

# Grove Elementary

2017-2018

1220 Old  
Grove Road



**Ms. Deborah Bauer, Principal**

**Charlotte Sauls, Assistant Principal**

**Brandan Craig, Administrative Assistant**

## **Mission Statement**

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

## **Grove Elementary Goals**

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

## **SCHOOL VISITATION**

All visitors to the building, including parents and school volunteers, **MUST** report to the office, provide a picture ID, sign in, and pick up a visitor pass. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached and accounted-for in the event of an emergency. All parents who wish to visit classrooms should schedule an appointment with the teacher. If you would like to make a surprise visit, arrangements should be made through the office and approved by the Administration. We have an Open Door policy and welcome you to contact Sharon Farrow at your convenience to schedule an appointment with the Principal or Assistant Principal during our Office Hours (8:30- 3:30).

This agenda was designed to help students keep their assignments organized and to provide information for parents regarding schedules, procedures, and contact information. While every effort has been made to address many situations, the student/parent handbook cannot include every event that may occur during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the faculty, student, school, and community will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Please take time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or concerns, contact the Principal or Assistant Principal at 355-5900.

## EVERYDAY AT GROVE

- 7:15 Bus riders begin arriving and spend time reading before breakfast
  - 7:40 Breakfast in the classroom begins
  - 8:00 Breakfast ends  
Students must be in their classrooms and seated. Students who arrive after 8:00 are considered tardy and **must be accompanied by a parent to sign in at the front office.**
  - 8:00 Classroom instruction begins
  - 2:20 Bus riders are dismissed
  - 2:30 Car riders are dismissed
- \*Parents who arrive after 3:00 will be required to **enter** the building to sign out their child(ren).

## GROVE STANDARD STUDENT DRESS CODE

Grove Elementary, with support and agreement from the School Improvement Council (SIC), Parent Teacher Association (PTA), and parents established the following requirements as the required dress code for all students:

- ✓ a solid color, collared shirt every day or school t-shirt on Fridays
- ✓ bottoms of choice - jeans, dress pants, knee length skirts, knee length shorts
- ✓ leggings and tights must be worn with skirt, shorts, or mid-thigh length top
- ✓ shirts tucked in - belt preferred
- ✓ closed toed shoes (no flip flops or sandals)

## GROVE PTA

It is important that each parent become involved with their child's education. Grove PTA is an excellent way to know what is happening in the school, with your child, and in the classrooms. The success of our PTA depends upon the support of the parents and staff in order to provide opportunities for our students. One way to enhance our school program is to join the PTA and to volunteer for various projects throughout the year. Membership and volunteer information will be sent home with each student at the beginning of the year.

## VOLUNTEERS

The State of South Carolina and the School District of Greenville County require that any person who volunteers at a school be cleared through a background check and attend a yearly volunteer training session prior to volunteering in any capacity. This requirement includes all volunteer activities that involve PTA, field trips, or on any school campus commitments. Please allow 3 days for the clearance process to be completed prior to scheduling any volunteer activity. **Individuals who do not participate in the clearance process and attend training will not be permitted to volunteer.** Training sessions will be held a minimum of one time per month throughout the year. Please contact the office or check the school website for the Volunteer Orientation schedule.

# School Rules and Procedures

## (Listed in Alphabetical Order)

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

Anything that might be a hazard to the safety of other children or interfere in any way with learning or school procedures **may not** be brought to school. Toys, valuables (i.e. walkman radios, i-Pods, i-Pads, cell phones, large sums of money, etc.) guns, caps for guns, bean shooters, knives, matches, lighters, fireworks, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Any abuse of this policy will be dealt with according to school district policy. Children are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or exchanged. (The list above may not contain all items. Occurrences will be handled on an individual basis.)

