep your hands, feet and objects to yourselves Raise your hand to talk or get out of your seat Be kind to your classmates 	<ul style="list-style-type: none"> Care for your own belongings Finish your classwork and homework Use school materials safely and carefully Always do your best 	<ul style="list-style-type: none"> Have all required materials ready to go for the day Have a positive attitude
Hallway	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Walk silently 	<ul style="list-style-type: none"> Keep hallways neat and clean Stay on the right side on the third tile 	<ul style="list-style-type: none"> Face forward Follow directions
Restroom	<ul style="list-style-type: none"> Give others privacy Enter/exit quietly Knock before entering Throw trash away 	<ul style="list-style-type: none"> Keep the bathroom clean Flush, wash hands, leave no trace 	<ul style="list-style-type: none"> Use bathroom only when necessary Return to class/seat promptly
Morning arrival	<ul style="list-style-type: none"> Walk silently in the halls Keep your hands, feet and objects to yourselves Follow the directions of the safety patrols 	<ul style="list-style-type: none"> Be in your classroom before the tardy bell rings Walk directly to your assigned area silently 	<ul style="list-style-type: none"> Have all your materials with you and ready to go for the day Enter the building with a positive attitude
Afternoon dismissal	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Walk silently Follow the directions of the safety patrol 	<ul style="list-style-type: none"> Report directly to your assigned dismissal area Listen for your car number Keep your belongings in your lap 	<ul style="list-style-type: none"> Remain seated until dismissed Have all your materials needed to take home for the day Leave the building with a positive attitude
Bus	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Follow directions the first time they are given 	<ul style="list-style-type: none"> Sit forward in your assigned seat Remain seated until the bus comes to a complete stop at your drop off location Keep your belongings in your lap 	<ul style="list-style-type: none"> Face forward Have all your materials needed to bring home
Special events and assemblies	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Ask questions when appropriate Remain silent 	<ul style="list-style-type: none"> Stay seated in the designated area Wait for the teacher's signal to line up 	<ul style="list-style-type: none"> Face forward Sit on your bottom Eyes on the speaker/presentation
Cafeteria	<ul style="list-style-type: none"> Use your quiet voice Voice Level Zero first ten minutes Keep your feet, hands and 	<ul style="list-style-type: none"> Wash or sanitize your hands Walk Quietly Clean up after yourself 	<ul style="list-style-type: none"> Get everything you need Wait for your teachers to give the signal to talk Sit on your bottom, facing

	objects to yourselves <ul style="list-style-type: none"> • Use table manners • Only food from home or the cafeteria is allowed 	<ul style="list-style-type: none"> • Dump your tray in the trash • Stack your tray neatly 	forward with your feet on the floor
Playground/Recess	<ul style="list-style-type: none"> • Take turns • Play fairly • Keep your feet, hands and objects to yourself 	<ul style="list-style-type: none"> • Care for and use equipment safely • Stay in the designated area • Watch and listen for signal to line up 	<ul style="list-style-type: none"> • Show good sportsmanship • Return equipment the way you found it

Excerpts from District Board Policy

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

Levels of Offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly Conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- possession or use of a paging device in violation of District policy
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- demerits
- detention
- in-school/out of school suspension
- other sanctions approved by the Board or administration

Disruptive Conduct - Level II

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- In-school suspension
- Withdrawal of privileges

- Temporary removal from class
- Out-of-school suspension
- Referral to outside agency
- Assignment to alternate school
- Expulsion
- Restitution of property and damages
- Other sanctions as approved by the Board or administration

Further explanation of offenses and levels can be found on the district's website.

Cell Phones and other electronic devices (to include I-pods, mp3 players, hand held games, etc.)

Crestview is a fully wireless facility. All students in grades 3-5 will be given access to the use of a chromebook for the year. All other grades will be given devices to share within the classroom. Personal devices are not necessary and for this reason are not allowed during the school day. Any student caught using electronic devices without permission or using their own internal WIFI system will be banned from using such devices on campus for the remainder of the school year. Parents must sign the consent to use prior to a student having access to any devices used on campus. Neither Crestview nor Greenville County Schools assumes any liability for lost, stolen, or damages to personal devices. All parents of students in grades 3-5 must have attended a mandatory parent meeting, usage fee AND signed the user agreement form prior to their child having access to a chromebook. It is encouraged to purchase a protective device for your child's chromebook to prevent accidental damage.

