

## Heritage Pioneer Faculty and Staff 2020-2021

Heather Hester, Principal  
Cindy Crouch, Assistant Principal

### 4K

Alison Auman  
Stacy Silvers, Teaching Assistant

### 5K

Caroline Crenshaw  
Jennifer Corbin, Teaching Assistant  
Kristi Evans  
Tammy Kozic, Teaching Assistant  
Donna Jent  
Connie Parffit, Teaching Assistant  
Amanda Loftis  
Donna Churray, Teaching Assistant

### First Grade

Gabriel Capps  
Valerie Deyton  
Amy Grumbles  
Lynn Mills

### Second Grade

Leslie Bowers  
Stephanie Crain  
Anna Ludwig  
Crystal Talley, Teaching Assistant

### Third Grade

Shelley Kozic  
Mac Martin  
Pam Moore

### Fourth Grade

Lindsay Buckley  
Stacy Cunningham  
Sharon Gillespie

### Fifth Grade

Matt DeHart  
Amy Eldridge  
Devyn Washburn

### Special Education

Dana Crumley, Resource  
Nicole Lunghi, Resource  
Hannah Fluke, Teaching Assistant  
Alexandra Zimmerman, Speech/Language  
Michelle Wickiser, Speech/Language  
Taryn Laven, SPED  
Debbie Bell, Teaching Assistant  
Stacey Shipman, Teaching Assistant  
Claire Poulin, Pre-School SPED  
Amber Smith, Teaching Assistant  
Kam Watkins, Teaching Assistant

### Related Arts

Debbie Allen, Spanish  
Wendy Bergquist, STEAM Lab Manager  
Jennifer Bishop, Art  
Brady Coyle-Smith, Music  
Brian McGuffee, PE

### Specialists

Kim Cole, Media Specialist  
Wanda Casad, Media Clerk  
Neely Ledford, Gifted and Talented  
Jeannie Gully, Guidance Counselor  
Ashley LaRoche, Instructional Coach  
Lisa Hansen, Instructional Coach  
Rima Dakhlallah, Literacy Coach  
Pam Atkison, Reading Intervention  
Dena Daniel, ESOL

### Front Office

Mary Phillips, Secretary/Bookkeeper  
Chryse Walker, Attendance Clerk  
Wanda Casad, Office Clerk  
Patty Silver, Nurse  
Abbey Bragg, Greenville Mental Health

### Custodial Services

Chris Harton, Plant Engineer  
Larry Bryant  
Brendan Harris  
Trish Glenn  
Dustan Snow

### Cafeteria Staff

Kim Kelley, Manager  
Tina Mundie, Assistant Manager  
Delia Amick  
Angela Dewease  
Heather Holt  
Cricket Leopard

Welcome to Heritage Elementary School! We are so excited to have your family join us and look forward to an exciting school year watching the students grow into 21<sup>st</sup> Century Global Learners. The information contained in this handbook is intended to inform you of our school procedures and to help your child make the most of their school year. Please take time to look over this information and use it to become actively involved in your child's education.

Greenville County Schools information is available by calling the School District Office info line at 355-3100. Additionally, current information is always available on the following websites:

School District: <http://www.greenville.k12.sc.us/>

Throughout the school year, your family can also access current Heritage Elementary information at our website: <http://www.greenville.k12.sc.us/heritage/index.asp>. You may also go to our Facebook page or our Twitter feed and see photos and announcements about the daily happenings in our school. <https://facebook.com/HeritageElemSch> <https://twitter.com/HeritageElemSch>

### ***Our Mission***

The mission of Heritage Elementary is to provide high quality academic, social, and life experiences that help develop young children into successful, independent adults.

### ***Our Vision***

We inspire our students to become lifelong learners by implementing best practices in a safe and nurturing environment.

### ***Our Values and Beliefs***

Values and beliefs are the core of who we are, what we do, and how we think and feel. Values and beliefs reflect what is important to us; they describe what we think about work and how we think it should operate.

We believe...

- Caring teachers, administrators, and support staff must have high expectations of all students in both their academic performance and their social behavior.
- Communication is essential to foster a successful partnership between parents, students, and staff.
- Students should feel confident, and emotionally and physically safe while at Heritage Elementary School.
- The curriculum, instruction, and assessment should be efficient, informative, and instructionally driven.
- Curriculum and instruction must meet the needs of all students and prepare each student for success.
- Education is the shared responsibility of students, home, school, business, and community.
- Early reading and mathematical thinking are the foundations for educational success.

***Motto*** "Hometown School—World Class Education"

## A WORD FROM THE PRINCIPAL

The faculty and staff of Heritage Elementary School welcome you to a new school year. Our motto is “Hometown School—World Class Education”. We take this motto to heart, as we welcome you home to Heritage. We value our families, volunteers, and community partners. We know that it takes all of us to help make the students at Heritage successful. Each student who walks through our doors is offered a World Class Education, giving them opportunities to inquire into a variety of topics throughout their school year. During the 2020-2021 school-year, our theme is “One Dream. One Team.” We recognize that we are stronger together, and through teamwork, we can encourage each other to find success throughout the school year. We are looking forward to an amazing year of learning and growing together! Join us and be a part of our amazing Heritage DREAM TEAM!