### • ATTENDANCE

Good attendance is required at Grove Elementary. When students are absent for three days, the school will contact the parents by telephone or letter. A written excuse **must** be presented on your child's first day back to school. **According to S.C. Compulsory School Attendance Law:** *Accrued student absences, either excused or unexcused, or a 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. In addition, all absences in excess of ten (10) days require a medical excuse.* Parents of students with excessive absences will be required to meet with the Principal or Principal representative to develop a plan for improvement. **A child must be in attendance for 3 hours to be counted present for the day. (During early dismissal days, this changes to 2 hours, i.e., 10:00.)**

#### ▪ TARDY STUDENTS

The school day begins promptly at 8:00. Help your child be here on time. Punctuality is a quality of good citizenship. When students are tardy (8:00 or after), a parent **MUST** accompany the child to the office and sign the child in to school. When a student is tardy 5 times, parents will be contacted by the school, either by phone, conference, or mail. If the problem continues, the matter will be referred to the District Attendance Authority and could be forwarded to the Department of Social Services.

#### ▪ LAWFUL ABSENCES

1. Personal illness (includes doctor's appointments) 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 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.
3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing prior to the occurrence of the holiday.
4. Absences for extreme hardships may be approved by the principal. Such approval should be prearranged when possible.

#### ▪ UNLAWFUL ABSENCES

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.

#### ▪ RELIGIOUS HOLIDAYS

Requests to honor specific religious holidays should be made in advance in writing to the principal.

## • **BAN OF TOBACCO PRODUCTS**

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

## • **BEHAVIOR GUIDELINES**

- Grove Elementary is an orderly, disciplined school where students are responsible and are accountable for their behavior. **Students are expected to follow classroom rules and the school discipline plan.** Most behavior problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student's parents will be contacted immediately by the teacher or school administration.
- The Discipline Code states, " **All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort.**" The types of disciplinary action are outlined in the Discipline Code which is found on the district's website: [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)
- Guided by Capturing Kids Hearts, a classroom management program, children are supported and understand the behavioral expectations of the teacher and the school. Students will receive a daily behavior grade of 3, 2, or 1. A "3" is considered an EXCELLENT behavior day, a "2" is considered a Good day with minor infractions, and a "1" is considered Needs Improvement. Parents are asked to check and sign Agendas (grades 2-5) and Behavior Books (grades K5-1) daily to maintain communication with the classroom teacher.
- Students will earn SOAR BUCKS for exhibiting SOAR behavior. Students may use these bucks for items in our SOAR Store and for special school and classroom programs. We always welcome donated items for our store! Please contact the office for information.

### **SOAR Expectations**

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

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

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

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

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

### **Investigations and Consequences**

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

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

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

#### Appeals

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

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

## **BREAKFAST AND LUNCH PROGRAM**

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

- **Breakfast and Lunch charges for child and adult visitors**

Breakfast		Lunch	
Students	Free	Students	\$2.30 (non Grove students)
Extra milk	\$ .65	Reduced	\$ .40
Adults	\$2.05	Adults	\$3.60

- **CHANGE OF ADDRESS**

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

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

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

- Absence/Tardiness/Early Dismissal - *parent note; no dismissal changes after 2:00 PM*
- Written permission from parents must be received before transportation changes can be made (students may ride **only their assigned bus**)
- Request to be excused from recess - *parent note*

- Reply to communication from the teacher or principal - *written parent response or meeting*
- Field trips - *official field trip permission slip*
- School Withdrawal - *written notice at least 48 hours prior to withdrawal*
- Changes in the usual method of transportation home -  
**WRITTEN NOTES ONLY; phone calls to change transportation will not be accepted**

## **. COMPUTER USAGE POLICY (per Greenville County School District)**

### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

#### **A. Legal Requirements**

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

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

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. Employee Acceptable Use**

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

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

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

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

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

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

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

### **C. Sensitive Information**

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

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

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

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

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

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

Personal use is prohibited if:

1. It interferes with the use of IT resources by the District;
2. Such use burdens the District with additional costs;

3. Such use interferes with the staff member's employment duties or other obligations to the District; or
4. Such use includes any activity that is prohibited under any district (including this rule), board policy, or state or federal law.
5. Email Maintenance

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

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

### **G. Consequences**

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

## **III. Student Acceptable Use**

This section is 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.

