

# Grove Elementary

2019-2020



Home of the #EngagedEagles  
Walk, Run and Fly High

Celebrating 50 Years: The Journey Continues...

 <https://www.greenville.k12.sc.us/grove/>  [@GroveEagles](#)  grove\_elementary  [@GroveElementary](#)

**Mr. Joseph J. Stowe, Principal**  
**Shane Kenney, Assistant Principal**  
**Stephanie Duncan, Administrative Assistant**

## Mission Statement

Grove Elementary School will develop and promote an environment that ensures all students will attain the highest level of academic success as determined by state and national standards. The entire school population: faculty and staff, parents, students, and community members will function as a system of support to provide an atmosphere with mutual respect, a high quality curriculum, and engagement in learning as a life-long activity is fostered.

## Grove Elementary Goals

1. Develop a sustained and schoolwide focus on **literacy** and **numeracy**.
2. Create and model a **high performance culture** throughout the school.
3. Provide continual and consistent **diagnosis** of student learning, emotional, and social needs and to provide **interventions** based on diagnostic results and perceived needs.
4. Build an optimal **learning environment** in every school setting.

This agenda was designed to help students keep their assignments organized and to provide information for parents regarding schedules, procedures and contact information. While every effort has been made to address many situations, the student/parent handbook cannot include every event that may occur during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interests of the faculty, students, school and community will be considered. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Please take time to know the rules and regulations you are

expected to follow and many of the little problems can be avoided. If you have questions or concerns, contact the school office at 864-355-5900.

## School Visitation

**All visitors to the building, including parents and school volunteers, MUST report to the office, provide a picture ID, sign in, and place the visitor's pass sticker on their person. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached and accounted-for in the event of an emergency. All parents who wish to visit classrooms should schedule an appointment with the teacher. If you would like to make a surprise visit, arrangements should be made through the office and approved by the school administration. We have an Open Door policy and welcome you to contact Marinda Smith at your convenience to schedule an appointment with the principal, assistant principal or administrative assistant during our office hours (7:30am - 3:30pm). All school volunteers must be cleared through the district clearance process before participating in any volunteer activity.**

## **EVERYDAY AT GROVE**

7:00 Bus riders begin arriving and spend time reading before breakfast

7:40 Breakfast in the classroom begins

8:00 Breakfast ends

Students must be in their classrooms and seated. Students who arrive after 8:00 are considered tardy and **must be accompanied by a parent to sign in at the front office.**

8:00 Classroom instruction begins

2:20 Bus riders are dismissed

2:30 Car riders are dismissed

\*Parents who arrive after 2:55pm will be required to **enter** the building to sign out their child(ren).

## **GREENVILLE COUNTY SCHOOLS' DRESS CODE**

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 accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related --may not be worn or brought to school. Items that violate the dress code policy may be confiscated.

Pants/Shorts/Skirts/Skorts:

- Must be worn at the waistline. No sagging (wearing below the waist) will be allowed. If worn properly, pants, shorts, skirts/skorts should not need to be held in place by the student's hands.
- The length of properly worn shorts, skirts, and skorts must meet the length of the student's ID above the knee.
- Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or tight fitting spandex type-pants may not be worn as outer garments. If such items are worn, a blouse, dress, shirt or sweater must be long enough to meet the ID length rule stated above.
- No holes above the knees. All holes above the knee must be patched before arriving to school.

Shirts/Blouses/Dresses:

- No tube tops, halter tops, or spaghetti strap tops.
- Tank top straps must meet the "width" of the student's school ID.
- The sides of the tank tops should not droop excessively, exposing too much skin.

- Sheer or see-through shirts are not allowed without an undershirt that meets the student's ID rule.
- Blouses or dresses should not expose the midriff and/or cleavage while standing or seated.
- Dresses must meet the length of the student's ID above the knee.
- Bra straps and bra sides may not be visible.

Shoes:

- Proper shoes must be worn at all times.
- No bedroom or house shoes allowed.

Accessories:

- No head covering which includes, bandanas, hats, caps, toboggans, earmuffs, headbands, hoods on coats, shirts, or sweatshirts, and hair nets may be on or cover the head while in the building or classrooms. (No do rags or hair wraps.)
- Sunglasses covering the eyes may not be worn in the building or classroom.
- Curlers, combs, and picks may not be worn in the hair.
- Jewelry with spikes is not permitted. This includes chokers, wristbands, dog leashes, chains, etc...
- Items that could be used as a weapon may not be worn or brought to school.
- Headphones/earbuds are not allowed at any time while in the building.
- No glass bottles

Miscellaneous:

- Jackets, sweatshirts, sweaters and other layered clothing will be permitted over appropriately worn shirts/blouses meeting the dress code requirement (ID visible).
- Pajamas, bedroom slippers, and similar lounge wear may not be worn.

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, request that the student be placed in ISS until a change of clothing is available or for the remainder of the school day. Students will also be informed not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior and in violation of the District's Behavior Code. Defiance or refusal to change clothing and repeated offenses may result in out of school suspension. **PARENTS AND VISITORS ARE EXPECTED TO FOLLOW THE DRESS CODE WHEN ON SCHOOL PREMISES.**

## ENGAGED EAGLE PTA

**PTA is...**

A powerful voice for all children,  
 A relevant resource for families and communities  
 A strong advocate for the education and well-being of every child.