Parents, please review the contents of this handbook with your children. It contains important information regarding our school.

Heather M. Hester, Principal

## SCHOOL HOURS

7:00	Doors open and all students report to the cafeteria. <b>Please do not drop students off before 7:00, as there is no adult supervision prior to this time. Your student’s safety is very important to us!</b>
7:00-7:35	Breakfast is served. Breakfast is free to ALL STUDENTS! No student will be served after 7:35 unless arriving on a late bus.
7:30-7:45	All classrooms will be opened and teachers will be in their rooms.
7:45	School begins. <b>After 7:45 students are tardy and must check in at the office before entering class.</b> Parents will be required to come into the building to sign their student in after 7:45.
1:45	<b>No early dismissals after 1:45.</b>
2:15	School ends. Teachers accompany students to their respective rides. <b>We will not allow children to cross incoming traffic to be picked up in the parking lot. Car pickup must display their numbers in the windshield until the student enters the car.</b>
<b>Inclement Weather: If it is raining when you are picking up your child, PLEASE unlock the passenger door and assist in opening the door for your child.</b>	
2:35	If children are left at school after 2:35, they will be supervised in the cafeteria. If the parents have made no attempt to contact the school by 2:45, we will call you at home or at work or at the emergency number listed for your child.

The phone number for the office is 864-355-6000. There are no provisions for after-school supervision other than when specific programs are in operation. If child care is needed after school, you may contact Chryse Walker at 355-6000 for enrollment information. Heritage offers afterschool care and clubs including Tae Kwon do, Running Club, Robotics, Good News Club, and Art Club. There are some fees associated with all of the clubs except Good News Club.

***The closing of school due to extremely bad weather or severe emergency will be announced on the day’s 6:00 a.m. news on all radio and television stations in Greenville County. If bad weather develops during the day, please listen to the radio for dismissal announcements. Please discuss with your child in advance the procedures you will follow in getting your child home early. If the child’s teacher doesn’t have a note from the parent, the child will follow the same procedure he or she does on a daily basis. In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for the evacuation and safety of all students. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.***

## **Arrival to School**

### *ALL DRIVERS*

For the safety of our students and our safety patrols, please follow these rules while in our front and back car loops:

- Do not smoke.
- Do not talk or text on a cell phone.
- Supervise siblings. Do not let them climb trees or run around the cars while waiting for dismissal.
- At dismissal, please make sure that your number is visible at all times until your student enters your vehicle.

### *FRONT OF HERITAGE*

Bus arrival students will unload from the bus circle and enter the cafeteria door. Those bus riders who need to eat breakfast will remain in the cafeteria and eat breakfast. All other bus riders will report to grade level holding areas after being released from the cafeteria area.

Car arrival students will unload from the car loop at the front of the school (close to Northwest Middle) and enter the cafeteria door. Note: This will allow Heritage to keep the security wall closed and only allow entrance when opened for specific adults and students. This will also improve supervision of students entering and the safety of all. Car arrival students who wish to eat breakfast at school should arrive at school by 7:15 am to allow time to eat breakfast and to be ready for the start of the school day. Drop off of students is not allowed in the bus loop.

### *BACK OF HERITAGE*

Kindergarten and First Grade Students arriving in cars will unload and enter the primary entrance. All cars will park in the front parking lot at all times. The back entrance is for students only and is open from 7:30-7:45.

### *LATE/TARDY ARRIVAL*

School begins promptly at 7:45. Help your child be on time. Punctuality is a quality of good citizenship. When tardy, a child must go to the office to be admitted to class. **A parent or guardian must accompany the student into the front office after 7:45 to sign their student in to school late.** If tardies become excessive, the administration will hold a conference with the parent to help resolve the problem. If the problem continues, the matter will be referred to the Department of Social Services as educational neglect. Any student who has in excess of three tardies for the year will forfeit eligibility for a perfect attendance award at the end of the year.

## **Departure from School**

### FRONT OF HERITAGE

Bus students will dismiss from the cafeteria and enter the buses in the bus loop.

Car riders in grades 2-5 will dismiss from the cafeteria with the use of our number system. Students will enter their cars from the front car loop.

### *BACK OF HERITAGE*

Car riders in grades K-1, and siblings of students in grades K-1 will dismiss from the primary entrance in the back of the building with the use of our number system. Students will enter their cars from the back car loop.

### *Changes in Transportation Home*

Any time a student is leaving school in a manner different from his or her regular routine, the school must receive a written note from the parent. Change requests via telephone will be accepted during the school day, however in an emergency situation, a change note may be faxed to the school office prior to noon. This policy insures that all students get home safely each day and your cooperation is appreciated. No student will be permitted to ride home after school with anyone other than his/her parent unless the child brings a note from his/her parent.

## **Attendance Policy/Tardy Policy**

The school year consists of 180 days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course. Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal. In order for students to be counted present, they must be in attendance for **THREE HOURS** during the instructional day.