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

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

#### **E. Consequences**

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

### **IV. GCS Internet Safety and Other Terms of Use**

#### **A. General Access**

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

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

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

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

#### **C. Personal Safety**

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

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

## D. Expectation of Privacy

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

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

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

## • DRESS REQUIREMENTS

In addition to the Grove required policy for dress, the school also adheres to the following Greenville County School District dress policies:

- Hair should not be so extreme or inappropriate that it will disrupt the educational process. Clothing or other articles deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- 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, messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Hats and sunglasses may not be worn in the building, except for school determined events.
- Proper shoes must be worn at all times - close toed shoes, no flip flops.

**The above minimum standards apply throughout SDGC and will be vigorously enforced.**

**PARENTS AND VISITORS ARE EXPECTED TO FOLLOW THE DRESS CODE  
WHEN ON SCHOOL PREMISES.**

## • EARLY DISMISSAL

In order to avoid interruptions in the educational program, **we ask for your cooperation in not picking up your child or children during school hours.** Whenever possible, medical and dental appointments should be made **after** school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher in the morning that states the reason and time for the early dismissal. Please report to the office to sign out your child **before 2:00 pm.** **No early dismissals are allowed after 2:00 pm.** Your child will be called to the office to meet you when you arrive for pick up. Identification is required of any adult picking up a child. If the adult is not listed as an approved contact, the child will not be released. **NO CHANGES IN TRANSPORTATION WILL BE TAKEN OVER THE PHONE.**

## • EMERGENCY SCHOOL CLOSINGS

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

## • FIELD TRIPS

Field trips are considered an extension of the classroom. The school requires written permission from the parents before a child is permitted to go on a field trip. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. Charges for trips vary and are determined by the cost of transportation and entrance fees. Prior arrangements must be made with the classroom teacher if a parent plans to chaperone during field trips. Participating parents must follow volunteer guidelines (see page 2). Siblings (school age or pre-school) are not permitted to attend field trips or class activities. Refunds for transportation and pre-purchased tickets due to absence cannot be given.

## • GRADING GUIDELINES

The following guidelines have been adopted and will be followed in every elementary school in Greenville County. The guidelines reflect the philosophy that grades should reflect accomplishment of the student in the classroom to the extent possible. The grading scale for 16-17 has been changed to a 10 point scale.

In grades 2-5, the following scale is used: A = 90 - 100    B = 80 - 89    C = 70-79

D = 60 - 69    F = 59 and below

In kindergarten and first grade, student progress on grade level standards is reported on the following scale:

(+) Consistently Demonstrates

(V) Sometimes Demonstrates

(-) Rarely Demonstrates

(\* ) Not Yet Demonstrated

Grades will not be taken from homework assignments, but participation points for homework completion may be counted in final grades at no more than 10% of final grade. Every child who attends Grove Elementary is expected to read for a minimum of 20 minutes each night.

## • HEALTH AND SAFETY

- The health room will be staffed daily with a trained nurse. Any child who is not feeling well or has been hurt will be sent to the health room by the teacher in charge. The health room nurse keeps a record of each child's visit, will take temperatures, and perform any minor first aid. **The nurse does not have aspirin or any other types of medication and cannot administer any medication without written permission from the doctor and parents.**
- If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for their child. Parents are always contacted if the child has a fever of 100 degrees or more, is vomiting, or has diarrhea. In the case of minor scrapes, the nurse may not always contact the parent. Parent contact is at the discretion of the nurse. **Before returning to school children must be free from the diarrhea, vomiting, fever for 24 hours.**
- A health room card is kept on file in the health room for every child. This card supplies vital information to the nurse about special health problems a child may have and who to contact in case of emergency. **It is requested that parents keep this information updated!** If a home or work number for any parent or guardian changes, please submit the new number to the school as soon as possible.
- **Parents (not students) must bring medication for children to the nurse.** A responsible adult must bring the medications into the school building and check them into the health room. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded on the nurse's last scheduled day.
- The nurse will administer prescription medication if a doctor's form and written parent permission are on file in the health room. The doctor's form must include directions for administering. Under certain conditions over-the-counter medication may be administered if the parent brings the medication to school, provides instructions for administering, and completes required permission forms.