**PTA Values**

**Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

**Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

**Accountability:** We acknowledge our obligations. We deliver on our promises.

**Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

**Inclusivity:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

**Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

## The Purposes of the PTA

**To promote** the welfare of children and youth in the home, school, community and place of worship;

**To raise** the standards of home life;

**To secure** adequate laws for the care and protection of children and youth;

**To bring** into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the children and youth;

**To develop** between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Our parents, grandparents and guardians of our learners are important to our progress as educators and the growth of our children. It is important that each parent become involved with their child's education. The Grove PTA is an excellent way to get involved and not only know what is happening in the school, with your child, and in the classrooms, but help with the many programs offered at the school. The success of our PTA depends upon the support of the parents and staff in order to provide opportunities for our student learners. One way to enhance our school program is to join the PTA and to volunteer for various committees and PTA initiatives throughout the year. Membership and volunteer information will be sent home with each student at the beginning of the year.

## School Visitor and Volunteer Guidelines

**ALL VOLUNTEERS MUST RECEIVE DISTRICT APPROVAL PRIOR TO VOLUNTEERING AT ANY SCHOOL/CENTER OR CHAPERONING ANY SCHOOL FIELD TRIP. PLEASE ALLOW UP TO 2-WEEKS FOR THE APPROVAL PROCESS.**

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, has implemented additional security checks for school volunteers. All volunteers must submit an online application to the district and receive clearance from the district before volunteering at any school/center or chaperoning any school field trip.

Volunteers are now identified by two different categories: Level I or Level II. The application process for each is detailed below:

**LEVEL I - *This level requires the presence and supervision of a GCS employee at all times.*** Level I volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.

### LEVEL I application process:

- To access the volunteer application system, the applicant enters: <https://apps.raptortech.com/Apply/MzE6ZW4tVVM=> (Española: <https://apps.raptortech.com/Apply/MzE6ZXMtVVM=>) and completes the **Volunteer Application Form**, a Level I volunteer only selects those functions not containing (Vol. II) in the name.
- Once approved the Level I volunteer is notified by email.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

**LEVEL II – *This level allows interaction with students without a GCS employee present.*** Level II volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school as well as a criminal background check good for three years. **Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.**

### LEVEL II application process:

- To access the volunteer application system, the applicant enters: <https://apps.raptortech.com/Apply/MzE6ZW4tVVM=> and completes the **Volunteer Application Form**, a

Level II volunteer can select all functions available including those with (Vol. II) in the name. By selecting Vol. II functions the system will conduct a criminal background check.

- ❑ Once approved the Level II volunteer is notified by email. This process could take up to two weeks to complete.
- ❑ Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Level II are approved.

Grove Elementary School will provide quarterly training opportunities to volunteers covering pertinent information including, but not limited to, the Safe School Climate Act and volunteer expectations at the school.

Please feel free to contact our front office and parent involvement coordinators if you have questions.

## **School Counseling Services**

The school counseling program in Greenville County is a collaborative effort benefiting students, parents, teachers, administrators and the overall community. The comprehensive and developmental school counseling program utilizes a planned program of activities that address the three components of student educational development, student career development, and student personal/social development. The school counseling program is provided to all students, K-12, and provides services through individual, group, and classroom guidance.

The school counseling program is developmental and includes sequential activities designed to address the needs of all students and therefore is an integral part of each school's educational program.

The counseling program components include the direct student services of guidance curriculum, individual planning, responsive services, and indirect services of system support.

At the elementary level, the school counseling program promotes successful achievement by assisting students in learning the skills and attitudes that focus on decision-making, skill development, awareness and exploration of future educational and occupational possibilities. The program also stresses core character traits such as respect for self and others and the acquisition in developing interpersonal relationships.

The middle school counseling program focuses on the rapidly changing needs of young adolescents. It is especially sensitive to the "tween" years of middle school students who are searching for their own identity and trying to balance the demands of academic, career, and social competencies. School counselors also begin to work with middle school students on their Individual Graduation Plan, the requirements for a high school diploma, and post-secondary opportunities.

The school counseling programs begun at the elementary and middle schools are continued, but with more of an emphasis on helping students in becoming responsible adults who can develop realistic and fulfilling life plans based on clear understandings of themselves and their needs, interests, and skills. The Individual Graduation Plan developed in the middle school moves with the students to the high school and is reviewed and updated annually in accordance with students' post-graduation educational and occupational goals. Continued attention is given to assisting students to develop competence in decision-making, career planning, working with others, and taking responsibility for their own behavior. High school counselors work with students and parents on information relative to post-secondary and financial aid options.

# School Rules and Procedures

(Listed in Alphabetical Order)

## ❑ ARTICLES PROHIBITED IN SCHOOL/MONEY BROUGHT TO SCHOOL

Anything that might be a hazard to the safety of other children or interfere in any way with learning or school procedures **may not** be brought to school. Toys, valuables (i.e. electronic watches, i-Pods, i-Pads, cell phones, large sums of money, etc.) guns, caps for guns, bean shooters, knives, matches, lighters, fireworks, 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. 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. (The list above may not contain all items. Occurrences will be handled on an individual basis.)

## ❑ ATTENDANCE

### A. Lawful Absences

1. Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. \*Verified by a statement from a physician within two 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. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two days of the student's return to school.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is pre-approved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.
5. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

### B. Unlawful Absences

1. Absences of a student without the knowledge of his or her parents.
2. Absences of a student without acceptable cause with the knowledge of his or her parents.
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

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

For the purpose of awarding credit for the year, the district board of trustees, or its designee (principal), shall approve or disapprove any student's absence in excess of 10 days, regardless as to whether those absences are lawful, unlawful, or a combination of the two.

### D. Truancy

Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that SC Code of Regulations - Chapter 43-274 stipulates that a child ages

6 to 17 years is considered *truant* when the child has three consecutive unlawful absences or a total of five unlawful absences.

#### E. Tardiness

Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Learners at Grove Elementary, in order to be deemed present, should be in their seats before the 8:00am bell. Breakfast is served in the classroom beginning at 7:40am. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for the other students in the class as well. Additionally, the tardy student misses important instruction.

