

# WELCEMENTARY

2012/2013



# We are WILD about Learning!

2012-2013

Things '	to Do	this \	Weel
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# August 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
Welcome Back! Activities 11:00 a.m 1:00 p.m. 4:30 p.m 6:30 p.m.	21	first day of School	23	24
27	28	29	30	31

September 2012

<del></del>	Monday	Tuesday	Wednesday	Thursday	Friday
	3 Labor Day (Holiday)	4 MAP Testing begins AIMSweb Testing (K-3)	5	6	
	10 Good News Club Begins  Debbie Arechiga Book Fair Week  5:30 PTA Family Literacy Night	11 Grandparents' Day Goodies @ 8:00 a.m. Pictures @ 8:30 a.m.	12	13	1:30 Summer Reading Party
		18	19	20 Ident-a-kid Pictures	21
	Progress Reports Parent Meeting Lunch & Learn on PBIS 12:00 in Media Center School Improvement Council Meeting 6:00 PM	25	26	27	MAP Testing Ends

# October 2012

Things to Do this Week

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5 Perfect Attendance <u>Sunglasses</u> Day (Sept.)
8 Open House Welcome Farmer's Market PTA 6:00 PM Schol	9	10	11	12 Yearbook Pictures
15 Lunch and Learn 12:00 pm in Media Center Internet Safety with Rick Floyd	16	17	18 NO SCHOOL	19 Parent/Teacher Conferences
Parent Meeting with  Debbie Arechiga  for First Grade Families 5:30 pm	Red Ribbon Week  Best ME is  Drug Free  Red Ribbon Week	24 Morning with Moms 7:30 am ZAXBY'S Night 5:00-8:00 PM	25	26 End 1st Quarter Fall Dance
29 School Improvement Council Meeting 6:00 pm	30	31		

# November 2012

 Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 1:30 Terrific Kids
Report Cards  Patriotism Week	6 Election Day	7 CogAT (grade 2) 5K Principal's Pals	8 CogAT (grade 2)  Perfect Attendance Lunches K,2,4	9 CogAT (grade 2) Perfect Attendance <u>Hat</u> Day (Oct.) Perfect Attendance Lunches 1,3,5 Veterans Day (11 <sup>th</sup> )
12 American Education Week Family Math Night 5:30 PM	13 ITBS (grade 2)  Honor Roll Lunches 2,4	14 ITBS (grade 2)  Honor Roll Lunches 3,5	15 ITBS (grade 2)  Book Character Day	16
19	20 \$PIRIGE	21 Thanksgiving Holiday	22 Thanksgiving	23 Thanksgiving Holiday
26 Lunch and Learn 12:00 pm Media Center Healthy Meals on a Budget School Improvement Council Meeting 6:00 pm	27	28 Dad's Count 7:30 am Zaxby's Night 5:00-8:00 pm	29	30

# December 2012

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		-	

Monday	Tuesday	Wednesday	Thursday	Friday
3 MAP Testing begins Progress Reports	4	5 5K Principal's Pals	6	7 Perfect Attendance <u>Wacky Hair</u> Day (Nov.)
10 Polar Express Shoppe (Dec. 10 - 19)	11	12	6:00 PTA Christmas Program with 5K, First Grade and Chorus	14 MAP Testing ends
17	18	19 POLAR EXPRESS DAY THE POLAR EXPRESS & DANCE  1:30 Holiday Parties Zaxby's Night 5:00-8:00	20 Winter Holiday	21 Winter Holiday
24 Winter Holiday	25 Winter Holiday	26 Winter Holiday	27 Winter Holiday  Happy Holidays	28 Winter Holiday
31 Winter Holiday				

January 2013

 Monday	Tuesday	Wednesday	Thursday	Friday
	1 Winter Holiday	2 Return to School	3	4
7	New Year	9 AIMSweb Testing (K-3) 5K Principal's Pals	10	11 Perfect Attendance <u>Wacky Tacky</u> Day (Dec
14 Lunch and Learn 12:00 pm Media Center Healthy Minds Healthy Bodies	15  5K and First Grade Registration	16	17 End of 2 <sup>nd</sup> Quarter	18 NOSCHO!
MLK Day (Holiday)	22	Perfect Attendance Lunches K,2,4 4K Registration Zaxby's Night 5:00-8:00	24 Report Cards  Perfect Attendance Lunches 1,3,5	25 SPIRIT
28 School Improvement Council Meeting 6:00 pm Title I Planning	29 Honor Roll Lunches 2,4	30 Honor Roll Lunches 3,5	31	