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 JCDA, 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#>

No-Smoking Policy

All School District of Greenville County facilities are smoke-free work places. Smoking is prohibited both inside the school building and outside on school grounds. Smoking is banned on all school-sponsored field trips and sponsored after school activities.

Profanity Free Zone

All Greenville County Schools are profanity free zones. Please refrain from using foul or offensive language while on school grounds.

Dress Code (Policy JCDAF)

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.

- 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.
- Hair must be of natural color.
- 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. Flip – flops and sandals **without** backs are inappropriate. Tennis shoes must be worn on days when the student has PE. Since students have recess daily, it is encouraged to wear closed toed shoes each day.

- 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. Shoulder straps should be at least three inches wide.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- Shorts and skirts should be no shorter than 3 inches above the knee.
- No clothing or jewelry are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex. No tattoos are permitted in any form (including temporary).

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.

The School District of Greenville County Student Acceptable Use Policy Agreement

Administrative Rule EFE: Data Security and Use of Technology

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Introduction

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

A. Legal Requirements

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

II. Student Acceptable Use

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.

8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

D. Consequences

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

III. GCS Internet Safety and Other Terms of Use

A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

Lunch and Breakfast Program

Prices		
	Breakfast	Lunch
Student Daily	FREE*	\$2.50
Reduced Student	FREE*	\$.40
Adult	\$2.10	\$3.80
Extra Milk	\$0.65	\$0.65

*All Greenville County Schools participate in the Universal Breakfast Program. This allows ALL Crestview students to enjoy a breakfast at the school free of charge.

These prices are subject to change, please check with the cafeteria manager at the beginning of the year.

Crestview's food service manager and staff provide nourishing, well-balanced lunches for students, visitors, and staff. They are dedicated to quality and service. Students are given a choice of different menus. While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. **They may not, however, bring carbonated drinks.**

Meals from outside restaurants are prohibited. Please do not bring these in for your child.

A student may pay in advance any amount for school meals. That amount is placed in his/her lunch account. Parents will be contacted by note and/or telephone call to remind them of any money needed for their child. Students may also pay by the day. Please send all lunch money in a sealed envelope with the child's full name on the outside. Students are not permitted to buy special sales items if they owe any money to the cafeteria. You may now also put money into your child's account online. Please see the

cafeteria manager or front office for further details.

Free and reduced meals are available as outlined by the National School Lunch Program. You may complete an application at school registration or pick up an application from the lunchroom manager at any time during the school year if your income changes.

Per district guidelines, students that are indebted to the cafeteria and are not on free/reduced lunch status will receive an alternate meal instead of the regular meal choices.

The lunchroom provides many opportunities to learn and practice social skills and good manners. Students are expected to eat first and then talk. As a matter of courtesy, all students are to stand quietly behind their chairs until the rest of their class has been served. Students may talk with one another in an acceptable, conversational tone after the first ten minutes of their lunch period. We request that each student leave the area around his/her place free of food and paper after eating.

Parents are invited and encouraged to eat lunch with their child. Parents will need to check in at the front office to sign in and will eat with their child at the class's assigned table. We are a CATCH and Culinary Creations school and try to encourage our students to eat nutritious meals each day (our GO foods). Please refrain from bringing in food from outside restaurants, cupcakes or candy for birthdays or any other foods that would fit onto our WHOA foods list. The PTA will once again be sponsoring our "Birthday Club" each month. Every student will receive a special treat and prize during the month of their birthday. Parents may not accompany their child back to the classroom upon completion of lunch without prior approval from Administration.

Microwaves and refrigerators are reserved for our faculty and staff members **only**. Please do not send items that need to be kept cold or heated up as this is not allowed for our students.

Transportation

Bus Riders

Children living one and one-half miles or more from the school are invited to use the school bus transportation as a means of traveling to and from school. A complete schedule is available from the District Bus Office at 355-7330.

