



**International Baccalaureate World School
Primary Years Program**

Student Handbook & Calendar for 2015-2016

1200 Parkins Mill Road Greenville, SC 29607
864-355-3200
<http://www.greenville.k12.sc.us/scollins/>

“Creating Our Future”

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***Rules and Policies of this Handbook may be added or changed to ensure the safety and effective operation of the school. *Dates are subject to change and notification will be provided as updates occur during the school year.**

Equal Opportunity in Education

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

PTA Themes and Goals 2015-2016

Goal: To ensure all students at Sara Collins have a healthy learning environment and master the academic skills at each grade level.

Objectives:

1. To continue to monitor legislation and activities of School Board and other elected bodies to remain informed of actions pertaining to the care and education of our children.
2. To continue to be a financial resource, as well as provide volunteers to meet the needs of the staff.
3. To promote the welfare of our children by encouraging and providing opportunities for parent involvement in our children’s education.
4. To strive to provide an environment where all children are encouraged and valued for their unique talents and abilities.

Handbook Distribution

The distribution of this handbook and calendar to parents is made possible through funds contributed by the Parent Teacher Association of Sara Collins School. Our appreciation is expressed to the PTA for its enthusiastic support of this project. It is our hope that the information contained in this handbook will be helpful to you and your child during this school year.

Sara Collins School's Statement of Philosophy

Committed to the belief that a strong academic program is the fundamental right of every child, the staff of Sara Collins plans a curriculum in which each child can be successful regardless of his or her ability. The school exists to provide the fullest possible development through a curriculum augmented by extra-curricular activities.

It is the belief of the staff that each student's highest personal fulfillment may be realized through the cooperative effort of the staff, students, parents, and community.

Beliefs

We believe...

- ◆ All children have the ability to learn.
- ◆ Education is a shared responsibility.
- ◆ Children have the right to a safe environment.
- ◆ Children have the right to a positive nurturing environment
- ◆ Everyone should be treated with dignity, kindness and respect.
- ◆ Learning should be useful and meaningful.
- ◆ Individual differences should be accommodated.
- ◆ Learning is a lifelong process.

Mission Statement

The mission of Sara Collins Elementary School is to educate children to become knowledgeable, responsible citizens in a global society by providing a meaningful curriculum, which integrates community and technological resources.

School Song *(to the tune of "You're a Grand Old Flag")*

You're a grand old school,
You're a high-ranking school,
You're the best in the south we all say!
Sara Collins!
Here the kids are smart.
We all do our part.
We're loyal to you every day.
Every heart beats true
For the white and the blue;
You're the best school in every way.
We'll forever hold you in our hearts;
Sara Collins - Hip! Hip! Hooray!



Vision

At Sara Collins Elementary School, we share a common vision for all students. Our goal as members of this learning community is to ensure that:

Students will:

- ◆ Be educated in a safe, nurturing environment.
- ◆ Be challenged to reach their full academic potential.
- ◆ Work together with staff and parents to create a climate of high expectations in both academic and social areas.
- ◆ Be recognized for their unique abilities and learning styles.
- ◆ Be able to use technology to compete in a global society.
- ◆ Be able to maximize academic success by the use of good study and organizational skills.
- ◆ Be able to communicate in a foreign language.
- ◆ Participate in extracurricular enrichment activities.

Sara Collins Elementary School Promise

I will be a good citizen by being respectful and cooperative.

I will be responsible for my actions, work hard,
and try my best.

I will seek to make a positive difference
at Sara Collins Elementary.

What is International Baccalaureate (IB)?

Sara Collins became IB authorized in the spring of 2004 and re-verified in spring of 2013. The International Baccalaureate Primary Years Program (IB PYP) is an inquiry based teaching method that develops students into lifelong, independent learners. It's a hands-on approach that creates an active, student-centered learning environment rather than a passive environment. Students take more responsibility for their own part in the learning process when given a chance to share in all aspects. Students are involved in the selection of work for their portfolio and thus are better equipped to explain their progress and to identify points of strength and weakness.

At Sara Collins, we believe it is essential to develop positive attitudes toward learning, the environment, and other people, including tolerance, respect, integrity, and confidence.



SARA COLLINS STAFF LIST 2015-2016

Dr. Melissa Burns Principal

Cheryl Elliott Assistant Principal

April Roberts Administrative Assistant

KINDERGARTEN

Wendy Hook
Anne Nuttall
Patti Renwick
Laura Sharp
Anne Stolarski

GRADE 1

Jane Cooper
Mary Sims Costigan
Alissa Edwards
Riley Morgan
Rebekah Reimers
Maria Watson

GRADE 2

Loren Graves
Erin Hedges
Jane Reid
Caroline Reynolds
Misty Strange
Reagan Stelling

GRADE 3

Darlene Currier
Jess Lawrence
Carene Montjoy
Julie Owen
Margaret Sprewell
Emily Zizzi