February 2013

February 2013					
Monday	Tuesday	Wednesday	Thursday	Friday	
				1	
4	5	6 5K Principal's Pals	7	8 Perfect Attendance <u>Inside Out</u> Day (Jan.)	
Family Literacy night with Debbie Arechiga for Second Grade Families at 5:30 pm	12	13	Valentines Day	Jump Rope for Heart  1:30 Valentines' Parties	
Presidents' Day (Holiday)	19	20 Class Pictures	21 Progress Reports	zz \$PIRIT	
25 School Improvement Council Meeting 6:00 pm	26	27 Zaxby's Night 5:00-8:00	28		
	Monday  4  11  Family Literacy night with Debbie Arechiga for Second Grade Families at 5:30 pm  18  Presidents' Day (Holiday)  (Holiday)  25  School Improvement	Monday  Tuesday  11  12  Family Literacy night with Debbie Arechiga for Second Grade Families at 5:30 pm  18  Presidents' Day (Holiday)  25  School Improvement  26	Monday  Tuesday  Wednesday   11  Family Literacy night with Debbie Arechiga for Second Grade Families at 5:30 pm  18  Presidents' Day (Holiday)  (Holiday)  25  School Improvement  Characteristics and School Improvement  Wednesday  Wednesday  12  13  20  Class Pictures  27  Zaxby's Night 5:00-8:00	Monday  Tuesday  Wednesday  Thursday   Thursday	

# March 2013

Things to Do this Week	March 2013						
	Monday	Tuesday	Wednesday	Thursday	Friday		
					1 RAD ACROSS RANKERS AMERICAN		
	4 MAP Testing begins 5:30 PTA MATH & Science Night	5	6 5K Principal's Pals	7	8 Perfect Attendance <u>Hat</u> Day (Feb.)		
	11	12	13	14 Spring Pictures	15		
	18 South Carolina Day  Lunch and Learn 12:00 pm in Media Center	19 PASS testing for grades 3,4 and 5 Writing	20 PASS testing for grades 3, 4 and 5 Writing	21	22 1:30 Terrific Kids		
	25 End of 3 <sup>rd</sup> Quarter School Improvement Council Meeting 6:00 pm	26	27 Zaxby's Night 5:00-8:00	28 Careers on Wheels Spring Break Dancing! (moves to Friday if day needed)	29 Make Up Day (if not needed becomes a student holiday)		

April 2013

 Monday	Tuesday	Wednesday	Thursday	Friday
Spring	2	3	4	5
8	9 Report Cards	10	11 Perfect Attendance Lunches K,2,4	Perfect Attendance Pajama Day (March)  Perfect Attendance Lunches 1,3,5
15 Book Fair Week 6:00 PTA Showcase of Talent - 2,3,4 & Chorus School Program	16	17 5K Principal's Pals Honor Roll Lunches 2,4	18 Kindergarten pictures Honor Roll Lunches 3,5	19
22 Lunch and Learn 12:00 pm in Media Center	23	24 AIMSweb Testing (K-3)  Zaxby's Night 5:00-8:00 pm	25	26 SPIRIT
29 Make Up Day (if not needed becomes a student holiday)	30			

May 2013

ogress Reports	7 PASS Testing	1	2	3
	7 PASS Testina			
Teacher Appreciation	7 1700 Testing	8 PASS Testing	9 PASS Testing	10 PASS Testing
	14	15 5K Principal's Pals	16	17 SPIRIT
	21	22 Zaxby's Night 5:00-8:00 pm	23	24 1:30 Terrific Kids
Memorial Day	28 9:00 5K Awards Day	29 8:30 1 <sup>st</sup> Grade Awards 9:30 2 <sup>nd</sup> Grade Awards	30 8:30 4 <sup>th</sup> Grade Awards 9:30 3 <sup>rd</sup> Grade Awards	31 8:30 5 <sup>th</sup> Grade Awa
	0-7:00 Kindergarten Orientation	D-7:00 Kindergarten Orientation  21  Memorial Day  28 9:00 5K Awards Day	D-7:00 Kindergarten Orientation  21  22  Zaxby's Night 5:00-8:00 pm  28  9:00 5K Awards Day  29  8:30 1st Grade Awards	14 15 16  5K Principal's Pals  21 22  Zaxby's Night 5:00-8:00 pm  28 9:00 5K Awards Day  29 8:30 1st Grade Awards  8:30 4th Grade Awards