Students are provided bus services based on their home address. Students eligible to ride the bus should ride only their assigned bus to and from school.

Crestview Rules for Safe Bus Riding

- Obey and cooperate with the bus driver. If seats are assigned, sit in your assigned seat.
- Be seated immediately after boarding. Remain seated while the bus is in motion.
- Talk quietly and politely to the students sitting beside you. Maintain classroom conduct on the bus. The bus is an extension of our school.
- Keep books, packages, coats, and other objects in your lap.
- Keep feet, arms, and belongings out of the aisle.
- Help keep the buses clean by picking up any trash that is dropped.
- Do not bring food, gum or drinks on the bus.
- Do not bring any object prohibited by District policy, large objects, or anything that may endanger the lives of others on the bus.
- Be on time at your designated bus stop. Buses are unable to wait for late children.
- More information regarding our bus guidelines will be sent home with all students riding the bus.



All students in grade K4, K5 and 1st are required to have an authorized designee pick them up at the bus stop each afternoon. Designees will be given a numbered tag to show the driver. Students that do not have an authorized designee waiting at the bus stop will be brought back to school. If you have a Kindergarten or first grade student that has a fourth or fifth grade sibling, they may be the designee and get them off the bus for you. Each time your child is returned for a lack of a designee, school district policy is that the child will be removed from the bus for increasing periods of time. Please make sure that a designee is waiting at the stop at least five minutes before scheduled time.

If you have questions or concerns about the bus routes, pick-up time, late buses, etc., please call the School District Bus Office at 355-7330. Concerns about student conduct on the bus should be referred to the Assistant Principal at 355-2600. Further information will be sent home with students regarding bus rules and procedures on the first day of school.

Car Riders



For the safety and welfare of our children, parents are to follow these procedures:

- Drive around the traffic circle to drop off and pick up your child. The child must exit from the **passenger side of the car.**
- The parking lot is for faculty, staff and parents with valid school business. **No student may be dropped off in the parking lot.** Drivers caught dropping off in the lot will be placed on trespass notice which means you will no longer be allowed on any Greenville County Schools campus for any events.
- During afternoon pick-up, drivers should prominently display the current tag with their child's number. Each car tag will be dated for that school year only and may not be used in future years.
Drivers without a proper car tag will be required to come into the building, present their photo ID where you will wait for your child. Please do not park and bring your car tag in to avoid the car line. This slows the process and creates extra work for the office staff.
- Park in designated parking spaces only. Please do not park in reserved spaces. These are for faculty and staff only.
- Please refrain from parking in designated Handicapped spaces. We have many parents and visitors that require these spaces. The Greer Police Department will ticket persons improperly using these parking spaces.
- For safety reasons, we are a NO CELL PHONE zone, please do not use your cell phone while in the car line.

Children riding in cars will be dismissed at 2:30 p.m. and will wait in their designated area until their assigned number is announced. Drivers are cautioned to drive slowly in front of the school following the directions of the faculty, staff and Crestview Safety Patrols. Children should listen for their assigned numbers so drivers won't hold up traffic. If a child misses his/her assigned number as it is announced, drivers are asked to park in the parking lot and report to the office to follow sign out procedures so as not to hold up traffic.

No child will be allowed into a vehicle without the designated car tag properly displayed in the window. **Please keep this visible until your child is in the car.** Additional tags may be purchased from the office for a fee of \$1.00.

Once again our K4 and K5 students and older students that may be carpooling with them may be dropped off in bus loop each morning beginning at 7:30. All K4 and K5 students and any older siblings will be dismissed from the back bus loop in the afternoons. No parents should line up in the bus loop prior to 2:35

pm to avoid blocking the buses and day care vans. It is illegal to pass a parked bus at any time unless a designated staff member waives you around.

For the protection and safety of each child, ***no child will be allowed to walk through the parking lot to get into a car unless accompanied by a parent.***

Additionally, the homeroom teacher should be notified in writing of any change in transportation on a given day. **For safety reasons, no changes in transportation will be taken over the phone as we can not guarantee the identification of the person making the call. In emergency situations, the principal or assistant principal is the only one authorized to take these changes over the phone.**

Parents picking up car riders should plan to arrive on the campus no later than 2:30 p.m. We request that parents respect teachers' time by being on time to pick up their children. Parents that do not arrive to pick up their child by 2:50 will be required to come into the building to sign their child out.