#### F. Early Dismissals

In order to avoid interruptions in the educational program, **we ask for your cooperation in not picking up your child or children during school hours.** Whenever possible, medical and dental appointments should be made **after** school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher in the morning that states the reason and time for the early dismissal. Please report to the office to sign out your child **before 2:00 pm.** **No early dismissals are allowed after 2:00 pm.** Your child will be called to the office to meet you when you arrive for pick-up. Identification is required of any adult picking up a child. If the adult is not listed as an approved contact, the child will not be released without specific detailed verification.

Missing a portion of the school day or portion of any class or activity during the school day for which the student learner is scheduled impacts the student's growth and progress as we prepare the students to be college and career ready. Thank you for all of your efforts to provide us optimal teaching times with the student learners!

#### G. Prompt & Present Awards 2019-20

As you are aware, award certificates and incentives are presented on multiple occasions during the school year. For the 2019-20 school year, students will have the opportunity to earn a "prompt and present" award each quarter of the academic school year. This means that a student is here everyday, on time and in the seat before 8:00am, and has zero early dismissals. We understand that students have outside appointments that cannot be otherwise avoided, but to keep consistency in awards, only students with zero (0) absences, zero (0) tardies, and zero (0) early dismissals will receive the newly named Prompt & Present Award.

#### **BAN OF TOBACCO PRODUCTS**

The School District of Greenville County has banned the use of tobacco products at all locations within the district. Please assist us by complying with this mandate when you are on school premises. This includes not using tobacco products in the student pick up and drop off areas.

#### **BEHAVIOR GUIDELINES**

Grove Elementary is an orderly, disciplined school where students are responsible and are accountable for their behavior. **Students are expected to follow classroom rules and the student behavior code.** Most behavior 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 contacted immediately by the teacher or school administration.

- ❑ The Behavior Code states, " **All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort.**" The types of disciplinary action are outlined in the Behavior Code which is found on the district's website: [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)
- ❑ Guided by Capturing Kids Hearts, a classroom management program, children are supported and understand the behavioral expectations of the teacher and the school. Discuss with your child the classroom social contract and the four questions. Also, students will receive a daily behavior grade of 3, 2, or 1. A "3" is considered an EXCELLENT behavior day, a "2" is considered a Good day with minor infractions, and a "1" is considered Needs Improvement. Parents are asked to check and sign Agendas and Eagle Slips (grades 2-5) and Behavior Books/Eagle Sheets (grades K5-1) daily to maintain communication with the classroom teacher.
- ❑ Students will earn SOAR BUCKS for exhibiting SOAR behavior. Students may use these bucks for items for special school and classroom programs/events. We always welcome donated items for our celebrations! Please contact the office for information.

### **S.O.A.R. Expectations**

**Show Safety   Only Use Put-Ups   Act Responsibly   Respond Appropriately**

### **DISTRICT POLICY**

#### **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.



## F.A.N.S. - BREAKFAST AND LUNCH PROGRAM

We serve the highest quality school meals, following the strictest food safety practices, providing students the nutrition necessary for success in the classroom while teaching them good eating habits that will promote a lifetime of good health.

**The Universal Breakfast Program provides FREE breakfast and lunch to ALL Grove Elementary students, regardless of their Free and Reduced Meal Status!**

### Breakfast and Lunch Provides Benefits... Make it a Priority!

**Higher Test Scores.** Research has proven that children who eat breakfast have higher math and reading scores.

**Improved Attendance.** Studies show that students who eat breakfast are absent and tardy less often.

**Fewer Trips to the School Nurse.** When students eat breakfast, nurses report fewer hunger related office visits.

**Improved Classroom Behavior.** Students are better able to pay attention in class when they have eaten. Principals confirm that they see fewer discipline problems when students have eaten breakfast.

**Better Learning.** Students learn best when they have eaten a good breakfast.

**More Time on Learning.** When students have eaten, they are better able to concentrate and behave in the classroom. This allows teachers to spend more time on teaching and less time on discipline.

☐ Grove is fortunate to qualify for universal free breakfast and free lunch. Students are not charged for meals served for breakfast or lunch. There are minimal items for sale at the register.

- *The cafeteria provides a nourishing, well-balanced meal each day for students and staff.* Food and Nutrition Services expects payment in advance or at the point of service. (NO adult may charge meals.)
- Grove provides an enhanced lunch program, Culinary Creations, offering fresh vegetables, such as salad and a variety of fresh food offerings each day. Limited snacks will be offered for purchase.
- Grove is included in the Universal Breakfast AND Lunch program. All students receive breakfast and lunch at no charge. Completion of a free/reduced application is not necessary for students at Grove. However, if siblings attend a Greenville County school other than Grove, forms must be completed for those students at their school of attendance.
- **No soft drinks or "fast foods"** are allowed in the lunchroom or for classroom celebrations provided by parents. Students may bring fruit drinks or juices in non-glass containers. Students may use a thermos to keep food warm, but do not have access to a microwave. Parents are welcome to join their child for lunch, but should also refrain from bringing fast food during this time. A special lunch area on the stage or in the Grove Café will be provided for parents and students eating lunch together. Note: Prices are subject to change.
- **Breakfast and Lunch charges for child and adult visitors**

Breakfast		Lunch	
Students	Free	Students	\$2.50 (non Grove students)
Extra milk	\$ .65	Reduced	\$ .40
Adults	\$2.20	Adults	\$3.80

## CHANGE OF ADDRESS

It is ***VITAL for safety reasons*** that the school office have your current address and phone number on file. This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone number. Many persons have an unlisted telephone number; however, the school must have a number where parents can be located. The school will not release unlisted phone numbers. Please remember to send the school your home and work numbers when they change. Proof of residence will be required for any address change.