June 2013

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Monday	Tuesday	Wednesday	Thursday	Friday
3 April/May Perfect Attendance Water Balloon Fest	4 ½ Day for Students	5 ½ Day for Students	6 ½ Day for Students End of 4 <sup>th</sup> Quarter	7 (if Make Up Day not needed becomes a student holiday)
Celebration Carnival & Dance	5K/1 <sup>st</sup> Grades Field Day	2 <sup>nd</sup> /3 <sup>rd</sup> Grades Field Day Zaxby's Night	4 <sup>th</sup> /5 <sup>th</sup> Grades Field Day Last Day of School!	
10	11	12	13	14
	Report Cards mailed home		Have a Great Summer!	

# Welcome Elementary School Student/Parent Handbook 2012-2013

Christine Phillips, Principal Carol Lynn McCuen, Assistant Principal

> 36 E. Welcome Road Greenville, SC 29611 864-355-3900

Website: www.greenville.k12.sc.us/welcome

Mission Statement WE will learn in a safe, nurturing environment to achieve academic success and become productive citizens.

\*The information included in this handbook is being provided to families to help familiarize you with the various aspects of school expectations and requirements. Please take the time to read this information carefully.

\*\*Para aclarar cualquier duda comuníquese con Mari Gleason al 355-3901.\*\*

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#### **Arrival and Dismissal**

7:15 - 7:50 Breakfast served

7:40 Students admitted to classrooms

8:00 Classes begin/Morning announcements

Students are counted tardy if they arrive after 8:00 a.m. If your child arrives after 8:00 a.m., you need to <u>come inside</u> and sign in your child.

2:30 Students dismissed

2:50 Remaining car riders brought to the office for

parents to come inside and sign out.

#### **Morning Arrival**

The school building will open at 7:15 a.m. Walkers and car riders who arrive between 7:15 and 7:25 a.m. are to report to the cafeteria. Students who arrive after 7:25 may report directly to their classrooms or go to the cafeteria for breakfast. Water fountains and rest rooms are off-limits except for obvious emergencies. All car riders must be dropped off in the car line at the rear of the school beginning at 7:15 a.m. Students arriving after 7:50 will report directly to their classrooms as breakfast is no longer served. The doors to the school are closed promptly at 8:00 a.m.

#### Afternoon Dismissal

Announcements will begin at 2:25 p.m. each day. Immediately following announcements, bus riders will be dismissed from their classrooms. Bus riders should report directly to the gym immediately. Once a student has boarded the bus, he/she may not return to the building for any reason. This presents a serious safety issue. Car riders will be dismissed as their numbers are called as their cars pull up at the back of the school. No car rider should go out to the bus loading area for any reason.

To avoid the danger of an accident with so many cars present and to be fair to other parents picking up children, ALL CAR RIDERS MUST LOAD AND UNLOAD IN THE PICKUP LINE AT THE REAR OF THE SCHOOL. No student can be dismissed to load on the side of the building, at the street, or in any other way other than in a car that loads in the car line. Please do not ask your child to leave with walkers to load in your car on the street, to wait outside the gate, to cross the street to your car, or to meet you in the front of the school. This practice poses a dangerous situation.

Assigned car numbers are used to assist in dismissing car-riding students. Car numbers are available through the office. Parents/authorized persons must have a car number and display it at pickup as a safety precaution. All students must be picked up before 2:50. Please be prompt in picking your child up before this time.

Students who walk should leave the school grounds as quickly as possible. The crossing guard is on duty at the intersection of Welcome and White Horse Roads from 7:15 to 8:00 a.m. and from 2:15-3:00 p.m. Students are to cross White Horse Road only at the intersection and when the crossing guard is on duty.

Students who ride bicycles should park them in the bike rack under the back outside stairwell. Bikes should have locks on them. The school cannot be responsible in case of theft or damage. Students are expected to wear bicycle helmets.