GRADE 4

Lauren Baker
Gina Davidson
Alex Heil
Bridget Masotti
Christy Thomas

GRADE 5

Caroline Barrington
Carrie Johnson
Jessica Long
Eve Mills
Danielle Phillips

ART

Susan Schlomer
Emily Smith

MUSIC

Susan Matthews
Keith McCullouch

P. E.

Lisa Frampton
Chad LeGate

SPANISH

Adriana Groot
Holly Wilkes

MEDIA Center

Mary Ries, Specialist
Mary John McNair, Clerk

CHALLENGE

Mary Berry

COUNSELOR

Cheri Orozco
Sarah Payne

INSTRUCTIONAL

COACH

Holli Hamner

READING

Katherine Morrissey

LITERACY

Kim Cheney
Taylor Schneider

HH RESOURCE/SC

Allison Gosnell
Diane Rimer

LD RESOURCE

Ginny Butler
Melanie Manning
Ann Nelsen

OH RESOURCE/SC

Lacey Hensley
Sarah Lewandowski
Debbie Sweet
Jamie Taber

PSYCHOLOGIST

Dr. Melanie Albers

SPEECH

Lin Bloomquist
Sue Zann Norris
Kim Scavuzzo

OT/PT

Ashley Brewington (PT)
Meriam Merlin (OT)
Terri Wilson (PTA)
Beth Grindle (OTA)

ESOL

Lauren White

OI AIDES

Quinten Barton
Doris Beckert
Deborah Bulzan
Katelyn Eichman
Kirsten Hansen
Amber Piper
Pam Johnson

K-5 AIDES

Ann Ayer
Jackie Landrum
Debby Oveson
Bibber Wright
Lindsey Young

NURSES

Srebrenka O'Steen
Vickie Price

ORDERLY

Lorna Sexton

CLTA

Kaitlyn Andrews
Crystal Brothers
Leslie Hollingsworth
Bonnie Impson
Regina Jones
Ruth Kennedy

OH/SC AIDES

Laura Crane
Maria Donofrio
Nona Janowski
Connie Johnson
Ann Templeton

SARA COLLINS STAFF LIST 2015-2016

(continued)

VISION

Amy Mayfield

OFFICE STAFF

Teresa Tuggle & Pam Hadel, Secretaries

Deborah Garraux, Attendance Clerk

Kim Geddie, Receptionist

CAFETERIA STAFF

Kaci McGrew, Manager

Vera Bryson

Todd Cheney

Betty Drummond

Kathy Duston

Janet Head

Julie Wolfrath

CUSTODIAL STAFF

Dave Clark, Plant Engineer

Keri Darnell

Jeannie Hedrick

Charlie Thomas

Obdulio Ramirez

Bobbie Williams

Schedule and School Information

Daily Schedule

7:15 - 7:45 Breakfast

7:45 Students and teachers go to classrooms. Only bus students will be served breakfast after 7:45.

7:55 School begins. Students should be in classrooms ready to start the school day. Students arriving after 8:00 *must check by the office to be admitted to their classrooms.*

2:30 Dismissal.

Early Dismissal of Students

To insure the safe dismissal of all students and lack of disruptions, we will have early dismissals before 2:00 P.M only due to emergencies situations. If parents must take a child from school before the end of the school day, they should send a note in the morning stating the reason for the early dismissal and the time. Teachers keep students in the classroom until the office notifies them the parent has arrived. Please note the following District Policy JGFC (5/11/99):

No elementary school shall release any student prior to the end of the school day unless either (1) the student's custodial parent or legal guardian is the person picking up the child or (2) the school has previously received from the student's custodial parent or legal guardian a signed note indicating the date, time, and reason for the early dismissal and the person who will pick up the student for the early dismissal. If school personnel do not know a person attempting to pick up a student, they will require the person to produce appropriate identification, such as a driver's license, before releasing the student. For purposes of this policy, "legal guardian" shall include (1) any person to whom a court of competent jurisdiction has awarded custody of the child, (2) a foster parent, (3) an appropriate employee of a residential community-based care facility licensed by the Department of Social Services or operated by the Department of Social Services or the Department of Youth Services, for a child living in such a facility, and (4) a person who signed an affidavit permitting the child to attend school under Policy JBCA.

School Closing Due to Weather or Emergency

The closing of school due to extremely bad weather or other severe emergencies will be announced on local radio and television stations. 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. Information will be given on the radio, television, and district webpage. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

School Information

Greenville County school information is available by calling the **School District Office info line at 355-3100** or the numbers listed below. Additionally, current information is always available on the following websites:

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

Sara Collins website: <http://www.greenville.k12.sc.us/scollins/>

Bus Transportation 355-5280

Attendance 355-3214

Healthroom 355-3207

Cafeteria 355-3208

After-School Program

The Caine Halter YMCA of Greenville operates a program on site during regular school calendar days. The YMCA program is independent of the school district; however, all school policies and rules in this school handbook and of Greenville County Schools apply to the program. If a student has been suspended from the school, they may not return for the after school program.