Day Care Pick Up

Children who ride day care vehicles must wait on the sidewalk beneath the canopy at the designated area in the bus circle or in the designated spot in the gym. They are expected to remain seated until the van arrives and the appropriate personnel on duty dismiss them.

Walkers/Bike Riders

Children who walk home or ride their bikes are dismissed at 2:30 p.m. Students will be escorted under adult supervision to the crossing guard. A Greenville County Sheriff Crossing Guard is on duty from 7:30 a.m. to 8:00 a.m. and from 2:30 p.m. to 2:45 p.m. to direct the students when crossing the street. Students are never to cross the street alone. Bike racks are available. The school is not responsible for a student's bike. It is recommended to use a lock. Bikes must be walked while on campus.

Please do not park across the street to pick up your child. This is an extremely unsafe practice as we can not monitor whose car a student gets into once they leave campus. Parking in a subdivision is also unsafe and bothersome to the residents that live there. Please respect these residents and pick up your child through the car line. Parents must apply for their child to be a walker. If you live on a safe route that is less than 1.5 miles from the school, your application will be approved. No child will be allowed to walk home without an approved walker tag. **ALL kindergarten (K4 and K5) and First grade walkers must now be picked up by a parent or designee with a Greenville County approved parent tag (this will be the same as the car tag). Parents will meet the teacher at the end of the sidewalk on school property, show the tag to the teacher on duty to get their child.**

Late Policy for Car Riders & Day Cares

We request that parents and parent designees respect time set aside for teachers to plan instruction at the end of the day. Please be on time to pick up your children. Parents that consistently pick up their children late will be required to have a conference with the administration. Any student not picked up by 2:50 pm will be brought to the front office and parents will be required to come in and sign them out. Make sure to bring in your valid photo ID.

Busy Bee After School Care

Crestview offers a low cost alternative to traditional after school care services from 2:30 to 6:00 each day school is in session for a full day. These are well below most after school care programs in the area. We offer the students a snack, homework assistance and enrichment activities in a safe environment. If you would like more information visit our website or see the director. Space is limited so please register early.

Early Dismissal

We must ensure that classrooms are not interrupted during the instructional day. Therefore, when possible, *if your child is to leave early, you should send a note to your child's teacher the morning of early dismissal. The note must state the reason for, and specify the time of the early dismissal. No early dismissals after 2:00 will be granted.*

We request that appointments and vacations be scheduled so that school attendance is not affected. Except for an emergency **all early dismissals must be before 2:00.** This is a critical time in the day for students to review and finish last minute activities and gather their materials they will need for homework and other activities. Please help us to make every teaching and learning minute "count". Any dismissal after 2:00 must be approved by administration.

Class Parties

Two scheduled class parties are allowed during the year. These are on the school calendar. They are winter holidays and Valentine's Day. PTA room parents will plan the parties.

For the safety and security of your children, no invitations to birthday parties are to be delivered to students at the school. Every child will be recognized during the month of their birthday by the PTA with special treats and prizes.

Field Trips

Each grade level schedules field trips that are curricular in nature. These trips range from free to upwards of \$150 (for out of district and/or overnight trips). All students must have met eligibility requirements which include ensuring a permission form is on file for each trip, payment is made prior to the trip being taken, having no outstanding debts to the school, and others. Students may be refused attendance on trips for behavior reasons. In those cases, students will have an alternate assignment at school which covers the same content as the trip. Understand that we pay for field trips in advance (bus, registration, entrance fees, etc.). For that reason we are unable to refund the cost of the trip if you do not attend. Chaperones must be level II to attend. Grade levels will develop their own methods for selecting needed chaperones for each trip.

Registration

Students must live within the Crestview attendance area. A parent must present the following at registration: a State issued birth certificate; a properly completed South Carolina immunization certificate; and two proofs of residence. Call the attendance clerk if you have any questions regarding registration.