#### Traffic

For the safety of the students, the following traffic rules are to be followed during the arrival and dismissal of students:

- 1. The drive in the front of the school is for buses and day-care vans <u>only</u>. The drive in the back of the school is for student drop-off and pickup. STUDENTS CANNOT BE DROPPED OFF AND PICKED UP IN THE FRONT OF THE SCHOOL. This is a safety issue. There can be no exceptions.
- 2. Cars are to be occupied when in traffic lanes during afternoon dismissal.
- 3. If you park to visit the school, please use a parking space and escort your children through traffic. The lane in front of the school is a fire lane and must be kept clear of parked cars.
- 4. Wait in your cars after school, and children will be escorted to you. Please do not come to the exit doors to wait. This is an unsafe practice. Teachers need to see where students are going and who is picking them up.
- 5. Cars (even in the front of the line) will not be allowed to move until all children are loaded/unloaded and children are safe from moving traffic.
- 6. If a child is not in the car by the time the car line moves, you will be asked to park in a recall parking space on the right. Please do not stop the line.
- 7. Please put your car in park when the car line is not moving.
- 8. All students must be picked up by 2:50 p.m. If there is an emergency and pickup will be delayed beyond this time, the school should be contacted immediately. Any student that is picked up after 2:50 p.m. must be signed out in the office.
- 9. Please refrain from using a cell phone during drop off and pickup.
- 10. As part of Greenville County Schools, Welcome Elementary is a <u>tobacco-free</u> campus. Please do not use tobacco while on the school campus.

#### **Student Attendance**

#### **Tardies**

The school day begins promptly at **8:00 a.m**. Children should be in class and ready to begin work at this time. When children arrive late they lose valuable time, interrupt the class, and miss important explanations of the work to be done. Even five minutes a day adds up to twenty-five minutes in a week! All students will be counted tardy if they arrive after 8:00 a.m. If your child arrives after 8:00 a.m. you will need to come into the school and sign your child in. Parent/guardian will be required to attend a conference with school administration after a student has accrued five (5) tardies. The school is required to report to the proper authorities any excessive tardies. Children with four (4) or more unexcused tardies in a quarter will <u>not</u> receive perfect attendance recognition at the quarterly or end of the year awards.

#### **Early Dismissals**

Early dismissals will only be granted prior to 1:45 p.m. Early dismissals interrupt the instructional environment of the classroom. Please schedule appointments after 3:00 p.m. and use the car line to pick up your child. No student will be allowed to leave the school grounds without being signed out first by an authorized adult. This is done to protect your child. Parent/guardian is to come to the office to pick up the child and the office staff will call for the student. Children with four (4) or more unexcused early dismissals in a quarter will <u>not</u> receive perfect attendance recognition at the quarterly or end of the year awards.

#### **Daily Attendance**

Our students learn best when they are at school! Good attendance is required for this to take place. According to **South Carolina Compulsory School Attendance Law**: Accrued student absences, either excused or unexcused, or any combination thereof, may not exceed ten (10) days during the school year. **Any absence in excess of ten (10) days may cause the student to lose credit for the year.** Students are required to attend 170 days out of the 180 day school year. All excuses should be submitted within two days of the absence (see Excuse for Student Absence in back of your child's Student Assignment Book). Excuses are not accepted after two days because we are no longer able to add them into the state system. A medial excuse is required for any absence after 10 days. Parent/guardian is required to attend a conference with school administration after a student has accrued 5 unexcused absences. **Three (3) consecutive unexcused absences or five (5) cumulative absences will result in a referral for truancy.** The school is required to report to the proper authorities any excessive absences.

#### Perfect Attendance

Students with perfect attendance will receive awards at the end of each attendance period. If a student is tardy (unexcused) or has early dismissal (unexcused) more than three times during the nine weeks, he/she will not be counted as having perfect attendance for the attendance period or the year. Perfect attendance means that students are at school all day, every day making the most of their learning!

#### **Lawful Absences**

- 1. Personal illness (includes doctor's appointments) of the child verified by a statement from a physician within two (2) days of the student's return to school.
- 2. Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
- Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.
- 4. Absences for extreme hardships approved by the principal. Such approval must be prearranged if possible.

#### **Unlawful Absences**

- 1. Vacation/family trips are considered unexcused.
- Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful and will not be excused.