All fees and registration will be handled through the Caine Halter YMCA, 721 Cleveland Street, Greenville, SC 29607. Phone: 864-679-9622.

Curriculum and Instruction

Content of Curriculum

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

Sara Collins has fully implemented the International Baccalaureate Primary Years Program. The program is an international program based on learning through Inquiry. Each grade level, Kindergarten – Fifth grade, follows a Program of Inquiry based on six broad units of study. In this form of guided Inquiry students are encouraged to ask questions and use transdisciplinary skills to do research, think, and apply the knowledge they gain.

Literacy Instruction

The goal of the language arts program in Greenville County Schools is to develop the necessary language skills within each student that will allow them to pursue their life's goals and to become productive members of society. For students to become successful communicators, a balanced approach to literacy instruction is needed to meet all the needs of the students who make up our classrooms. Over the years, teachers and researchers have learned that there is not one basic approach that builds a proficient reader and communicator. It is the combination or balance within the instructional model that creates success in our classrooms.

A balanced literacy model should include instruction in phonics, reading comprehension, interpretation of literature, writing and reading fluency.

Field Trips

Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom. The school requires written permission from a parent or legal guardian before a child is permitted to go on a field trip. Transportation will be by school bus. Each child may be asked to pay a fee to cover the expense of the bus. The use of private cars is not allowed for transporting children on field trips. Children may not leave the school group and field trip with parents without a prior written approval by the principal.

It is a teacher's decision as to the type and number of chaperones that may be needed on field trips. Due to limited space, cost, and the age of the students, a field trip may or may not require parents as chaperones. Teachers will make decisions based on their classroom needs.

When buses return from a field trip, students will be taken to homerooms. Parents are required to sign students out in the front office.

Grading Scale

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

- A = 93-100 Denotes excellent work at the student's instructional level.
- B = 85 - 92 Denotes above average work at the student's instructional level.
- C = 77 - 84 Denotes average work at the student's instructional level.
- D = 70 - 76 Denotes below-average or poor work at the student's instructional level.
- U = Below 70 Denotes failing work at the student's instructional level.

Homework

Homework is an extension of classroom activity and the assignments should be challenging and meaningful. Some of the purposes of homework include the following:

1. Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning.
2. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits.
3. Homework is a natural extension of the school day and an important part of a student's educational experience.
4. Homework should be designed to be completed independently.

The three generally recognized types of homework are practice, preparation, and extension.

- a. Practice homework reinforces newly acquired skills taught in class.
 - b. Preparation homework helps students prepare for upcoming lessons, activities, or tests.
 - c. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.
5. Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments.

Within five days of a student's return from an excused absence, the student must work out provisions for making up missed work with the teacher(s). The principal may approve the make-up of work missed during an unexcused absence after consultation with the teacher(s).

Recommended Time for Homework by Grade Level:

The times below are daily averages since students should not have homework in all subjects every night.

Grades K-2: 15 – 30 minutes per day

Grade 3: 30 – 45 minutes per day

Grades 4-5: 45 – 60 minutes per day

Students should spend some time each day reading independently.

This time should not be considered part of homework and should include a variety of types of reading.

In order to become well rounded, students in elementary school need to have time to participate in other activities after school. However, a definite time for reading and homework should be planned each day.

Media Center

The Media Center is an important part of Sara Collins Elementary School. The basic function is to help children to learn by:

1. Providing books, technology and other media for the school's educational program;
2. Helping students develop an interest in reading, thus stimulating their interest in many subjects;
3. Teaching research skills and how to use the media center.

The Media Center is the center for all teaching materials, books, magazines, pamphlets, pictures, recordings and other audio-visual aids. It is the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between textbooks and the many types of reading materials used in everyday life.

The purpose of the Media Center begins and ends with children - their needs, problems, abilities, motivations and values. It is open from 7:45 a.m. until 2:45 p.m. We encourage students to visit for reference work, but also for recreational reading and checking out books.

Parent-Teacher Conferences

There will be at least two scheduled conferences between the child's teacher and parent during the school year, one at the end of the first nine weeks for all students and during the third 45-day reporting periods. All parents are expected to attend these scheduled conferences. 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 the parents to 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 by the professional staff, the student and the student's parent, or guardian. When a student transfers to another school outside Greenville County, it is necessary for the parents to sign a written permission for the records to be forwarded to the new school.

Placement of Students

It is the principal's responsibility to assign students to the homeroom class. In keeping with the policy of The School District of Greenville County, heterogeneous grouping has been identified as the most desirable means for assigning children to classrooms.

Therefore, children are placed with regard to:

1. Consideration of individual child's needs;
2. Balanced distribution of boys and girls;
3. Balanced distribution based on ethnicity; and
4. Reading achievement level.

The placement of all students at the beginning of the school year is considered a tentative assignment. Changes in enrollment at the beginning of school may necessitate assigning students to different classes, but every effort will be made to limit the changes. Parent request for individual teachers is *not* a consideration for placement in a classroom.