- **ACCIDENTS AND EMERGENCIES**

In case of an accident, first aid is given by authorized school personnel. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs more than first aid.

- **HEAD LICE**

Elementary schools frequently have outbreaks of head lice. If a student is identified with head lice, the parent will be contacted for pick up. The parent needs to provide proof of treatment and bring the child to school to meet with the nurse for clearance to return to class.

- **IMMUNIZATION**

All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Students may not enter school without having their immunizations current.

- **HOMEWORK**

Homework assignments are an extension of classroom instruction and should be challenging and meaningful. Teachers at each grade level will explain their homework policies. Every child who attends Grove Elementary is expected to read for a minimum of 20 minutes each night. If you have questions at any time, please contact your child's teacher. Homework should not be excessive. Grades are not given for homework, although participation grades are given based on completion and effort and may be included in final grades (no greater than 10% of final grade).

- **INSTRUCTIONAL RESOURCES**

- **CHALLENGE PROGRAM:** The school district provides a program for gifted and talented students in grades 3-5. Students will be selected to participate in this program based on State criteria. At Grove, our intent is to provide custom-designed instruction to meet the needs of all learners through Team Differentiation and a wide variety of research based strategies.
- **INSTRUCTIONAL TECHNOLOGY:** Grove is fortunate to be included in the Personal Learning Device initiative through Title I. Each student in grades K-2 will have an i-pad for use in the learning process. Students in grades 3-5 will have laptop computers for the same purpose. Students will participate with a personal device with parental permission only. Students in grades three - five have access to school email accounts and to the web-based software, CompassLearning Odyssey, for individualized instruction and practice on reading, language, and math standards. We encourage the use of CompassLearning at home as well as school.
- **INTERVENTION PROGRAMS:** Students identified as those needing assistance in learning are supported through reading intervention programs. These vary from Kindergarten through grade 5 based on the student's area of need. These programs include ESOL (English Speakers of Other Languages) and RtI (Response to Intervention). Children work in small groups on reading or math to gain additional skills in these areas.
- **MEDIA CENTER:** The school Media Center is an important part of Grove Elementary for both students and teachers. It is the hub for all teaching materials, books, magazines, pamphlets, pictures, filmstrips, recording, and other audiovisual aids. It is also the core of our reading program and serves as a link between formal reading books and all of the reading materials we use in daily lives. Books are checked out for a week and can be renewed. Please remember that if you move, all library books and textbooks must be returned. Parents are responsible for payment of all lost or damaged books.
- **RELATED ARTS PROGRAM:** Art, music, and physical education programs are compulsory, and students must attend these classes. Art, music, and physical education teachers will work with each class for a 30-45 minute period each week depending on the grade level of the student. The related

arts program integrates academics in their program. Homeroom teachers support related arts activities through arts integration in the classroom.

- **RESOURCE PROGRAMS:** A wide variety of special education resource classes are provided for students who need additional assistance in order to be academically successful. Special education classes are also in place for students with behavioral difficulty and in a variety of categories for speech and languages disabilities. Due process procedures are followed in the placement: written permission for a psychological evaluation and placement must be obtained from the parents. Report card grades alone do not qualify a student for these services. Parents and teachers must work together to refer a struggling student to the school's assistance team.
- **TEXTBOOKS:** Each student is assigned a textbook for each subject as determined by the School Board. Textbooks are a valuable instructional resources and provide support for student achievement. Students are responsible to care for each textbook assigned to them. **By authority of Section 59-31-290 of the Code of Laws of South Carolina: State Board of Education Regulations require payment for the loss of or damage to any book, ordinary wear and tear excepted. Schools may require pupils, parents, or guardians to pay for lost or damaged books. In the event of non-payment, further benefits of the Free Textbook Program may be denied by the school.**

## • **LEGAL CUSTODY**

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

## • **LOST AND FOUND**

A lost-and-found container is maintained in the cafeteria. To help minimize lost articles, students' names should be on items of clothing which may be taken off, such as jackets, sweaters, coats, scarves, hats, and gloves. Unclaimed articles are displayed on the stage for students to recover and then donated to the clothing bank at the end of each quarter.