#### **Procedures for Make-up Work**

- Provisions for make-up work missed during excused absences shall be worked out with the teacher at the earliest time possible but should not exceed five (5) school days after the student returns to school.
- Make up of school work missed during unexcused absences may be approved only with the permission of the principal after consultation with the child's teacher.
- Parents should call early in the morning for student work after absences of more than one (1) day. The teacher will have assignments placed in the office by 2:30.

#### **Notes Required**

Notes are required for absences, tardies, requests for early dismissal, if your child is going home a different way than he/she normally would (i.e. car rider instead of bus rider) and for permission to take medicine (appropriate forms must be on file in the nurse's office). In case of changes that are unforeseen, calls to the office for dismissal changes must be made before 1:45 p.m.

## **Legal Custody**

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

#### **Change of Information**

The school <u>must</u> have the student's current address and parent/guardian phone number at all times. This information is especially important in cases of emergency. Please notify the school immediately if there is a change of address, telephone number, or emergency contacts.

#### **Admission Guidelines**

#### Requirements to enter Kindergarten

- \*Five (5) years old on or before September 1<sup>st</sup> of the year of enrollment
- \*A legal state birth certificate

(hospital record is not acceptable)

\*Certificate of immunization - form 1125 80M

(Rev. 5/75 entitled "Certificate of Immunization, South Carolina Department of Health and Environmental Control")

\*Two proofs of residence

#### Requirements to enter first grade

- \*Six (6) years old on or before September 1st of the year of enrollment
- \*A legal state birth certificate

(hospital record is not acceptable)

\*Certificate of immunization - form 1125 80M

(Rev. 5/75 entitled "Certificate of Immunization, South Carolina Department of Health and Environmental Control")

\*Two proofs of residence

#### **Requirements for transfer students**

- \*Evidence of previous school enrollment and grade placement/transfer form if transferring within county schools
- \*Certificate of immunization form 1125 80M

(Rev. 5/75 entitled "Certificate of Immunization, South Carolina Department of Health and Environmental Control"

\*Two proofs of residence

# **Money and Personal Items Sent to School**

Children are discouraged from bringing large sums of money, toys, games, cards or any other personal items to school. Neither the teacher nor the school can be held responsible when money is lost or exchanged. Items brought to school without prior approval will be confiscated. **Gum and candy are not allowed at any time.** 

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, pagers, laser lights, lighters, cigarettes, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalers are not allowed without a doctor's permission in writing and on file in the Health Room. Any abuse of this policy will be dealt with according to school district policy.

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

#### **State Law requires the following of parents:**

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

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

#### **Parent Responsibilities**

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

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K, or 1st grade child. The parent/guardian may select a designee to be at the stop in their place. The designee may be another adult or student who is in fifth grade or above. A Bus Stop Designee Form is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. The person may serve as a designee for multiple children. The parent/guardian is responsible for introducing the designee to the bus driver. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K, or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee is not present at the bus stop, the student could be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division and or the Greenville County Department of Social Services (DSS). Repeated instances may result in the loss of bus privileges.

#### **School Responsibilities**

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in SASI to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center at least two (2) weeks prior to the beginning of school. Student

information submitted after this time may not allow the student to be assigned to a bus prior to the opening of school.

When a parent wishes to select another individual to be their designee at the stop a, Bus Stop Designee Form must be completed and returned to the school prior to the student riding the bus. The school will ensure the form is complete and provide a copy of the form to the student's bus driver and fax a copy to the respective bus supervisor. A copy of the form shall remain at the school in the student file.

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

Each 4K, 5K and 1st grade student must wear a bus tag while being transported to and from school for the entire school year. The tag will be coded by the school's bus route designation (color, etc.) and should include the following information:

\*Student Name, Student Address, Contact Telephone Number, Designee Name(s) For each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation after the start of school, a tag with the appropriate information will be made. The new student will receive an ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school.

#### **Bus Driver Responsibilities**

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to the school. The center staff will immediately notify the school so that school staff can be present to meet the bus.

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

Drivers are responsible for accounting for 4K, 5K and 1st grade students on their buses and ensuring that they are dropped off at their assigned stops with a parent, guardian/designee present. The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

# **School Safety Act of 1996**

As required by state law, any student who commits a non-aggravated assault and batter 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 again 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.