Academic Reports

Report cards are created 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 progress report 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. These are issued mid-nine weeks between report cards.

If you have a concern that an error is made on your child's grade, please contact the teacher immediately. If a student owes any money at the end of the school year, report cards will not be mailed home.

Promotion and Retention

The curriculum at Sara Collins is such that children are able to make continuous progress regardless of the grade placement. It is recognized that some students benefit from the opportunity to continue in the same grade another year. Certain definite procedures are followed during the retention process. During the first parent conference, parents are informed if the child is not performing at grade level. By the end of the third reporting period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may benefit by continuing in the same grade another year. Final decisions regarding promotion and retention of students are determined by the principal.

Related Arts Program

Art, music, and physical education teachers work with each class for a 45-minute period each week. Classroom teachers also provide activities in each of these areas. A special event in the spring is the Field Day event for all students.

Special Education Program

A special education resource program is provided for students who are learning disabled. Due process procedures are followed in the placement of children in the program. Written permission for a psychological evaluation and placement must be obtained from the parents, a staffing committee must recommend placement, and a written educational plan for the student must be provided.

Sara Collins is a satellite center for orthopedic, hearing, and visually impaired students in Greenville County. Many of the students are mainstreamed to a regular class for one or more subject areas. Speech clinicians work with students individually or in small groups.

Challenge

The School District of Greenville County provides programs for Gifted and Talented Students to challenge them with rigorous, complex class work and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened.

However, students must meet the state criteria before being placed in the Challenge program. 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 or higher for their age group. If students do not qualify solely on aptitude, this process will be used for screening:

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

In Dimension B - Academic Achievement Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by a nationally normed or South Carolina 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. Rising third, fourth, fifth, and sixth grade students may be eligible to take the Performance Task Test in March if they have already met the criteria in Dimension A or Dimension B. Beginning with grade 7, students must have a 3.75 GPA on a 4.0 scale to meet the criteria in Dimension C.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program.

Textbooks

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, the student must pay the assessed amount.

Policies and Regulations

Care of School Property

Any damage to school property must be repaired or replaced at the expense of the offender. The cooperation of parents is required in helping us teach children to respect school property, materials, furnishings, equipment, and the building itself.

Change of Address

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. **If it is determined that a parent has failed to provide the school with their correct address, the student will be dismissed from Sara Collins Elementary immediately and ask to enroll at the school within their correct attendance area.**

Dress Code

We follow the School District Dress code. The type of clothing worn to school by children influences their attitude and quality of work. All students are expected to wear appropriate and acceptable clothing at all times. Clothing with inappropriate words or pictures may not be worn. Improper shoes as listed in the district dress policy (*Flip-flops and thong-type shoes are not permitted*) will exclude students from participating in playground and PE activities. Wheelies or tennis shoes with wheels are not allowed because of the safety hazard created on the stairs and other members of the community. Because Rolling Book bags are a safety hazard for our school population and school design, they are not allowed unless there are extenuating circumstances. If any article of clothing interferes with the safety of students or the instructional process, parents will be called and asked to bring a change of clothing.

Discipline

Discipline is defined as understanding and following reasonable rules to make one's life and that of other persons better. One acts in a disciplined way; not out of fear, punishment, or threat, but because one gets and receives a feeling of worth.

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."

Sara Collins School 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.**

Code of Conduct

The staff at Sara Collins is committed to providing a safe environment in which students can learn and grow. Much media attention has been given to the issue of discipline in schools. In an effort to maintain the best possible atmosphere for learning at Sara Collins, we have a school-wide Code of Conduct. It includes rules and consequences to be enforced by all faculty and staff at Sara Collins. Refer to *Parent Express* or the district website for additional information.

We will be discussing the Code of Conduct with your child within the first days of school. After this discussion, we will be sending home a copy that is to be discussed and signed by you and your child. Should you have concerns regarding this plan, teachers will be answering questions during the PTA Open House.

SCHOOL-WIDE EXPECTATIONS:

As an International Student at Sara Collins Elementary I will:

Be kind to myself and other students.
(Empathy and Integrity)

Show Respect to all adults and children.
(Respect and Tolerance)

Cooperate and follow directions.
(Confidence and Cooperation)

Take care of school property and materials.
(Appreciation and Cooperation)

Practice responsibility through self-control.
(Independence and Commitment)

SIGNS of SCHOOL-WIDE EXPECTATIONS *(Created by staff and students)*

HALLWAY

Hands to yourself
All students, blue tile, single file
Look ahead
Listen for directions

CAFÉ

Control volume
Always clean up
Friendly manners
Eat at your seat

BUS

Behave in the seat
Use hands to help
Stay seated

WASH

Wait quietly for your turn
Attend to business
Soap and water
Help keep it clean

PLAY

Proper use of equipment
Look for ways to include others
Always, safety first
You bring it out, you take it in

CARS

Come quietly to carpool
All materials stay in book bags
Remain seated on lines
Stand and walk when called

HOME

Hear your name
Only get up when called
Meet a teacher at the door
Everyone stays quiet

Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

School Safety Act of 1996

Any student who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against

a school official, and of other “violent crimes.” Information concerning convictions of these crimes will be included in the student’s permanent record. The student’s teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

Money Sent to School

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.