**Absences in excess of 10 days may cause the student to lose credit for the year. Record of student attendance is kept beginning with the first day of school. Students who have in excess of three (3) tardies will forfeit eligibility for perfect attendance for the year.**

### **SUMMARY OF THE REVISED ATTENDANCE PROCEDURES/ADMINISTRATIVE RULE JBD**

- A principal has the authority to approve or disapprove all student absences
- Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.
- A student is considered in attendance when present for at least three (3) hours of a school day.
- A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in Powerschool.
- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11<sup>th</sup> parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.
- In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, "seat time recovery" will be required for any subsequent unlawful absence or parent note that was not approved by the principal. (*Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.*) A student must attend the majority of a class session during a school day to receive credit for that class.

- A student must be in attendance for the majority of a class period for Carnegie credit purposes.

Truancy - A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term “unlawful absence” shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal.

When a student accumulates 5 unexcused absences, his or her name will be displayed in the Incident Management System (IMS). Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student’s unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written “intervention plan” must be developed with the parent(s) or guardian(s) to improve the student’s attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.
- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If possible, the intervention plan should be completed in the IMS system. If completed outside of the system, the individual completing the plan must document in IMS that a plan was completed on paper and a copy is on file.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student’s attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

Absences, the student is considered to be a “chronic” truant and should be referred to the attendance supervisor again. The Attendance Supervisor will make a decision regarding a possible referral back to Family Court based on the circumstances.

Transfer of Plans - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

Please refer to Administrative Rule JBD for a full explanation of the Greenville County Schools Attendance Policies. It can be found on the district website under Board Docs.

### **What Do I Do If My Child Refuses To Go To School?**

First, call the attendance clerk at your child’s school and report the problem. If your child continues to miss school unlawfully, an administrator from your child’s school will schedule an intervention conference with you and your child. At that time a plan will be devised to improve your child's attendance. If your child continues to miss school unlawfully, his/her case will be referred to an attendance supervisor or social worker. The attendance supervisor or social worker will convene a conference with you and your child regarding his/her attendance problem. If your child continues to miss school unlawfully, the case may be referred to Family Court for further intervention.

### **BUS SERVICE**

The driver of the school bus is in full charge of the pupils and the bus. Students will follow rules and regulations for school bus riders that are mailed home from the district office at the beginning of the year. Students may be suspended from riding the bus if rules and regulations are not followed. Parents would be notified if this action becomes necessary. Please refer to the bus rules in this handbook. If you have a question or complaints about school bus services, please call the Berea Bus Center at 355-7292. If there is a problem concerning students on the bus, please contact the assistant principal at Heritage at 355-6003.

## **Daily Bus Tag Procedures**

We provide the bus driver with a color coded bag to collect the bus tags. The students are not allowed to take their bus tag home. It is the bus driver's responsibility to collect the tags and then return the bag of tags to the school the next morning. Bus tag log is maintained with numbers already written and available to assign to new students. Office staff is able to assign / distribute numbers using the bus tag log. We print more than (1) set of bus tags for each student. An extra set is given to the teacher and an extra set is maintained at the bus loading area inside of a clipboard. This is in the event a tag is lost or not returned by the driver. In the event that a driver is out sick and the bag doesn't come back in the morning, we provide the classroom teachers with one back up bag of nametags so they will be ready to send students out the door with a nametag for the afternoon. We assure that each child has a bus tag before riding a bus. The teachers know and are informed of what bus the child will be riding. The bus route and number are clearly marked on each child's tag. The student's address and teacher's name are written on the back of each bus tag. When a child is brought back to school we document the occurrence and require the parent to come into the office to sign the child out. After the child has been sent back to the school two times, the Assistant Principal will have a conference with the parent to explain that one more violation will result in loss of bus privileges.

## **Bus Safety Loading and Unloading Procedures**

*Safe School Bus Loading Procedures* All students should:

- Be on time at the bus stop.
- Never run to catch the bus.
- Stay 6 to 8 giant steps (10 feet) away from the road while waiting for the bus.
- Move toward the bus only when the driver signals it is safe to do so.
- When crossing the road to board a bus, remain on the left side of the road until the driver motions that it is safe to cross. Check traffic. Walk straight across the road at least 10 feet in front of the bus.
- Go directly to your seat upon boarding.

*Safe School Bus Unloading Procedures* All students should:

- Stay in your seat until the driver signals it is okay to stand.
- Before stepping off the bottom step of the bus, look to the rear of bus to make sure no vehicle is trying to pass on the right side.
- Once you are off the bus, move at least 10 feet from the bus immediately. Students planning to cross the road should walk forward 10 feet toward the front side of the bus.
- Wait for the bus driver's signal to cross the road.
- When the driver signals, walk forward and stop again in front of the bus where the driver can see you, but near enough to the road that you can see in both directions.
- Wait for the bus driver's signal again.
- Walk, never run, across the road keeping watch on the traffic.
- Never walk behind the bus.
- Never get closer than 10 feet to any side of the bus.

- Never try to pick up something you have dropped on the outside of the bus. Tell the driver, so he or she can pick it up for you.
- Help to look after the safety of small children.
- After unloading from the bus, go home immediately, staying clear of traffic.

The driver of the school bus is in full charge of the pupils and the bus. His or her relationship with the pupils will be on the same plane as that expected of a teacher. Pupils are expected to obey the driver politely and promptly. The right of all pupils to ride on the bus is conditional upon their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Discipline referrals written by bus drivers will be handled by the school administration, which will follow the consequences listed on the referral.

Rules for Bus Riders: For more information, please see the Parent Express newsletter.