## **COMMUNICATION NOTES REQUIRED FROM PARENT OR GUARDIAN**

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

- Absence/Tardiness/Early Dismissal – *parent note; no dismissal changes after 2:00 PM*
- ***WRITTEN NOTES ONLY; phone calls to change transportation will not be accepted***
- Students may ride **only their assigned bus**
- Request to be excused from recess - *parent note*
- Reply to communication from the teacher or principal – *written parent response or meeting*
- Field trips – *official field trip permission slip*
- School Withdrawal – *written notice at least 48 hours prior to withdrawal*
- Changes in the usual method of transportation home – *note must be provided*

## **TECHNOLOGY USAGE POLICY (per Greenville County School District)**

The Personalized Learning plan for Grove Elementary will be explained during the meet-the-teacher night and as a new student enrolls into the school. Rules, procedures and expectations will be discussed and agreed upon before newly provided technology is checked out to students and families for academic and learning purposes.

### **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. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

#### **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 and devices 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 to fully cooperate with the appropriate authorities in the civil and/or criminal process.

The District is committed to ensuring accessibility and functionality of its website and online content in accordance with state and federal law, including Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. An individual who has a concern pertaining to accessibility or functionality should contact the District's Webmaster (see <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=accessibility>). If an individual continues to have difficulty accessing content after notifying the District's Webmaster, that individual should notify the appropriate District administrator as detailed in Board Policy and Administrative Rule JCDAG.

#### **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. Employee Acceptable Use**

This section is intended to provide GCS employees 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 and desktops and
3. The District's network and supporting systems and data transmitted by and stored on the GCS systems.

### **A. Annual Responsibilities and Information Security Awareness**

Staff members will review the Information Security Awareness materials presented on the GCS Portal website annually.

### **B. Prohibited Use of GCS Resources**

The following uses of GCS computer resources by staff members are prohibited at all times:

1. Unauthorized or excessive personal use. Any personal use should not interfere with or impair an employee's job performance.
2. Infringing upon the intellectual property rights of others or violating copyright laws.
3. Advancing personal profit in violation of board policy or the State Ethics Act.
4. Furthering political causes in violation of board policy or the State Ethics Act.
5. Uploading or transferring out of the District's direct control any software licensed to the District or data owned by the District without explicit written authorization. Failure to observe copyright or license agreements can result in disciplinary action from GCS or legal action by the copyright owner.
6. Unauthorized use of resources (including but not limited to servers, networks, computers and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms.
7. Downloading software unless it is required to complete their job responsibilities and approved and implemented by Education Technology Services (ETS).
8. Bypassing or attempting to bypass any of the District's security or content filtering safeguards.
9. Accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions or other legitimate access and authentication methods.
10. Granting another individual access to any District accounts that have been authorized to you or using another individual's District authorized accounts, user-id's and/or passwords. Specific exceptions are allowed for ETS personnel for authorized system operations and maintenance.
11. Allowing another person to use a District system under his or her login.
12. Adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the network infrastructure.
13. Allowing non-district persons permission to use District assigned information systems on District equipment taken off-site.
14. Sharing the password of their unique GCS user ID or using this password to access other third party web sites or applications.
15. The use of any instrument or tool that can be used for "computer hacking" as defined in the South Carolina Computer Crime Act on school property, on any District premise, or run or loaded on any District system.
16. Violating any state or federal law or regulation, board policy or administrative rule.

### **C. Sensitive Information**

GCS employees who have or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations, as they relate to the release of student information.

1. Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA (See Board Policy and Administrative Rule JR).
2. Information contained in these records must be securely handled and stored according to GCS directives, rules and policies and if necessary destroyed in accordance with state information retention standards and archival policy.

#### **D. Granting Access to Secure Locations**

Staff members may only grant access to sensitive and secure areas, including but not limited to, server rooms and wire closets, after verification with ETS of the credentials and need for access of the person requesting access.

#### **E. Limited Personal Use**

GCS does not grant any ownership, privacy or an expectation of privacy in the contents of any message, including email, or other Internet activities involving GCS resources or equipment.

Personal use is prohibited if:

1. It interferes with the use of resources by the District;
2. Such use burdens the District with additional costs;
3. Such use interferes with the staff member's employment duties or other obligations to the District; or
4. Such use includes any activity that is prohibited under any district (including this rule), board policy, or state or federal law.

#### **F. Email Maintenance**

Each District e-mail user is responsible for the content of all text, audio, or image that he or she places or sends over the Internet or District email systems.

1. Emails will only be backed up for fourteen calendar days, and each employee will be limited to a total of 200MB of message storage space. Employees must delete messages they don't need or store messages that they will need in another way besides the electronic mail system. Examples of storing emails are printing, saving to other document types or archiving messages in off-line email folders. An employee must preserve all emails and other relevant records related to an incident that is subject to litigation once that employee is made aware of the legal action.
2. Email messages are considered public records and may be released pursuant to the requirements of the South Carolina Freedom of Information Act.

#### **G. Recording of Students**

Employees may only openly and transparently audio or visually record a student and only for a legitimate academic or school-related purpose. An example of a legitimate academic or school-related purpose, includes, but is not limited to, recording student behavior as agreed upon by an IEP team or capturing an academic performance such as a student presentation or project. A school's administration must have knowledge and approve of any recording or practice of recording a student during the school day by a school employee. Employees are prohibited from secretly recording any student.

#### **H. Consequences**

Employees who violate this administrative rule may be subject to discipline, including up to and including termination. All employees are responsible for reporting breaches and possible breaches of security. Incidents should be reported to an employee's supervisor and directly to the ETS Help Desk. Suspected criminal activity must be immediately reported to law enforcement.

### **III. Student Acceptable Use**

This section is intended 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, email, 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**

Students are prohibited from engaging in the following uses of GCS computer resources:

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 instrument or tool that can be used for "computer hacking" as defined in the South Carolina Computer Crime Act 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.