Notes Required From Parent or Guardian

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

1. Absence (see Attendance Guidelines)
2. Tardiness
3. Request for early dismissal
4. Request for excuse from recess or physical education
5. In reply to notes from the teacher or principal
6. Field Trips

School Parties

There are **two** scheduled school parties each year. These will be at the winter holidays and Valentine's Day. Parent’s participation in these events is determined by the classroom teacher.

Individual birthday parties at school are not allowed. Please do not bring birthday treats to school without consulting with the teacher before the day of the birthday. Birthday treats will be served at the end of the student’s lunch in the cafeteria or at the end of the school day. Invitations to birthday parties may be distributed before or after school; however, if given out at school, there must be an invitation for every student in the class. Invitations may not be taken to

friends in other classrooms. Absolutely, no balloons are allowed for individuals.

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.

Prohibited Articles at School

Articles, which are hazardous to the safety of others or interfere in some way with school procedures, may not be brought to school by children. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, razors or razor blades, pornographic material, drugs, alcoholic beverages, etc., are not permitted at school. Refer to the "Discipline Code" in the *Parent Express* newsletter and the district website for additional information.

Reassignment of Students

The reassignment of students to another school that is outside of the attendance area where they live may be requested through the principal of the requested school. Forms for requesting reassignment are available at each school.

School Telephone

The school telephone number is 355-3200. Messages will be taken for students and teachers and delivered as soon as possible. Students will not be called to the phone for emergencies. In the event of an emergency, the caller should contact the school counselor or an administrator who will relay the emergency to the child.

Parents wishing to confer with teachers on the phone are requested to limit their calls to after-school hours. Teachers cannot leave their classrooms for telephone conferences from 7:45 a.m. to 2:30 p.m.

Students wishing to call home may use the telephone in the office **for emergencies only**. Arrangements for transportation and after-school activities of students must be made before the child leaves home. Students are not allowed to have cell phones or other electronic devices.

Staff Telephone Numbers

The school will not furnish the telephone number of any staff member to parents. We strongly recommend that teachers use only their school phone number for school business.

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.

Transfer to Another School

When a child is to be transferred from Sara Collins to another school, please notify the school office at least a week in advance. A transfer form will be prepared and may be picked up by the parent the last day of the child's attendance. Parents must sign a statement granting Sara Collins permission to forward the child's records to the new school if that school is outside Greenville County. School records will be forwarded to the receiving school upon request from that school.

Unlisted Telephone Numbers

Some persons now have unlisted telephone numbers. ***However, the school must have a number at which parents can be located at all times.*** The school will not release any unlisted number.

Visitation in School

Providing instructional time for students in a safe and orderly environment is our primary objective. In order to provide quality time, all parents and visitors must enter through the office area and sign-in if they have made previous arrangements with the teacher. If visitors and parents have not made previous arrangements with the teacher, we cannot allow interruptions during instructional time. We will be happy to set up an appointment for you with the teacher or call an administrator to help you. Volunteers should not use time to discuss their individual child's progress or interrupt the class with lengthy discussions with the teacher during volunteer time. All volunteers should only visit classrooms where they have assigned task. They should not use their volunteer status to visit with teachers in other classrooms even if they have their child assigned to that class.

At no time should parents interrupt the class to speak with the teacher. This regulation is for your child's protection. It may keep out persons who may disrupt classes and accommodates visitors who may receive a phone call while in the building.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirement of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Attendance

General Notice:

For more information, see *Parent Express* newsletter, or Greenville County School District website. Questions regarding attendance rules should be directed, preferably in writing, to the principal.

Excuse From Recess or Physical Education

All children are expected to participate in playground activities and physical education, unless participation would endanger the child's health. To be excused from these activities, the child ***must bring a doctor’s note to the teacher stating the reason for the requested***

excuse.

Permission to Leave School

If parents must take a child from school before the close of the day, they *must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. For the safety of the children at dismissal time, there will be no early dismissals after 2:00 p.m., and we will not call students from class after that time.* Parents must sign their child out in the school office before 2:00 p.m. if an early dismissal is necessary. Whenever possible, medical and dental appointments should be scheduled after school hours. Parents are urged not to take the child out of school early.

No child will be allowed to leave the school grounds during school hours unless signed out by a parent or another adult designated by the parent.

Children should be cautioned about accepting rides with strangers. They will be expected to leave the school grounds immediately after dismissal at 2:30 p.m. School personnel cannot supervise or be responsible for students who remain on the grounds after dismissal.