### Cafeteria-Culinary Creations

Heritage Elementary will continue to participate in a New Culinary Concepts Menu Program for the coming year. The program features fresh fruits, vegetables and soaps prepared daily. There will also be a vegetarian choice offered each day. There will be less processed, lower fat, lower sodium foods, and more whole grains.

Heritage Elementary School serves wholesome and nutritious lunches to both students and adults. Students may pay on Mondays or may pay by the day.

Prices	Breakfast	Lunch
Full Paid	Free for All	\$2.50
Reduced	Free for All	\$0.50
Adult	\$2.20	\$3.80

(Prices are subject to change)

We encourage the children to drink milk with their meals. If you child is allergic to dairy products, please bring in a doctor's note and we will accommodate him/her as much as possible. Please do not send cans or bottles of soda for their lunch. Payment is expected in advance or at the point of service. Free and Reduced Lunch applications are available from the Cafeteria Manager, if that need arises.

Heritage Elementary School is a CATCH school. We provide our students nutritious meals, and teach them to make nutritious food and drink choices throughout the curriculum. **We strongly discourage bringing fast food and drinks into the cafeteria.** Parents who wish to eat lunch with their child need to report to the office to sign in, obtain a visitor's pass and then go to the cafeteria at the appropriate lunchtime. Visitors are to return to the office to sign out as they leave the building. **We ask that parents and visitors follow our cafeteria guidelines, including established talking/silent eating times.**

### Challenge Program

The school district provides programs for gifted and talented students to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic and/or artistic areas. Administrators, parents, teachers, and students may make referrals for students to be screened.

Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, they will be screened by this process:

*In Dimension A-Reasoning Abilities:*

Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative, and/or a composite of the three.

*In Dimension B-Academic Achievement:*

Students must demonstrate high achievement (94th national percentile or above or advanced status) in reading and/or math as measured nationally normed or SC statewide assessment instruments.

*In Dimension C-Intellectual/Academic Performance:*

Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. An elementary student must earn four points on a five-point scale that contains specific performance criteria.

Results of private testing will not be accepted for placing students in the Challenge program.

**Change of Address and/or Phone Number**

It is necessary that we have your current address and phone number at all times. This information is especially important in cases of emergency. Please notify the school immediately upon changing your address or telephone number.

**Communication**

It is important that we maintain open communication between school, parents and guardians, and the community. If you want to meet with particular school personnel or the principal, an advance phone call will help assure their availability. Teachers are not able to meet on a drop-in basis or accept phone calls as they are working with the children. Please call the office or send a note to the teacher requesting an appointment.

*Student Folders*

Weekly Communication Folders will be sent home each week. For direct communication with the teacher, please write a note or send an email to the teacher. Notes can be sent with your child in the mornings or sent to the teacher's email address. Please note that most days teachers cannot check email during the school day; so DO NOT send time sensitive information to your child's teacher through the email. Classrooms do not have the ability to receive direct phone calls so messages left during the school day will not be returned until the teacher is available to return the call.

### *Newsletters*

One way of communicating with parents is through a newsletter which will be sent home once a week. Included in the newsletter will be information about upcoming events at the school, students' stories and poems, and news about school happenings, teachers and students. You can become a better informed parent by reading the Heritage Happenings.

### *Parent-Teacher Conferences*

There will be a scheduled conference between the child's teacher and parent at the end of the first 45 day reporting period for all kindergarten and first grade parents. Teachers in grades 2-5 will also schedule conferences throughout the year as needed to share information about a child's progress. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher. When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences.

### *Permanent Records*

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents or guardian. Please schedule an appointment with the counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

### *Social Media*

Heritage Elementary School can be found on Twitter at @HeritageElemSch and on Facebook at <https://www.facebook.com/HeritageElemSch/> Please check regularly on Twitter and Facebook to see information and pictures of the many exciting things that happen at school each day. Remember that if you do not want your student photographed, you will need to "opt out" of any photographs, and this includes yearbook photos. Forms for opting out of photographs are sent home at the beginning of the school year.

### *Student Led Conferences*

During the school year we will hold student led conferences. This conference is one that is run solely by the student. If a parent has a concern at the time of the student led conference, the parent will need to set up another time to talk with the teacher as the student led conference is solely devoted to the student.

## **Counseling Program**

Our counselor works closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our students. In addition to the classroom guidance program, the counselor works with individuals and small groups, and provides a variety of support programs for parents. She is available for conferences with parents. To schedule an appointment please call 355-6004.

## **Code of Conduct (Greenville County School District)**

The Heritage staff is committed to providing a safe environment in which students can learn and grow. In an effort to maintain the best possible atmosphere for learning at Heritage Elementary, we follow the Greenville County School District's Code of Conduct. It includes rules and consequences to be enforced by all faculty and staff at Heritage. Refer to *Parent Express* or the district website (<http://www.greenville.k12.sc.us/index.asp>) for additional information. We will be discussing the Code of Conduct with your child within the first days of school. Should you have concerns regarding this plan, teachers will be answering questions during the PTA Open House.