#### **D. Agreement of Use**

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

## **E. Consequences**

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

## **IV. 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. Education, Supervision, and Monitoring**

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

### **C. Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

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.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

### **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.

Individuals are prohibited from using any electronic device, including a cell phone, to take pictures, record video/audio, or otherwise capture images of others in bathrooms, locker rooms, and other locations when individual privacy is reasonably expected. Students will be disciplined in accordance with Board Policy JCDA, including up to and including expulsion, for engaging in this conduct. Law enforcement will be contacted if any individual engages in conduct that could potentially be criminal in nature.

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

## Emergency School Closings

When bad weather occurs, district administrators will decide as early as possible if school will open. This decision should be broadcast by 6:30 AM on area radio and television stations and on the [Infoline @ 355-3100](#). If school is closed during the school day, students will be sent home their usual mode of transportation. Parents should discuss with their child the contingency plans made for their child to follow if they are dismissed early. Parents will be asked to complete an Emergency Transportation Form at the beginning of the school year. This form will be used for pick up if the parent does not arrive in a timely manner during early dismissal due to weather conditions.

## GCS Offers Emergency Text Alerts Through School Messenger

Due to changes in telecommunications laws Greenville County Schools (GCS) is now able to send emergency text messages to parents through the school messenger system if their listed home phone number is text capable. If you are a parent who would like to receive emergency texts and currently have a landline listed as your home number please fill out the form below and return it to your child's school.

- [Emergency Alert Form](#)
- [Formulario de alerta de emergencia](#)

GCS does not send phone messages to families late at night or early in the morning, so a last-minute closing decision, especially one made early in the morning, is sometimes missed. Texting parents provides a less intrusive way to send emergency messages during these hours.

Though we have been using a text message system called @gcsalerts through Twitter, that system has been less than reliable and is dependent on parents opting in and having push notifications set properly on their phone. We will continue to use @gcsalerts as a communication redundancy.

As always, the GCS website, social media platforms, and local media will be used to help disseminate emergency messages.

## FIELD TRIPS

Field trips are extensions of the classroom that serve as opportunities for student academic and social growth. Designed to stimulate student interest and inquiry, well planned and executed field trips enhance classroom learning through real life contact with the topic of study. Field trips must directly relate to the academic standards being addressed in classroom learning. Trips that themselves form the class curriculum (supported work programs or apprenticeship programs) and individualized student experiences (shadowing and mentoring) are not considered field trips.

The student's parent or legal guardian is required to provide written consent for participation, prior to the child attending the field trip experience. The parent(s)/guardian(s) of each student learner is expected to pay a fee to cover expenses. Charges for trips vary and are determined by the cost of transportation and entrance fees. Prior arrangements must be made with the classroom teacher if a parent plans to chaperone during field trips. Chaperones will be screened and approved (as per policy IFCD). Participating parents must follow volunteer guidelines. Siblings (school age or pre-school) are not permitted to attend field trips or class activities. Refunds for transportation and pre-purchased tickets due to absence cannot be given.

# Greenville County Schools Grading

Greenville County Schools complies with the State Board of Education policy regarding a statewide Uniform Grading Scale. Standards based report cards are issued for PreK-First Grade Students.

## 5-Kindergarten and First Grade

Student progress in kindergarten and first grade is reported for South Carolina Academic Standards as follows:

### Academic Skills Indicators:

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

### Successful Learner Characteristics:

Progress Areas	Progress Measure
<ul style="list-style-type: none"> <li>● Interacts positively with adults and peers</li> <li>● Shows initiative and eagerness to learn</li> <li>● Participates and works well in a variety of settings (whole class, small group, independently)</li> <li>● Demonstrates organizational skills</li> <li>● Sustains attention in a variety of settings</li> <li>● Demonstrates perseverance in various tasks/situations</li> <li>● Follows multiple-step directions</li> </ul>	4 = The student <b>consistently demonstrates</b> the characteristic 3 = The student demonstrates the characteristic <b>most of the time</b> 2 = The student demonstrates the characteristic <b>some of the time</b> 1 = The characteristic is not yet evident

### Related Arts Indicators

Progress Areas	Progress Measure
<ul style="list-style-type: none"> <li>● Art</li> <li>● Music</li> <li>● Physical Education</li> </ul>	M = Meets related arts standards P = Making progress towards related arts standards

## 2nd - 12th Grade

The following grade scale will be applied to students in grades 2-12.

- 100-90 A



- 89-80 B
- 79-70 C
- 69-60 D
- 59-50 F

## **Graduation Plus The Basics:**

Graduation Plus is a district-wide initiative from Pre-K through high school to ensure all students are college and career ready.

### **Elementary (K-5)**

- Sound foundation in basic disciplines
- Initial exposure to variety of careers
- Connection between education and career choices

### **Middle (6-8)**

- Enhanced academic rigor
- Exposure to college/ career opportunities
- Begin developing future direction in one of 16 career clusters
- Expansion of high school offerings to students

### **High (9-12)**

- College and Career Ready as defined by Graduation Plus...
- + Significant progress toward a college major and/or two-year degree
- + Completion of freshman level college courses
- + Completion of postsecondary vocational and technical advanced certification
- + Completion of a vocational/technical certificate

## **HEALTH AND SAFETY**

<https://www.greenville.k12.sc.us/Departments/main.asp?titleid=pershealth>

### **Healthy Students Learn Better**

Recognizing that healthy students learn better, the School District has a licensed nurse in each school. The purpose of school nursing is to enhance the educational process by the modification or removal of health related barriers to learning and by promotion of an optimal level of wellness. School nurses accomplish these activities in partnership with students, parents, school staff and the Greenville Medical Community.