Change of Address/Phone

It is very important that Crestview Elementary be able to contact you in an emergency. We must have your ***CURRENT*** address and phone number at all times, even if your phone number is unlisted. Please notify the school clerk and your child's teacher if you change your address or phone number.

School Messenger

Periodically the school and district sends out announcements to parents via the School Messenger system. If you find out you did not receive a call, please contact the front office to ensure we have the correct number listed in our system. If you wish not to receive these calls, please indicate this on your student information form and we will mark this correctly in our system. If you find you are not receiving calls, please call the attendance clerk to ensure we have your most up to date contact information. Weekly phone blasts will also be posted on our website the day after they are sent out.

Withdrawal

To withdraw from school, the student's parent should notify the school office at least one week in advance and leave a forwarding address when possible. We will prepare a transfer form that you may pick up the last day of your child's attendance. We will forward school records to the receiving school when that school requests them.

School Closing

Closing of school due to extremely bad weather or a severe emergency will be announced on major local radio stations. For early morning closings, please, call 355-3100, log on to the district website, or tune in to local radio or television stations. It is important to keep school lines open for those directing the emergency, so we ask parents not to call directly in to the school.

School Check In System

Crestview is using the Raptor System for visitors/volunteers. The attendance clerk or designee will check you in.

All volunteers and visitors will sign in to get a printed badge. (Do not forget to sign out when you leave). You must have a badge to visit any place in the school. **You must have your state issued ID to use this system.**

Visitors/Volunteers

Parents and friends are welcome and encouraged to visit our school for conferences or as a volunteer. To avoid visiting during a test or other inappropriate times, please arrange a time and date with your child's teacher **in advance**. To protect instructional time, parents are not allowed to have drop in visits to their child's classroom during the school day. Only approved level II volunteers will be allowed to the classroom. The attendance clerk will have a pre-approved list of parents scheduled to volunteer or for conferences. Students are not to bring visitors to school without the prior consent of the principal. ***We require that any visitor to Crestview report to the office, use the Raptor computer to sign in, and obtain a visitor's badge before going to any area of the building.*** This requirement is made as part of an effort to assure the safety of our children as well as avoid any unnecessary interruption in the instructional program. **ALL VISITORS/VOLUNTEERS MUST REPORT TO THE FRONT OFFICE TO SIGN IN AND OUT. In accordance with state and district policy, all visitors will be escorted to and from their designated location.** For confidentiality reasons, we do not allow parents or family members to come in and observe a class. **All visitors must vacate the building at the 8:00 bell. To protect instructional time, parents will not be able to walk their child to class after the first week of school.**

The Importance of Volunteering

Crestview is fortunate to have a wonderful faculty and staff, but even great teachers need volunteers to help them provide the best possible education for your children. We hope you will find some time during the year to volunteer at Crestview. We understand how busy you may be, so we will find a volunteer opportunity that will fit into your schedule. We need people willing to bake cookies, work on a one time project, help on a committee, be room parent, work the copy machine or spend 30 minutes a week tutoring reading or math. The list goes on and on!

What to Do When You Arrive

When you come in to volunteer in the school, you must report to the front office as soon as you enter the building, sign in through the Hall Pass computer and receive a computer generated volunteer tag.

Why Do I Need To Sign In When I Volunteer?

It is important to keep track of your volunteer hours as they have an impact on grants and awards that Crestview can win. Just about everything you do for school that you are not paid for -baking cookies (including the time to get the ingredients), reading to a class, cutting out shapes for a teacher, working at the school festival, etc., count toward your volunteer hours.

Volunteering on Field Trips

Here are the guidelines for volunteering to be a chaperone on a field trip:

1. You **MUST** be an approved Level II volunteer.
2. You must have your ID scanned the Monday prior to each trip you are attending. This can be done in the front office.
3. You must ride the bus with the students. For security reasons, parents may not meet the students at the designated location of the trip.
4. For safety reasons, only official chaperones may be with the students during the trip.
5. No students will be allowed to get an early dismissal while on the trip.
6. Due to space limitations on the bus and the places visited, teachers will develop a lottery to select chaperones for each trip. This will be done far enough in advance to allow parents to arrange time off work if necessary.