## **Discipline**

The School District of Greenville County Discipline Code is mailed to each home in the *Parent Express* newsletter. It 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 the student within the school's sphere of influence, using suspension and/or expulsion only as a last resort." Heritage Elementary will be an orderly, disciplined school where students are responsible and are accountable for their actions. Students are expected to act with respect for each other and for the teachers. Most discipline problems can be handled between the teacher and student. If the offense is serious or if inappropriate behavior persists, the student's parents will be informed. No physical violence, hitting, biting, scratching, or fighting will be tolerated. School District Policy prohibits harassment, bullying, and intimidation of any student. Reports of this behavior will be handled according to the district policy.

If there are any questions concerning this discipline code, please contact the school principal.

## **Dress Code**

We follow the School District Dress code. This is board 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.

Greenville County School District establishes the following requirements for school dress code policies for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.

- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No flip flops or backless sandals are allowed.
- 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. Spaghetti straps and tank tops may be worn over tee shirts.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Only mid-length shorts may be worn to school.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

## **Essential Agreements for Common Areas**

### ***Breakfast Time in the Cafeteria***

*Children are expected to behave in the following manner:*

*Quiet voice levels*

- *Clean up your area and push in your chair when you leave*
- *Follow the adult's directions*

### ***Hallways***

*Children are expected to behave in the following manner:*

- *Voices at 0*
- *Keep hands to your sides*
- *Walk in a straight line on the third block from the wall, facing forward*

## ***Assemblies***

*Children are expected to behave in the following manner:*

- *Sitting down on the floor*
- *Hands in your lap*
- *Lips are closed*
- *Ears are listening*
- *Eyes are watching*
- *Be respectful to the speaker*

## ***Dismissal in the cafeteria or kindergarten holding areas***

*Children are expected to behave in the following manner:*

- *Voice level o*
- *Backpack is closed and on back*
- *Listen for your number*
- *Stay seated*

## ***Lunchtime Essential Agreement***

*Children are expected to behave in the following manner:*

- *Keep hands and feet to yourself*
- *Speak politely to everyone*
- *Remember: Do Not share food*
- *Raise your hand for help or to use bathroom*
- *Remain seated at all times*
- *Clean up after eating*

## ***Playground***

- *Use equipment safely and appropriately*
- *Keep hands, feet, and objects to yourself*
- *Leave sand, grass, rocks, sticks, and mulch on the ground*
- *Walk on the mulch, run on the grass*
- *Stay where you can see your teacher*

## Field Trips

Field trips are an extension of the instructional program. Heritage teachers spend many hours planning and preparing for an exciting and enriching experience for our students. Students are expected to fulfill their responsibilities, i.e. homework, classwork, monetary obligations, etc. in order to participate. All students are required to have a bag lunch from the cafeteria or from home on the day of the field trip. This allows teachers to be certain that food is packed appropriately and expedite departure time. Students are also required to have a signed permission slip from their parents or legal guardian. No phone calls will be allowed as verbal permission. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child. **THE PERMISSION SLIP, FIELD TRIP FEE, AND BAG LUNCH FEE MUST BE TURNED IN TO THE TEACHER 24 HOURS PRIOR TO THE FIELD TRIP IN ORDER TO PARTICIPATE. ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.**

## Grading Students

Report Cards are made every nine weeks and are sent home four times a year. This report will assess children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education, and habits and attitudes. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. It is necessary for parents to furnish a self-addressed stamped envelope in which the final report card can be mailed. Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas.

Academic progress and attendance are reported. Kindergarten and first grade students earn grades based on their understanding and completion of grade level standards. The statewide grading scale below is used for students in grades 2-12.

<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Explanation</b>
<b>A</b>	<b>90-100</b>	Denotes excellent work at the student's instructional level.
<b>B</b>	<b>80-89</b>	Denotes above average work at the student's instructional level.
<b>C</b>	<b>70-79</b>	Denotes average work at the student's instructional level.
<b>D</b>	<b>60-69</b>	Denotes below-average or poor work at the student's instructional level.
<b>U or F</b>	<b>Below 60</b>	Denotes failing work at the student's instructional level.

**Students must have all A's and B's in graded subjects, and S's or E's in ungraded subjects to make the Honor Roll.**

## Health Room

Any child who is not feeling well or has been hurt on the playground will be sent to the health room by his/her teacher. We have a qualified school nurse at the school. The person in charge of the health room will log the student's time in, take his/her temperature, or perform any minor first aid necessary depending upon his/her symptoms. We are equipped to administer first aid only. If the situation is serious or the child is uncomfortable, a parent is called. In all cases of accident or illness, every effort is made to contact the parent/guardian.

The school will follow your directions on the enrollment and consent forms if we are unsuccessful in reaching you and the child needs more than first aid.

**IMPORTANT NOTE:** No treatment other than first aid will be given by school personnel. This is why it is important that you keep the school informed with the most up-to-date information about:

- Changes in your name, phone number, address, and family doctor
- Names of person (and phone numbers) to contact in case either parent cannot be reached

If emergency care is needed, the local EMS will be called.

The health room has a limited amount of space and cannot be used as a place to keep children for more than a very short time. Parents are asked to cooperate by coming to get their children as soon as the nurse or other qualified person in the health room calls.