Tardiness

The school day begins promptly at 8:00 a.m. Students should be in their classrooms and ready to begin work at 7:55 a.m. Students arriving after 8:00 a.m. must report to the office where they will be given a permission slip to enter class late. Punctuality is a quality of good citizenship. *Please help your child to be on time!*

***Leaving Class to Attend Siblings Programs**

Every child needs to have their own special celebration time with parents. Often, Parents want to take a sibling from class to observe a siblings program or field day. This causes the child to miss instructional time. It also interrupts the day for all the students in

the sibling's class. If a parent elects to take a child from their classroom for this purpose, the student will not be allowed to make up work that is missed.

How Many Days Must My Child Attend School?

In accordance with the State Compulsory School Attendance Law, uniform rules for all schools have been adopted to ensure that students regularly attend school. Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal. Requirements for a standard 180-day school year follow. Regulation for 4x4 block schedules and A/B schedules are available from high schools.

- I. The school year consists of 180 school 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 year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.
- II. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) must be lawful and will be excused if they fall within the following guidelines:
 - A. **Lawful Absences:**
 1. Personal illness* of a child verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
 2. Serious illnesses or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
 3. Absences for religious holidays when approved in

advance. Such requests must be made in writing to the principal.

4. Absences for extreme hardships approved by the principal. Such approval should be prearranged when possible.

*Including doctor's appointments

B. Unlawful Absences

Any student's absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence, shall be counted as unlawful and will not be excused.

C. Procedures for Make-up Work

1. Provision for make-up of school work missed during excused absences shall be coordinated with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.
2. Make up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

III. These rules apply to all schools in the district.

IV. Award of Credit

A. Absences in Excess of Ten (10) Days

For the purpose of awarding credit, schools shall approve or disapprove absences in excess of ten (10) days for a year course or five (5) days for a semester course regardless as to whether those absences are lawful, unlawful, or a combination of the two.

Health and Safety of Students

Accidents and Emergencies

Every effort is made to prevent accidents. However, in case of an accident, first aid is given by authorized school personnel or the Health Room nurse. In all cases of serious accident or illness, every effort is made to contact the parents. The school will follow parents'

directions on the health card and enrollment form if we are unable to reach you and the child needs more than first aid. The school personnel will exercise extreme care and caution if a decision involving the health or safety of a child must be made following an accident or other emergency.

Fire and Emergency Drills

In accordance with state laws, a fire drill must be held once each month. Fire drills will be held without warning. Each teacher will be responsible for instructing pupils on the manner and route of exit during each drill. These rehearsals are necessary for helping children react quickly and responsibly in instances of emergency. Instruction and drill will be provided in preparation for tornados or severe weather conditions and the evacuation of buses.

Food Service Program

The cafeteria manager and her assistants provide a nourishing, well-balanced breakfast and lunch each day for students and staff. While students are encouraged to eat the meals prepared at school, they may bring a lunch from home.

Elementary school children may buy lunch for \$2.00 daily or \$10.00 weekly. Students may choose to pay by the day at the cash register before being served. ***Carbonated drinks may not be brought for lunch.*** Menus are available online.

Meal and milk prices are as follows:

Breakfast for the week	\$5.00
Breakfast - reduced price (daily)	.30
Lunch for the week	\$ 11.50
Lunch (daily)	2.30
Reduced-price lunch (daily)	0.40
Reduced-price lunch (weekly)	2.00
Extra milk	0.65
Adult lunch (daily)	3.60
Adult breakfast (daily)	2.05

The free and reduced-price lunch program is available under the National School Lunch Program. An application form will be given to each student during orientation or when a student enrolls in school.

The qualifying guidelines printed on the form will be followed in determining the eligibility of students to receive free or reduced-price meals. You will be notified in writing whether your child is eligible.

The cafeteria will not loan money to students for meals. Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager.

Parents are welcome to eat lunch with their children. Please call the school office the morning of the day you plan to eat. When parents come for breakfast or lunch, please stop by the office, sign-in, and put on a visitor's badge. **You are also requested not to bring food from a restaurant for your child.**

Eating in the cafeteria provides many opportunities for positive learning experiences and for practicing social skills and good manners. Students are expected to leave the area around their place at the table free of food or paper when the meal is over. Acceptable table behavior is a skill, which each child will be helped to learn and practice.

Health Room

The Health Room is staffed daily by a school nurse. Any child who is not feeling well or has been hurt will be sent to the Health Room.

A Health Room Card is kept on file in the Health Room for every

child. This card supplies vital information about who to call in case of an emergency or special health problems the child may have. It is necessary that you give the school the information requested on the Health Room Card.

The Health Room nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first aid necessary, depending upon the symptoms. The Health Room does not have aspirin or any other over-the-counter medications, and the nurse cannot administer any.

If a child is too ill or uncomfortable to remain in school, the nurse will notify you by telephone to come for him/her. Parents are always contacted if the child has a fever of **100 degrees** or more or is nauseated. The parent must sign the child out of the Health Room. The child must remain out of school for 24 hours after the fever breaks.

Vision and Hearing is checked for every Kindergarten, First, and Third Grade student. Hearing is checked for all second graders. All fifth graders have their vision checked. If a problem is discovered, the parents will be notified. Students may be screened for speech/language problems throughout the school year.