All school nurses are licensed and attend a minimum of twelve hours of annual in-service education directly related to student services. In addition, all are American Heart Association certified in CPR and AED trained.

If you have questions or concerns about your child's health or school nursing services, please contact your school nurse. It is especially important to report any illness or condition that your child has that may require medical support during the school day.

### **Health Room Policy and Procedures**

#### **Medication Policy**

All 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. It is against School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor.( SC Law S144) All medication will 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 given to and administered by an employee of Greenville County Schools designated by the principal. There are separate permission forms for medications on field trips.

For your child's safety please remember:

- ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school. [Form MED-1](#).
- All PRESCRIPTION MEDICATION must be administered as labeled and OTC medications may not exceed package directions.
- ALL PRESCRIPTION MEDICATION must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel.
- OVER THE COUNTER MEDICATIONS may be provided by the parent if it is in a new - unopened container, clearly labeled with the student's name and is accompanied by written [parental permission. Form MED-3](#).
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School Nurses will not administer any medication passed the expiration date.
- ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.
- School nurses are legally required to administer only medications with FDA approval.
- No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications.
- If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose.
- Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications only if we have permission from the prescribing doctor and the parent/legal guardian. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (stimulants, pain relief medication, anti-depressants for example) the school district may refuse to allow the student to carry his/her medication. Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions. [Please use form MED-2](#).

## Contacting Parents

If your child comes to the Health Room and needs to go home, 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, contacts listed on the Health Card will be called IF we cannot reach a parent first. Please understand that this is for your child's protection.

## Student Emergency Information Form

On the first day of school your child will be given an Emergency Information sheet (see below) to be completed by a parent. This is a requirement. 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 your school nurse 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 355-3171.

In 2018-2019 all 7th through 12th graders will be required to have a Tdap vaccine. Follow DHEC guidelines for appropriate Tdap administration.

## **GCS Health Services**

### **Vision Screening**

All students in grades K-4, K-5, 1st, 3rd, 5th, and 7th grades will be screened for distant vision problems. If your child does not pass this screening, he will be screened again in two weeks. If he/she does not pass this screening, you will be notified that your child needs further evaluation by a Physician or Optometrist. Please have this letter completed and return it to your School Nurse. If your child is not in one of these grades, and you would like to have their vision screened, please send a note to your child's Nurse and he/she will be glad to screen your child.

### **Hearing Screening**

All students in K3, K4, K5, 1st, 2nd and 3rd grades will have their hearing screened annually. If your child does not pass the initial screening, he/she will be rescreened at a later date. If he/she does not pass the re-screening the Nurse will refer your child to the District Audiologist. You will be notified by mail concerning further evaluation. If your child is not in one of these grades and you wish to have a screening, please send a note to your School Nurse and he/she will be glad to screen your child.

## **Partners For Healthy Children**

This is a state insurance program offered to low income families for children under 19. If you are interested call 1-800-549-0820.

## **Safe Access to Vital Epinephrine (SAVE) Act**

The Safe Access to Vital Epinephrine (SAVE) Act, recently approved by the South Carolina Legislature, allows school districts to store supplies of epinephrine auto-injectors for identified school staff to use in emergencies for students with allergic reactions.

Parents and guardians of students with known allergies should continue to provide Epi-pens for their children. These students will continue to have Allergy Action Plans/IHP developed by the school nurse.

Every Greenville County school has a school nurse and at least 10 first responders who are trained in Epi-pen administration in the case of allergic reactions.

## **Additional Health Notes:**

- ❑ Any child who is not feeling well or has been hurt will be sent to the health room by the teacher in charge. The health room nurse keeps a record of each child's visit, will take temperatures, and perform any minor first aid. **The nurse does not have aspirin or any other types of medication and cannot administer any medication without written permission from the doctor and parents.**

- ❑ If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for their child. Parents are always contacted if the child has a fever of 100 degrees or more, is vomiting, or has diarrhea. In the case of minor scrapes, the nurse may not always contact the parent. Parent contact is at the discretion of the nurse. **Before returning to school children must be free from the diarrhea, vomiting, and fever for 24 hours.**
- ❑ 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 who to contact in case of emergency. **It is requested that parents keep this information updated!** If a home or work number for any parent or guardian changes, please submit the new number to the school as soon as possible.
- ❑ **Parents (not students) must bring medication for children to the nurse.** A responsible adult must bring the medications into the school building and check them into the health room. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded on the nurse's last scheduled day.
- ❑ The nurse will administer prescription medication if a doctor's form and written parent permission are on file in the health room. The doctor's form must include directions for administering. Under certain conditions over-the-counter medication may be administered if the parent brings the medication to school, provides instructions for administering, and completes required permission forms.

### 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.

### HEAD LICE

Based on our experience in the county schools, it was found that head lice have become a growing problem. This is reportedly true across the nation as well. Lice do not respect race, religion, age, social status, or education. Though they do not pose a major health hazard, they can be very irritating.

If student is discovered to have head lice:

1. The parent is notified
2. The student should be treated for head lice before returning to school.
3. Parent will notify school that student has been treated.
4. The Center for Disease Control, American Academy of Pediatrics and the National Association of School
5. Nurses strongly discourage screening for head lice, which has been proven to be ineffective in controlling the spread of lice. In addition, entire classrooms are not routinely checked for lice due to interruption in instructional time. Principals may use their discretion in notifying parents of lice in the classroom. Parents are expected to assume responsibility of checking their children's hair on a regular basis.
6. The use of insecticide spray in a school setting for treating the environment is not done or advised because of the toxicity and possible allergic reaction of students and/or staff. Thorough vacuuming and cleaning is sufficient at home and school.