## Welcome Elementary School Behavior Plan You can be a STAR!

Welcome Elementary follows the Greenville County Schools Student Behavior Code as described below. In addition, students are responsible for a Daily Behavior STARS system.

- S Students will show respect.
- T Teaching will not be disturbed.
- A All directions should be followed.
- R Responsible students will complete work.
- S Stars will always be prepared.

A color-coded star system is used in the classrooms as a reminder for students and the star levels students earn by the end of each day are recorded in students' assignment books.

### **Greenville County Schools Student Behavior Code**

(See Connected parent newsletter or GCS website for full Behavior Code Policy)

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The Board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by state law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

#### **Application of this Policy:**

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

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

#### **Levels of Offenses**

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

#### **Disorderly Conduct - Level I**

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

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

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

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

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

#### **Disruptive Conduct - Level II**

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

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

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

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

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

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

#### **Criminal Conduct - Level III**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

#### Suspension

The Board provides due process of law to students, parents/legal guardians and school personnel through procedures for the suspension of students, which are consistent with federal law, state law and regulation and local policy.

According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the District Board of Trustees (Student Behavior Code Policy JCDA), or the State Board of Education. The Board may also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal.

The Board delegates the power of suspension to District administrators.

Requests for review of suspensions may be made to the principal and the Superintendent's designee. The decision of the Superintendent's designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year.

Suspension of students who are classified as disabled will be handled consistent with federal and state law and with procedures established by the Board.

#### Harassment, Intimidation, and Bullying

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

#### **Definitions**

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

#### Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

#### Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

#### **Contacting Law Enforcement**

As provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA (Behavior Code).

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

#### **Interrogations by School Personnel and School Resource Officers**

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

#### **Interrogations by Law Enforcement**

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence.

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#

## **Cell Phones and Other Paging Devices**

For purpose of this policy, paging devices are defined as telecommunications devices, to include mobile telephones, that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students who choose to bring paging devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours while on school grounds, no student may use, or have turned on, a paging device without the prior permission of the principal, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

The principal or his/her designee may authorize a student to otherwise possess a paging device if the student is an active member of an emergency service organization, needs the paging device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee.

A person who finds a student in possession or use of a paging device in violation of this policy, must report the student to the school principal. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. A student who violates this policy regarding use and possession of paging devices is subject to discipline as follows:

**First offense** – confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult.

**Second offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult 30 days after the confiscation.

**Third offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult 60 days after the confiscation and the student may be subject to additional disciplinary consequences including: detention (during or after school), in-school suspension, out of school suspension, and work detail assignment.

**Fourth and subsequent offenses** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned at the end of the school year and the student may be subject to additional disciplinary consequences including: detention (during or after school), in-school suspension, out of school suspension, and work detail assignment.

#### **Dress Code**

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress, which are consistent with this policy.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Non-human hair color is not 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. All sandals worn at school must have a
  back strap for safety purposes. Flip-flops shower shoes and slides are not
  appropriate.
- 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.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- 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.
- No tank tops, midriff tops, spaghetti strap tops, halter tops, sleeveless undershirts
  or vests without shirts will be permitted. Should straps have to be a minimum of
  three (3) inches wide.
- Shorts, skirts, and dresses must be fingertip length or longer.

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.

\*Parents/Guardians/Visitors should adhere to the above dress code when visiting the school.

#### **General Information**

#### **Challenge Program**

The school district provides a program for gifted and talented students at designated grade levels. Students are selected to participate in this program based on State criteria.

#### **Equal Opportunity**

No student shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin, and no student shall be denied a free appropriate education based on any handicapping condition.

#### **ESOL Services**

Students identified as Limited English Proficiency participate in a program designed to increase their English skills throughout all content areas.

#### Field Trips

Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom. Students remain under the school district behavior code when on field trips. The school requires written permission from the parents or legal guardian before a child is permitted to participate in a field trip. The parent may be asked to pay a fee to cover the expense of the trip. A student's behavior at school may affect his/her ability to attend a field trip. A parent may be required to attend field trips based on administrative judgment.

#### Fire Drills and Other Emergencies

Fire drills are conducted monthly. Exit routes are posted in all classrooms and teachers must explain evacuation procedures to their classes at the beginning of each school year. Severe weather drills and other emergency drills are held throughout the year. Teachers discuss directions regarding the proper procedures for these drills.