Requirements for Medication Administration

When a student is required to take medication during the school day, the following guidelines will be followed:

Medication Policy

All prescription medication must be delivered to the school nurse or other designated school employees by the student's parent, legal guardian or a previously designated adult. If your child brings over-the-counter medication, it must be brought to the Health Room before school starts. It is against School District Policy for a student to carry ANY medication on their person without prior approval.

All medication must be maintained in the Health Room. Violations of the medication policy are addressed sternly. Medication needed on a field trip is also covered by this policy and must be administered by an individual designated by the principal.

Medication Guidelines

- ◆ Absolutely no medication will be given without written parental permission.
- ◆ School nurses may not administer the first dose of any medication. (Student should be monitored by a parent for possible side effects following initial dose).
- ◆ School nurses are legally required to administer only medications with FDA approval.
- ◆ All PRESCRIPTION medication must be administered as labeled and OTC medications may not exceed package directions.
- ◆ ALL MEDICATION MUST BE IN ORIGINAL CONTAINER. No medication will be given from zip-lock bags or envelopes.
- ◆ Any medication given every day for longer than TWO WEEKS must have a written Physician's Authorization. This includes Tylenol, Ibuprofen, etc.
- ◆ No medication containing ASPIRIN OR PPA can be given at school without a doctor's authorization. This includes, but is not limited to, Pepto Bismal, 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 at school.
- ◆ Students with an Inhaler or Epi-Pen may carry them ONLY if we have written permission from you and your doctor. It is essential for your child's safety that "spare" medication be maintained in the Health Room

in the event the student forgets to carry medication as prescribed.

Insurance

Enrollment for student insurance is submitted online. The policies available include: at school accidents only; 24 hour accident only; and extended dental. Payment is completed online using a credit card or eCheck.

School Safety Patrol Rules

School Patrols are fifth grade students who work very hard to insure the safety of everyone at Sara Collins. They receive training from and are supervised by a staff member. Patrol boys and girls will be stationed around the school to assist students. These patrols are there for your child's protection and should be obeyed at all times. You can help by impressing upon your child the seriousness of the task of the boys and girls on patrol.

An adult crossing patrol guard is stationed in front of the school on Parkins Mill Road. To assure the safety of students, drivers of automobiles must obey the hand signals of the crossing guards. When bringing or picking up children to/from the school traffic circle, only one lane of traffic is allowed. **Please instruct your children in the rules to be followed getting to and from school in a safe manner.**

Transportation

The following guidelines are for the purpose of insuring the safety of the students and facilitating the flow of traffic. Your cooperation is needed. We welcome your suggestions concerning the safety program. Please remember to send a note if your child is to go home in a manner different from the customary way.

Arrival

Unless you are a bus rider, no students should be dropped off **prior to 7:20 a.m.** There is no supervision before 7:15 a.m. except for bus students. Students who eat breakfast at school will go directly to the cafeteria upon arrival.

All cars bringing students to school will enter the car parking lot on Betty Spencer or Windmont Drive. Students should enter at the front door or the door to the Kindergarten hallway. The front door will be the only entrance accessible throughout the day. Student should never be dropped off in the bus parking lot or from the main streets surrounding the school.

Students will be assigned rooms by grade level to report to prior to 7:45 a.m.. After 7:45 a.m., students will report to their classrooms. All students who arrive after 8:00 a.m. will need a tardy slip issued at the main office in order to report to class.

The side parking lot is designated for buses and handicapped students. During the school year, all buses from Washington Center and our buses will be parked in the middle parking lot.

Dismissal

Students are dismissed at 2:30 p.m. All early dismissals must be completed before 2:00. **There will be no early dismissals after 2:00 p.m. due to the quality of instructional time.**

For Students in 2-5 Grades

Parents should enter the campus from Betty Spencer Drive and pick up their students at the covered walkway. For the safety of students, adults should remain in their cars. For the first few days of school dismissal takes a little longer than usual. However, as the year progresses the car pool becomes very efficient. Students will only be called if their car is in the car line.

For Students in Kindergarten and First Grade

Kindergarten students, first graders and carpools that include them may pick up their entire car pool at the back parking lot at 2:30 p.m. Arrangements must be made through the office to have all the members of the car pool at the back parking lot.

Students are to be picked up by **3:00 p.m.** After 3:00 p.m., parents must come into the office to sign out their child. The child will be called from the holding room at that time.

School Bus Transportation

Bus transportation to and from school is provided by the state for all children who live more than 1.5 miles from school. Parents must provide transportation for children who live less than 1.5 miles from school.

All Kindergarten and First Grade Students who ride the bus must have a completed designee form before they are allowed to ride on the bus. A designee listed on the form must be at the bus stop when the bus arrives. If a designee is not there, the bus driver will return the child to the school at the end of the route for parents to pick up their child from school.

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, who will follow the consequences listed on the referral.