Siblings at School

You are welcome to bring other children with you to school, but we do ask you to remember your primary reason for being at school is to assist the teachers and their students. You know your children best, so if you think they might be a distraction, you may want to make other arrangements for child care or ask the teacher what you can do for her or him at home. ***Siblings are not permitted to accompany chaperones on field trips.***

May I Volunteer to Work from Home?

Our teachers are more than willing to accept any type of help from volunteers. Volunteering to work at home can be recorded on a volunteer sheet, obtainable from the office or PTA room. These sheets should be turned in monthly to be tallied along with the in-school hours.

How May I Volunteer for Specific Needs?

Complete a volunteer interest form that you receive at Open House. Contact your child's teacher or the current PTA president.

Who May Volunteer?

A volunteer can be a parent, grandparent, friend, and even your child! Our safety patrols are considered volunteers. If your child helps you, count their hours! We welcome anyone who would like to work with the young people at Crestview, so if you know of an interested grandparent or friend, please let the PTA know and we will contact them. Finally, don't hesitate to call us if you have any questions or problems. We look forward to having you join the volunteers at Crestview! You must use your state issued ID to register with the School Check In system and be cleared prior to becoming a school volunteer.

Become a Business Partner

Crestview values its business partners. In addition to their financial support of our school programs, we utilize the knowledge and expertise of these companies and individuals. Our business partners understand that it takes the whole "village" to raise a child. Business Partners will be recognized in our school newsletter throughout the year.

Getting Involved

It is important that you know what is going on at Crestview Elementary! We do many things to keep our school community informed about our program and events.

- **Review Take Home Folders**

Class work, important notices and papers are sent home every Thursday. Please read the contents of the folder. Be sure to sign and return the folder, any notes, permission slips, etc.

Call us

The principal, teachers, PTA president, and SIC chairman encourage you to discuss your comments, questions, and concerns with us.

Check out our Website

You can now visit our website at
www.greenville.k12.sc.us/crestv/ .

Attend PTA meetings, volunteer to serve on committees, attend parenting workshops

The Crestview Elementary PTA is an active group of parents, teachers, and community friends who work hard throughout the year to provide support for our school and its programs. Our PTA enjoys great support from our school community. Volunteering, visiting your child's classroom, eating lunch at school, and attending parent-teacher conferences will ensure that you are informed about what's happening at your child's school. Our open door policy means we want you at school!

Read *Connected*

A handbook of policies and procedures mailed to each household prior to the beginning of the school year by the School District of Greenville County.

Join the PTA!

Contact the PTA to find out about the many different opportunities there are to assist the school.

Crestview Elementary PTA sponsors many activities for students and parents. Research has shown that students whose parents are actively involved in their child's education are more successful in school. Please support the Crestview PTA by joining during Open House. Our PTA unit receives recognition for the number of members we have. Our goal is 100% participation from all of our parents and teachers.

Membership Dues* - \$ 5.00 per person Activities that the Crestview PTA supports during the year include the following:

- Artist in Residence
- Awards Programs
- Back Pack Buddies program
- Beautification of Grounds
- Birthday Club
- Book Swap
- Character Education
- Classroom Assistance to Teachers
- Father's Breakfast
- Family Reading Time
- Field Day
- Health room Support
- Hospitality/Teacher Appreciation
- Media Center and classroom support/supplies
- Meet the Teacher Night
- Mother's Breakfast
- Open House
- Playground Improvement
- PTA Newsletter
- Reflections Cultural Arts Program
- Festivals
- Tutoring
- Volunteer Orientation/Coffee
- Workshops for parents



*subject to change per PTA guidelines

School Improvement Council (SIC) The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. This committee includes teachers, parents, and community members. Unlike PTA and other voluntary school organizations, councils are mandated by law to exist in every public school in South Carolina (now more than 1100). SICs play a key role in the education of our state's children, bringing together parents, educators and community stakeholders to collaborate on the improvement of their local school. The SIC meets monthly. The members of the SIC are voted on yearly at the beginning of each school year.



WE ARE CRESTVIEW:
Community Pride,
Academic Excellence