#### Healthroom

Our school nurse is not allowed to dispense medicine without the following provisions:

- 1. All medication is to be brought to the nurse's office.
- Prescription and non-prescription medicine must be in the original container.
   Prescription medicine must be in a container with the latest pharmacy label for that student.
- 3. All medication to be given during the day must be accompanied by a medical release form (obtained from the office), and signed by a parent/guardian giving authorized school personnel directions for its administration (time and dosage).

#### Homework

Homework is an extension of the classroom. It helps provide needed practice while developing responsibility and maturity. Students are expected to begin work on long-range projects as soon as they are assigned to avoid working late at night or on weekends.

Parents should refer to their student's assignment book for daily assignments. The student's assignment book should be signed each night by the parents and returned each day to be checked by the teacher.

#### Lost and Found

Students are asked to turn in lost and found items to the cafeteria or front office. Students, as well as parents, are urged to check the lost and found area in the cafeteria for lost items. Please mark all jackets, sweaters, and sweatshirts with your child's name. Unclaimed items are donated to a charity at the end of each nine weeks' grading period.

#### Meals

Nutritious meals for breakfast and lunch are provided by the school district's food services. Students may not bring soft drinks or large amounts of food/candy to share with other students. Our food service is operated using a computerized system that assigns an account number to each student. Please help us by keeping your child's account current. Each week the cafeteria manager will send home a letter with your child if money is owed. Parents of students who continue to owe money over an extended period of time will be turned over to a collection agency for payment.

#### **Meal Prices**

Meal prices are as follows:

Breakfast: Lunch:

Full paid student - \$1.00 Full Paid Student - \$2.10 Reduced Student - \$.30 Reduced Students - \$.40

Adult - \$2.00 Adult - \$3.35

#### Moment of Silence

South Carolina state law mandates that all schools provide a minute of mandatory silence at the start of each day.

#### **Physical Education**

All students are expected to participate in physical education classes. A doctor's written excuse will be required if a student is unable to participate for an extended length of time. Tennis shoes are to be worn during PE classes.

#### **Related Arts Program**

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

#### **Response to Intervention Programs**

Students in need of additional assistance in Reading fluency, comprehension and/or decoding and phonemic awareness may qualify to participate in one of several in-house programs offered. Universal screenings to identify student weaknesses occur three times a year.

#### **School Closings Due to Inclement Weather**

The closing of school due to poor weather conditions will be announced on local radio and TV stations by 6:00 a.m. If bad weather develops during the day, please listen for dismissal announcements. Please discuss with your child in advance the procedure you will follow in getting your child home early.

#### **School Parties and Birthday Treats**

Two parties are held during the school year; the last day before winter break and Valentines' Day. All other holiday observances are limited to lunch treats or treat bags to take home. All treats must be prearranged with the teacher. Birthday treats may be provided at lunch time with the teacher's prior approval. No balloons/flowers will be delivered to the classrooms as these items may not be carried on the bus. Invitations to birthday parties held away from school can only be distributed if every child in the classroom is to receive one.

#### **Special Services**

Special Education Services are available to students who qualify according to South Carolina and federal criteria. Psychological evaluation for admission to the special education resource or self-contained program is provided at no cost to the parent. If parents feel that their child could benefit from these services, they should contact the teacher or the principal. The referral process and the testing are lengthy and may extend throughout the school year.

#### **Textbooks**

The state of South Carolina provides free textbooks for students in elementary school. Lost or damaged textbooks must be paid for by the parent.

#### **Tobacco Use Policy**

The School Board has established all schools and school grounds as "Tobacco Free Zones." This policy prevents the use of any tobacco products in the school or on school grounds by students, parents, visitors, faculty and staff.

#### Visitors to School

For security reasons, **all parents, visitors, and guests** are required to check in at the front office upon entering the building during regular school day hours. The *Simple Track* computer tracking system located at the front desk in the office logs in all volunteers and visitors in the building. A nametag will be printed that must be worn at all times while in the building. When leaving the building, it is imperative that parents, visitors, and guests sign out indicating that they are vacating the premises.