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

Motorized Vehicles

A state regulation states that all motorized scooters, mini-bikes, All Terrain Vehicles and other power-driven (gas or electric) devices are legally considered motor vehicles and children are not permitted to operate them on public rights-of-way, that would include roads, ditches, school property, sidewalks, or easements.

Bike Riders

Students who ride their bikes to school are required by a new state regulation to wear a safety helmet.

Special Services

Lost and Found

A lost-and-found container is maintained in the school cafeteria. To help minimize lost articles, please put your child's name on items of clothing such as jackets, sweaters, coats, scarves, hats, and gloves. Unclaimed articles will be donated to charity at the end of each nine weeks period. Remind your child to check the lost-and-found containers for missing items.

School Newsletter

One way of communicating with parents is through the school newsletter, *The Observer*, which will be sent home. Included in the newsletter will be information about upcoming events at the school, student stories and poems, and news about students and teachers in the school. You can become a better-informed parent by reading *The Observer*.

School Pictures and Yearbook

Arrangements will be made for a photographer to take Fall and Spring Individual and Winter group pictures and make them available for purchase by the students. The schedule for having the photographs taken will be announced in the school newsletter.

The school Yearbook must be purchased at the beginning of the school year. Extra copies are not ordered. The Yearbooks are distributed near the end of the school year.

School Store

The School Store is open each day from 7:45 a.m. to 8:00 a.m. for the convenience of students. The store will have available items such as pencils, erasers, paper, folders, and composition books.

Student Helpers

Fifth grade students assist the school staff as library aides, tutors, safety patrol, school store workers, and teacher helpers. They perform a very valuable service to the school.

Parent and Citizen Involvement

Parent Teacher Association (PTA)

Sara Collins has an active Parent Teacher Association, which lends support to the total school program. Objectives of the National PTA are as follows:

1. To promote the welfare of children and youth in home, school, church and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as well as secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

The PTA renders a number of valuable services to the school and sponsors fund-raising projects during the year. You are encouraged to become actively involved in supporting the PTA activities.

Meetings of the PTA are held on a Monday of designated months in the school cafeteria. The meetings usually occur in the evening. Announcements about meetings will be sent home with the children prior to each meeting. Programs will be planned around topics of interest and concern to parents.

PTA membership dues are \$5.00 per person and \$20 per family. Fathers, mothers, other family members, and friends are encouraged to join. Upon payment of the dues, a membership card will be issued. Money from membership dues is used to support worthwhile school projects.

Volunteer Program

Working as a school volunteer can be exciting and fun. Your volunteer help can meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at our school:

1. **Book Fair:** Two-hour shifts in library totaling sales and assisting students with book selection. Time commitments may be during school hours or in the evening.
2. **Flexible Volunteer:** Free to help at last minute for various unexpected events.
3. **Freaky Friday:** Sara Collins' annual carnival/fair in early October. A big fund-raiser that allows the PTA to purchase specialized equipment and underwrite various programs for Sara Collins. This is a project that requires everyone's help and cooperation. More specific information involving areas for participation will be sent in early September.
4. **Health Room:** Help staff Health Room and assist with vision and hearing screening.
5. **Hospitality:** Baking and organization of refreshments for teacher treats or luncheons, and Teacher Appreciation Week.
6. **Landscaping:** Flexible hours to keep our grounds nice. Occasional Saturdays during the year.
7. **Library Helper:** Librarians would appreciate your help with book maintenance, shelving books, and student activities within the library. Flexible time, weekly or monthly.
8. **Telephone/Email Committee:** Calling or emailing to organize volunteers for various activities. Ideal for home volunteer work. Flexible hours.
9. **Tutoring/Mentoring students:** Assist students with reading and math skills during school hours. Flexible hours during school day but tutors are encouraged to participate in "Tuesday Tutoring" each Tuesday morning from 7:20 – 8:00 am.

A Desirable School Volunteer:

- is prompt, regular and dependable in attendance
- accepts graciously the tasks assigned
- recognizes that he/she is setting an example of behavior, speech and dress
- accepts differences in school practices and personnel **without criticism**; recognizes the role as a volunteer, not a professional
- observes **discretion** and **confidentiality** in commenting on school matters, including the performance of other volunteers, school personnel and children
- loves children, listens to them, encourages them, calls them by name
- is happy that he/she can express a sense of social responsibility and concern for education in an active way
- understands that the work they perform is in the best interest of ALL children in the school.
- **Smiles!**

Get involved as a volunteer! There is a special place that is only for you!

If you are interested in serving as a Sara Collins volunteer, contact the school office (355-3200) or call the PTA Volunteer Chairman.

Data Security and Use of Technology

See Full Version at

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Introduction

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

A. Legal Requirements

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

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

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

B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible

and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

II. Student Acceptable Use

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

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

A. Compliance with Copyright Laws

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

B. Filtering and Monitoring Computer Resources

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

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or

guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources

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

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

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

D. Consequences

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

III. GCS Internet Safety and Other Terms of Use

A. General Access

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

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

B. Personal Safety

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

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of

the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

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

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