No medicine can be dispensed in the health room unless it is accompanied by signed instructions from the parents. If it is a prescription or inhaled medication, a written physician's note and parental authorization will be required along with other forms from the nurse. A special form must be completed and left in the office for any medication. This must happen before prescription medications can be given. Parents/ guardians must bring medication into the school. Please note instructions, e.g., if medicine requires refrigeration, etc. If your child suffers an injury at home, do not depend upon the nurse or the volunteers to attend to the injury. The parents have first line responsibility for tending to injuries. If your child is sick in the morning, please do not send him to school for diagnosis of the problem or to expose others to possible illness.

As part of student services, students may be screened for speech-language, vision, and hearing problems, throughout the school year. If you have any questions or concerns, please let the principal know.

*Policy for medication administration on a school sponsored fieldtrip*

“Day Fieldtrip” – The parent needs to bring a labeled pill bottle with the number of pills that will be given/needed for that trip and give it directly to the teacher. The teacher will administer the medication as indicated on the permission form. All prescription medication or over the counter medication must be given to the staff member in the original bottle. No medication is to be brought in by the student.

“Over Night Fieldtrip”- The Field trip Medication Form must be filled out by the parent. The parent needs to bring a labeled pill bottle with the number of pills that will be given/needed for that trip and give it directly to the teacher. All prescription medication or over the counter medication must be given to the staff member in the original bottle. If, for any reason, there is any medication left in the bottle it is returned directly to the parent. The nurse (or office personnel) is not part of this exchange.

## **Homework/Classwork**

### **Purpose**

A well balanced learning experience for the student includes work in the classroom, academic study outside the classroom, participation in extra-curricular 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.

### **Academic Achievement: Homework (From Board Policy IHB)**

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
- 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.
- Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.
- Students are encouraged to spend some time each day reading a variety of materials independently.

## **INDIVIDUAL STUDENT BEHAVIOR—CLIP CHART**

Student choices are tracked on a Clip Chart in each classroom. All students begin the day on green in the middle of the chart. Clothespins are moved up or down depending on choices. Clips that are moved down may be moved back up if the teacher sees the students making improved choices. In addition, once a clip is moved up, it may move down. All clothespins are moved back to green at the beginning of the next day.

Each day your child's conduct will be recorded. This way you will know what exactly happened that day and you will be able to have some dialogue with your child about their day. We ask that you check your child's sheet daily and initial it so that the teacher knows you have seen your child's daily choices.

“You have brains in your head. You have feet in your shoes. You can steer yourself, any direction you choose.” -Dr. Seuss

PINK	If a student makes OUTSTANDING choices throughout the day they will move their clip to the Pink Level. This level is reserved for exceptional choices and behavior, and will not be given out loosely. This level will remain special. Please do not expect your child to reach this level every day.
PURPLE	Students will move to the Purple Level for continuing to make great choices throughout the day. Please congratulate your child when they reach this level.
BLUE	Students move to the Blue Level for making good choices. This is a good level to end the day on.
GREEN	All students begin the day on the Green Level. They will move up or down during the day depending on the choices they make. This is an acceptable level to stay at. If you child ends the day on this level it means they followed the <u>Essential Agreements</u> .
YELLOW	Students move to the Yellow Level as a reminder that they need to follow the Classroom Essential Agreements. The student will reflect on their choices in the classroom. If they make better choices later in the day, they may move back up to green.
ORANGE	Students who continue to make poor choices will move to the Orange Level. This will result in a consequence that is appropriate for the choice that was made. Different choices require different consequences. All children are different, so consequences will vary depending on the child and the choices made. (Extended time out, loss of privilege, loss of free time, etc.)
RED	Students who move to the Red Level will immediately be removed from the activity. Parents will be contacted and a trip to an administrator may occur.

### **Legal Guardianship**

If a single parent has a court order in the school record as proof of custody and the school is notified each year, the school will do its best to honor the request of the parent concerning who has the authority to pick up the child. The school must be informed in writing as to who is authorized to pick up the child. Inform your children of the persons authorized to pick them up, and instruct them not to go with anyone else. Without proof of custody in the child's permanent record, the school has no recourse but to dismiss the child to either parent.

### **Lost and Found**

Students who lose personal items at school are urged to check the lost and found in the cafeteria and with the office. Periodically, items from the lost and found are displayed for review. Don't delay! Unclaimed articles are donated to charitable organizations after a reasonable amount of time.

### **The Pamela Cribbs Media Center**

The library and its resources are for the use of all students. Procedures are planned to encourage the use of all materials as the need arises. Students learn how to use the library for studies and for their own enjoyment.

A Parenting Library is also available for all Heritage parents. We hope you will come in and visit this updated facility located in the Media Center Conference Room. Books are checked out for one week and may be renewed. There are no overdue fines, but parents are asked to help their children return all materials checked out to them.

The library must be compensated for all damaged or lost materials.

### **A Moment of Silence**

South Carolina state law mandates that all schools shall provide for a minute of mandatory silence at the beginning of each day. Heritage will have a minute of silence at the beginning of each morning announcements and end the announcements with the Pledge of Allegiance.

### **Money Sent to School and Student Receipts**

Children should be discouraged from bringing money to school except for specific purposes. When money is brought to school by the child, please place it in an envelope with the student's name, the teacher's name, the amount, and the purpose written on the envelope. Neither the teacher nor the school can be held responsible when money or items are lost.