#### **WE CARE Extended Day Program**

An afterschool day care program is offered from 2:30 p.m. until 6:00 p.m. Monday through Friday on school days only. The program offers daily snacks, homework time, supervised recreation, arts and crafts, computer time and more. There will be a non-refundable fee of \$40 for each child due at the time of registration. Contact Mrs. Floyd, Program Director, or the front office for additional information. The weekly fees established by the school district are as follows:

# of Children	Fee per Week (3 or more days)	2 Days per Week	1 Day per Week
1	\$40	\$25	\$15
2	\$65	\$45	\$25
3	\$85	\$65	\$35

## **Elementary Grading**

**Kindergarten:** Student progress in Kindergarten is reported for South Carolina Kindergarten standards as follows:

- \*language and literacy
- \*mathematics readiness
- \*motor skills
- \*personal and social development

**Scale** = + Consistently demonstrates

- √ Sometimes demonstrates
- Rarely or never demonstrates
- \* Not yet demonstrated

A Kindergarten Checklist is sent home beginning with the end of the second nine weeks.

**First Grade:** Student progress in grade one is reported for South Carolina First Grade standards as follows:

- \*Personal and Social Growth
- \*Reading
- \*Language Arts
- \*Related Arts
- \*Mathematics
- \*Science
- \*Social Studies
- \*Penmanship

**Scale** = + Consistently demonstrates

- √ Sometimes demonstrates
- Rarely or never demonstrates
- \* Not yet demonstrated

**Second through Fifth Grades:** Grades 2-5 have a floor of 61 for each grading period. Interim progress reports will show all grades, including those below 61. Teachers will contact parents when a student receives a failing progress report or report card.

Grading values are:

93 - 100 = A

85 - 92 = B

77 - 84 = C

70 - 76 = D

61 - 69 = F

 Progress Reports:
 Report Cards:

 September 24, 2012
 November 5, 2012

 December 3, 2012
 January 24, 2013

 February 21, 2013
 April 9, 2013

 May 6, 2013
 June 11, 2013

#### **State/District Assessments**

It is important that students be in attendance during the following testing periods. These assessments provide valuable data that will assist school personnel in providing your child with appropriate rigorous instruction.

Testing Program	Grade	Dates
CogAT	2	November 7-9, 2012
ITBS	2	November 13-14, 2012
MAP	2 - 5	Testing Windows:
		September 4- 28, 2012
		December 3-14, 2012
		March 4- 28, 2013
PASS	3 - 5	Writing (5 <sup>th</sup> Grade only):
		March 19-20, 2013
		ELA, Math, Social Studies,
		Science (3 <sup>rd</sup> -5 <sup>th</sup> Grades):
		May 7-10, 2013



## **Student Acceptable Use Policy Agreement**

The School District of Greenville County provides computer, network, e-mail, 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.

GCS may install software and/or hardware to monitor and record all information system resources, usage, including e-mail and Web site visits. The district retains the right to record or inspect any and all files stored on district systems.

Students shall have no expectation of privacy with respect to district information system resource usage. Students are advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices. Illegal activity involving district information system resource usage may be referred to appropriate authorities for prosecution.

"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 e-mail out of the classroom. The District does not supervise individual e-mail accounts, a Parent Portal is available that permits the supervision of your child's e-mail 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 e-mail 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.

Parents and guardians, by you and your child agreeing to this acceptable use policy you will insure that GCS computer equipment is handled with care and respect. Only GCS ETS personnel are allowed to repair or modify GCS computer equipment hardware and software.

Do not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure including, but not limited to: wireless network devices, workstations, printers, servers, cabling, switches/hubs, routers, etc.

Do not perform unauthorized access, use, or attempt unauthorized access or use of District information systems.

"Hacking tools" which may be used for "computer hacking" as defined in the South Carolina Computer Crime Act, may not be possessed on any district premise or run or loaded on any district system. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. This is an automatic recommendation for expulsion.

Do not use a cell phone or PDA to access the Internet on school premises.

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 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 will be held responsible.

Do not allow another person to use the computer under your district login.

All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued e-mail accounts. The District has the right to review any e-mail sent or received using District equipment and e-mail accounts. E-mail accounts should be used for educational and district purposes only.

Do not give out personal information or photos through online communications (i.e. e-mail, cell phone, PDA, etc). 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 e-mail.

NOTES NOTES