### HOMEWORK

A well balanced learning experience for the student includes work in the classroom, academic study outside the classroom, participation in extracurricular activities, and opportunities to learn and demonstrate strong leadership and good character. Work outside the classroom known as homework should be assigned only when it is beneficial and important to the student's overall program. Homework should be educationally relevant and reasonable; should serve the needs of the learner in meaningful ways; and should promote student engagement in learning through personalization of tasks to fit the students' learning needs, allowing

student choice as appropriate. Although there is a place for rote practice and memorization, homework should also involve higher levels of thinking and creativity. The Board expects a reasonable and balanced approach to coursework outside school hours that facilitates a positive high school experience.

### **Academic Achievement: Homework**

When homework is given, assignments shall reflect the following guidelines:

- Homework shall include one or more of the three generally recognized types of homework:
  - Practice: reinforces newly acquired skills taught in class
  - Preparation: helps students prepare for upcoming lessons, activities, or tests
  - Extension: provides challenging, often long-term opportunities for enrichment that parallel class work
- Homework shall be carefully planned and explained to the students.
- Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students.
- Homework shall be assigned with awareness of the resources available to the student and the family at home and alternative options offered, where necessary.
- Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.
- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.
- Daily homework assignments for middle school students shall not exceed 90 minutes.
- Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter.
- Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.
- If homework is graded, the homework average shall not count in the student's overall quarterly grade at the elementary level, and shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.
- Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.
- Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.
- Students are encouraged to spend some time each day reading a variety of materials independently.

## **INSTRUCTIONAL RESOURCES**

- CHALLENGE PROGRAM:** The school district provides a program for gifted and talented students in grades 3-5. Students will be selected to participate in this program based on State criteria. At Grove, our intent is to provide custom-designed instruction to meet the needs of all learners through Team Differentiation and a wide variety of research based strategies.
- INSTRUCTIONAL TECHNOLOGY (Additions):** Students in grades three - five have access to school email accounts and to the web-based software, CompassLearning Odyssey, for individualized instruction and practice on reading, language, and math standards.  
We encourage the use of CompassLearning at home as well as school.
- INTERVENTION PROGRAMS:** Students identified as those needing assistance in learning are supported through reading intervention programs. These vary from Kindergarten through grade 5 based on the student's area of need. These programs include ESOL (English Speakers of Other Languages)

and RtI (Response to Intervention). Children work in small groups on reading or math to gain additional skills in these areas.

❑ **MEDIA CENTER:**The school Media Center is an important part of Grove Elementary for both students and teachers. It is the hub for all teaching materials, books, magazines, pamphlets, pictures, filmstrips, recording, and other audiovisual aids. It is also the core of our reading program and serves as a link between formal reading books and all of the reading materials we use in daily lives. Books are checked out for a week and can be renewed. Please remember that if you move, all library books and textbooks must be returned. Parents are responsible for payment of all lost or damaged books.

❑ **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 30-45 minute period each week depending on the grade level of the student. The related arts program integrates academics in their program. Homeroom teachers support related arts activities through arts integration in the classroom.

❑ **RESOURCE PROGRAMS:** A wide variety of special education resource classes are provided for students who need additional assistance in order to be academically successful. Special education classes are also in place for students with behavioral difficulty and in a variety of categories for speech and languages disabilities. Due process procedures are followed in the placement: written permission for a psychological evaluation and placement must be obtained from the parents. Report card grades alone do not qualify a student for these services. Parents and teachers must work together to refer a struggling student to the school's assistance team.

❑ **TEXTBOOKS:** Each student is assigned a textbook for each subject as determined by the School Board. Textbooks are a valuable instructional resources and provide support for student achievement. Students are responsible to care for each textbook assigned to them. **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.**

❑ **LEGAL CUSTODY**

If you have legal custody of your child and you do not want anyone else picking up this child, you must inform the office. A copy of the court order must be brought to the office and filed before we can deny a biological parent from taking his or her child. Please inform the office in writing that you are the only one to pick up this child.

❑ **LOST AND FOUND**

A lost-and-found container is maintained 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 displayed on the stage for students to recover and then donated to the clothing bank at the end of each quarter.

❑ **MAKE-UP WORK**

Provisions for makeup of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school. **Students who miss school will be expected to complete work missed.** Teachers are required provide missed assignments. Please make requests for student assignments for each day the students misses **by 9:00 am.**

❑ **SCHOOL PARTIES, BIRTHDAY TREATS, and CLASSROOM SNACKS**

Two parties will be held each school year, Winter Break and Valentine's Day. For other holidays, treats are limited to lunch treats and must be **pre-arranged** with the teacher. **Birthdays treats** may be provided at lunch time in the cafeteria. Celebrations can be snacks such as cupcakes, popcorn, fruit, vegetables, etc. Please send treats **pre-cut** so children can pass them out to the rest of the class, freeing the teachers to eat their lunches. We request that parents do **NOT** send or bring flowers, balloons, etc. to school for birthday celebrations. In the event that parents do send non food items, they will be kept in the office and not delivered to the classroom. Bus drivers will not permit balloons, etc. to be brought on the buses.

For several years Grove has been fortunate to receive a state grant that provides fresh fruits or vegetables for snacks at least three times per week. On the other days, students may bring snacks from home. We ask that those snacks are nutritious foods. Please do not send candy, cookies, chips, etc. Teachers will be happy to assist with ideas for healthy snacks. Newsletters will also include ideas.

## ❑ STUDENT PLACEMENT

The placement of all students at the beginning of the school year is considered tentative. Changes in the 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.** Parents may submit written requests for placement for the upcoming year to Mr. Stowe during the month of April. Requests will be considered but student placement is based on a combination of factors. Parental request for placement is not guaranteed.