When a student pays for any activity such as field trips, the student will receive a receipt. If you have any questions about a receipt or if you have already paid for an activity, contact your child's teacher.

### **Placement of Students**

The administration works closely with the classroom teachers, guidance counselor, and related arts teachers to assign students to a heterogeneous homeroom class. Changes in enrollment at the beginning of school may affect staff allocations and therefore necessitate assigning students to different classes. However, every effort will be made to limit changes.

### **Processing of end of the year records**

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

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

## **Promotion/Retention Policy**

The Promotion Retention Policy adopted by the School District of Greenville County assures that students reach minimum academic standards at each grade level before they are promoted. Students must meet the criteria set by the district in order to be promoted. Parent conferences will be requested to inform parents of the academic concerns about their child. Parents will also be notified in writing if there is a possibility that their child may not meet the standards. Parent conferences will be scheduled to discuss the academic progress the child has made and to share ways parents can help their child at home.

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies. The district's promotion and retention policy assures that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels. The following guidelines will be used:

Although the principal, after consultation with the teacher, makes the final decision on promoting or retaining a student, he/she must have compelling procedural and/or substantive reasons for not accepting the recommendation of the student's teacher.

A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.

In kindergarten through grade eight, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee.

In the event of a catastrophic illness, injury, or psychological trauma, the school principal may waive promotion criteria for him/her provided that the incident has demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action.

A Limited English Proficient (LEP)/migrant student should be promoted or placed along with age-level peers, according to this Rule. Retention must be documented with evidence that indicates the determining factors are other than English language proficiency.

## **PTA Support**

Without the help of the Heritage PTA many special things would not be possible at our school. Last year PTA volunteers gave many hours of time in addition to monetary support. The objectives of the PTA are:

- To promote the welfare of children and youth in home, school, and community.
- 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 in the training of the child.
- To develop between educators and general public such united efforts as will secure for every child the highest advantages in their education.

*Thanks, PTA, for your continued support of Heritage Elementary School.*

The PTA renders a number of valuable services to the school and sponsors several fund raising projects during the year. You are encouraged to become actively involved in supporting PTA activities. Announcements about meetings will be made in our school newsletters.

PTA Membership dues are \$5.00 per person. Parents, grandparents and other family members of Heritage Elementary are invited to join PTA.

**PTA Board Members 2019-2020 School Year**

<b>PTA Officer Positions</b>	<b>Names</b>
President	<b>Jennifer Young</b>
Treasurers	<b>Matthew Levesque and Brittany Levesque</b>
Secretary	<b>Tiffany Jones</b>
Membership	<b>CeCe Ambrose</b>
Communications	<b>Jess Bayne</b>
Volunteer Coordinator	<b>Crystal Hensley</b>
Reflections	<b>Heather Delgado</b>
Holiday Shop	<b>Kristin Blake and Jennifer Wagnon</b>
Members at Large	<b>Laurie Jewel</b>
	<b>Tennille Lee</b>
	<b>Ruby Cogar Jones</b>
	<b>Emily Ballew</b>
Faculty Representatives	

**Policies of the School District of Greenville County**

The official policies of the School District of Greenville County are located on line and can be accessed at <http://www.boarddocs.com/sc/greenville/Board.nsf> or through the School District’s Home Page.

**Recognition of Students**

It is our school's philosophy to provide opportunities to enhance student's self-esteem and help them to develop confidence in themselves. Some of the special programs to recognize our students are the Principal’s List, Honor Roll, and Citizenship.

## **Recess**

Active outdoor play is an important part of a child's schedule, contributing to physical and mental health, emotional and social development and indirectly to academic achievement. Unless the weather is hazardous, you may assume your child will be going outside. Be sure he/she is prepared with clothing appropriate to the anticipated weather. Also, consider your child's footwear. Sneakers are appropriate for most of the school year. Flip-flops are not permitted.

## **Related Arts Program**

Our Related Arts Program is an integral part of our curriculum. Our program is designed to enhance and enrich arts education in our school. Art, music and physical education teachers work with each class for a 45 minute period each week. Students also receive weekly Spanish instruction, and weekly STEAM Lab instruction. Please have your child wear play clothes and tie-up shoes on P.E. days. It is highly advised that your child wear shoes that cover his/her feet and are good for running on the playground and in P.E. classes. Flip-flops are not allowed to be worn at school at any time for safety reasons.

## **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to 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, intimidation, or misconduct 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.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

## **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. 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, sexual misconduct, 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.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

## **Returned Check Policy**

Our school and/or the cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds. The school secretary or cafeteria manager will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. We do reserve the right to accept cash only in the event that this becomes a frequent problem.

## **Safety**

School doors are locked at all times for your child's safety and protection. The Heritage Elementary students and staff participate in numerous drills throughout the year to be better prepared for any emergencies that might arise. Parents will be asked to sign a media release form each year to permit the school to use your child's name and/or photo for district publications, newspaper and/or website.

*Computer Sign In:* All visitors at Heritage Elementary are required to sign in at the main office using the computer during school hours. **All visitors have their ID or driver's license scanned and recorded into a database. Visitors must always wear a visitor sticker when on the Heritage Elementary campus. Only approved volunteers are allowed to go to classrooms during the instructional day.**

Photo ID Required: **Please bring a photo ID to school with you when checking out your child from the main office or visiting the school.**

## **School Improvement Council (SIC)**

SIC meets monthly. All meetings are open to anyone who would like to attend.

### OBJECTIVES

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens within the community and to clarify information concerning school programs.
- To offer suggestions concerning program improvements with respect to student needs and program operations within the individual schools.

## **School Messenger Opt Out Information**

Parents may choose to opt out of receiving School Messenger phone calls. It is required for parents to come to the school to fill out and sign the legal document in order to opt out of the School Messenger calls. Schools may not opt a parent out of School Messenger without the parent signing proper documentation. (Note that opting out includes emergencies as well as attendance calls.)

## **School Parties**

There are two scheduled parties each school year. Parties will be on the last day before winter break and on the last day of school.

## **School Safety Patrol Rules**

Heritage Elementary school safety patrols are fifth grade students who work very hard to insure the safety of everyone at Heritage Elementary. They receive training from and are supervised by the assistant principal and a staff member. Boys and girls who are patrols will be stationed around the school to assist students. These patrols are there for your child's protection and should be obeyed and respected at all times. You can help by impressing upon your child the seriousness of the task of the boys and girls on patrol. Also, please be patient with our patrols as they are children working this important job.

## **South Carolina Immunization Requirements**

A child cannot be admitted to any school or child development program without a valid State Certificate of Immunization or a valid medical, religious, or special exemption.

Minimum Requirements:

Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one dose received on or after the fourth birthday.

Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one dose received on or after the fourth birthday.

Two doses of Rubeola (Measles) vaccine, both received on or after the first birthday, separated by at least one month for all students 5K through grade twelve.

One dose of Rubella (German Measles) vaccine received on or after the first birthday.

One Dose of Mumps vaccine received on or after the first birthday.

Three (3) doses of Hepatitis B vaccine for all students in grades Kindergarten through grade twelve.

One (1) Dose of Varicella (chickenpox) vaccine or positive history of disease for all students in Kindergarten - grade 6. For students who have had the chickenpox, a form indicating approximate date or child's age at onset of chickenpox must be completed with parent signature. These forms are available in the front office.

If your child does not have a valid certificate, take all of his/her shot records to your physician or the County Health Department (282-4100). A student under 16, requiring shots, must be accompanied by a parent.

New residents may temporarily enroll their children in school for 30 days with a special exemption issued by the school until an immunization certificate can be obtained. If a certificate is not presented to the school at the end of the 30 days, the student will no longer be allowed to attend school.

### **Smoking Policy**

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products, including e-cigarettes, in the school or on the school grounds.

### **Special Services**

Special Education services are available to students who qualify according to South Carolina and federal criteria. Psychological evaluation, speech, hearing and vision testing is provided at no cost to the parent. If you feel that your child could benefit from these services, which are available without charge, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process which may extend throughout the school year.

Speech, Hearing and Vision Testing: Screening programs for vision, speech and hearing are provided in the school. Speech and hearing testing and therapy are available to children with special needs. Any child may be tested, if requested by the parent or teacher.

All students in the following grades will be screened for vision and hearing:

Vision – 5K, grades 1, 3 and 5

Hearing – 5K, grades 1, 2, and 3

These screenings will take place as early in the school year as possible.

Counselor: Our school counselor works closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our children.

Resource Teacher: The Resource Specialist of Special Education assists the regular teacher in the selection of approaches, methods and materials that will help pupils with special needs. Children are assigned to the resource room for special help.

## **Student Personal Items**

Toys are not permitted at school. Please note what other items that should not be brought to school via the Parent Express and school district website. (<http://www.greenville.k12.sc.us/index.asp>) Students who bring unnecessary money or valuables (such as MP3 players, cell phones, iPads, etc.) to school do so at their own risk. The school is not responsible for loss or theft.

## **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.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

## **Technology Use**

Our school encourages the use of technology in our classrooms. It is our goal that all children will have the opportunity to be involved in the use of new technologies that will enhance their educational experience. Heritage teachers will be involved in many training experiences to learn how to integrate the use of "technology tools" into the curriculum.

## **The School District of Greenville County Student Acceptable Use Policy Agreement**

The School District of Greenville County provides computer, network, email, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.

“Acceptable use” of these systems is use that is consistent with the instructional goals of the District. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration. The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts, a Parent Portal is available that permits the supervision of your child’s email account. Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement. Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials. Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. Do not bypass or attempt to bypass any of the District’s security or content filtering safeguards. Do not use school computers for commercial purposes. Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance. Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible. All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only. Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information. Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student’s home directory. Please contact your school if you do not want your child to have access to the Internet and email.

Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)

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.

### **Telephone Messages**

The school telephone number is 355-6000. Only in emergencies will a teacher or student be called to the phone during class time. Students may use the school telephone only for emergencies as deemed necessary by office personnel. Arrangements for after school activities should be made before a student leaves home. Forgotten homework, arrangements for after school, etc., are not considered emergencies.

### **Transfers**

When a child is to be transferred from Heritage to another school, please notify our school office at least two days in advance. A transfer form will be prepared, which the child will bring home on the last day of attendance. You will need this form to register your child in another school. School records will be forwarded to the new school upon request from that school provided all books have been returned and all fees have been paid.