## ❑ STUDENT RECORDS

❑ **ACCESS TO RECORDS:** Student records are available to custodial and non-custodial parents. Copies of any records are available with a 24 hour notice. Relatives (including step parents) who are not custodial parents or who have no legal documents granting access to student records will not have access to classroom information or to permanent record information. Written permission from the custodial and/or non custodial parent must be provided.

❑ **WITHDRAWAL AND RECORDS:** If a family changes residence outside of the Grove attendance area, it will be necessary to submit in writing two (2) days to the last attendance day informing the school in this change in status. All textbooks and library books are to be returned to the school. All fees must be paid before the trans form can be issued. Parents of students leaving Greenville County School District should sign a Release of Permanent Records form so there will be no delay in the forwarding of student records. School records will be sent to the next school upon request from the school.

### ❑ PROCESSING END OF YEAR RECORDS

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

1. All fall, spring, and group pictures must be returned or paid for in full.
2. All fees for lost/damaged South Carolina textbooks, as well as library books, must be paid in full.
3. All activities, materials, that have not been paid for during the year must be resolved.
4. All outstanding cafeteria fees must be paid.
5. All NSF checks and service charges must be cleared.

### ❑ 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 the 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.

## ❑ TELEPHONE USE

The school telephone number is 355-5900. Voice mail messages can be left for teachers Teachers cannot leave their classrooms for telephone calls between 7:30 and 2:45. Students may call home for emergencies only. **Arrangements for after-school activities or transportation should be made before the child leaves home each morning.**

## TRANSPORTATION

### ❑ CAR RIDERS

**Drop Off:** School opens to students at 7:15 AM. **No student should be dropped off in front of the building to wait unattended. Adult supervision by school personnel is not available until 7:15 AM.**

Car riders may **NOT** be dropped off prior to 7:15 AM. 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.

**Pick Up:** Parents are asked to display their child's assigned pick up number on the dashboard or rearview mirror using the card provided. In the afternoon, all car riders will be taken to the designated classroom, ask to be seated and supervised by staff at 2:30pm. Student numbers will be displayed on the Promethean board in the classroom and student numbers will also be called when necessary. Safety patrols will assist students getting into cars. All students who have not been picked up by 2:55pm will be escorted to the office area where they will be held until the responsible adult signs them out. **Identification is required of any adult picking up a child. If the adult is not listed as an approved contact, the child will not be released.** Repeated late pick ups constitutes a dangerous situation for children. After three late pick-ups, a conference with administration will be held. The Greenville County Sheriff's Department may be contacted for extremely late pick ups, or for parents who are consistently late picking up their child from school.

### ❑ SCHOOL BUS TRANSPORTATION (as determined by GCSD)

#### Greenville County Schools General Procedures for Transporting 4K, 5K, and 1st Grade Students

**2014-2015 Law requires the following of parents:** Section 59-67-415: Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

Section 59-67-420: The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which student resides.

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

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

If a 4K, 5K, or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the



student may be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

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

All 4K, 5K and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported to and from school for the entire school year.

**For each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation after the start of school, a tag with the appropriate information will be made. The new student will receive a numbered ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school.**

Upon submission of a complete Tag Application by a parent, the school will provide them with four (4) numbered cards that will match the numbered ID tag on their child. When a parent wishes to select another individual to be their designee at the stop, the parent will provide that designee with one of the four numbered cards that were provided by the school.

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

<b>First Incident:</b>	<b>Parent conference - warning and explanation of consequences</b>
<b>Second Incident:</b>	<b>Parent conference with (3) days loss of bus privileges</b>
<b>Third Incident:</b>	<b>Parent conference with (5) days loss of bus privileges</b>
<b>Fourth Incident:</b>	<b>Parent conference with (10) days loss of bus privileges</b>
<b>Fifth Incident:</b>	<b>Loss of bus privileges for the remainder of the school year</b>

The school administration will implement the above schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services. Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

For the 18-19 school year, Greenville County has implemented a program that tracks a child's dismissal process. Each student will be provided a unique identification tag which will be scanned daily as the student moves from the classroom to his or her dismissal area. This will allow us to identify afternoon transportation and increase student safety.

**Driver Responsibilities:**

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, is not present at the

stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to the school. The center staff will immediately notify the school so that school staff can be present to meet the bus.

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

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

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

### **Summary of Tag Procedure**

Parent obtains and returns completed Tag Application to their appropriate school. The school will provide the parent with four numbered cards which match the numbered ID tag that will be on their child.

The parent will then distribute the numbered cards to any responsible person that they determine to be eligible to receive their child. If they also want to designate a student who is in 4<sup>th</sup> grade, or above, they would indicate that on the Tag Application and a special indicator (with name) will be marked on the student's ID tag.

The school will ensure that the child is wearing their numbered ID tag when they leave the school building at the end of the day. The driver will ensure that the numbered ID tag is visible on the child before leaving the school. At the bus stop, the driver will match the numbered ID tag on the student with the corresponding numbered card shown by the person receiving the child. If the numbered ID tag indicates a student designee (4<sup>th</sup> grade, or above), they will release the tagged student to the student designee (4<sup>th</sup> grade, or above). The driver will retain the numbered ID tag and return it to the school the following day.

**Requests for changes in transportation will not be taken over the telephone. Parents requesting changes in transportation MUST have Administrative approval from both the school and from the Transportation Department.** Please note that changes in transportation or initial transportation arrangements may take up to 96 hours (4 days) to arrange.

**BUS CONTACT:** School Level: Shane Kenney, Assistant Principal (864-355-5911)  
Stephanie Duncan, Administrative Assistant (864-355-5915)  
Donaldson Bus Center: Steven Meek, Bus Supervisor Area 4 (864-355-5280)

## ***Grove Elementary***



**Home of the #EngagedEagles  
Walk, Run and Fly High  
Celebrating 50 Years: The Journey Continues...**