## • **MAKE-UP WORK**

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

## • **SCHOOL PARTIES, BIRTHDAY TREATS, and CLASSROOM SNACKS**

Two parties will be held each school year, Winter Break and Valentine's Day. For other holidays, treats are limited to lunch treats and must be **pre-arranged** with the teacher. **Birthday treats** may be provided at lunch time in the cafeteria and should follow the guidelines for healthy snacks. **No cupcakes, birthday cakes, etc.** Celebrations can be snacks such as popcorn, fruit, vegetables, etc. Please send treats **pre-cut** so children can pass them out to the rest of the class, freeing the teachers to eat their lunches. We request that parents do **NOT** send or bring flowers, balloons, etc. to school for birthday celebrations. In the event that parents do send non food items, they will be kept in the office and not delivered to the classroom. Bus drivers will not permit balloons, etc. to be brought on the busses.

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

- **STUDENT PLACEMENT**

The placement of all students at the beginning of the school year is considered tentative. Changes in the enrollment and test results may necessitate assigning students to different classes, but every effort is made to limit the changes which are made. **Students will not be moved from classrooms except on the basis of enrollment or academic requirements.** Parents may submit written requests for placement for the upcoming year to Ms. Bauer during the month of April. Requests will be considered but student placement is based on a combination of factors. Parental request for placement is not guaranteed.

- **STUDENT RECORDS**

- **ACCESS TO RECORDS:** Student records are available to custodial and non-custodial parents. Copies of any records are available with a 24 hour notice. Relatives (including step parents) who are not custodial parents or who have no legal documents granting access to student records will not have access to classroom information or to permanent record information. Written permission from the custodial and/or non custodial parent must be provided.
- **WITHDRAWAL AND RECORDS:** If a family changes residence outside of the Grove attendance area, it will be necessary to submit in writing two (2) days to the last attendance day informing the school in this change in status. All textbooks and library books are to be returned to the school. All fees must be paid before the trans form can be issued. Parents of students leaving Greenville County School District should sign a Release of Permanent Records form so there will be no delay in the forwarding of student records. School records will be sent to the next school upon request from the school.

- **PROCESSING END OF YEAR RECORDS**

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

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

- **Student Speakers at School-Sponsored Activities**

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

Student speakers at school-sponsored activities, including graduations, may not be selected on 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.

## • TELEPHONE USE

The school telephone number is 355-5900. Messages can be taken or voice mail messages left for teachers, but it is not always possible to deliver them immediately. Teachers cannot leave their classrooms for telephone calls between 7:30 and 2:45. Students may call home for emergencies only. **Arrangements for after-school activities or transportation should be made before the child leaves home each morning.**

## • TRANSPORTATION

### • CAR RIDERS

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

Car riders may **NOT** be dropped off prior to 7:15 AM. Patrols will assist in opening and closing car doors on arrival and departure. Please do not move the car until the patrol has closed the door.

**Pick Up:** Parents are asked to display their child's assigned pick up number on the dashboard using the card provided. In the afternoon, all car riders will be taken to the gym, ask to be seated and supervised by staff at 2:30pm. A staff member will call the number of students whose rides are ready. Safety patrols will assist students getting into cars. All students who have not been picked up by 3:00 will be escorted to the office area where they will be held until the responsible adult signs them out.

Identification is required of any adult picking up a child. If the adult is not listed as an approved contact, the child will not be released. Repeated late pick ups constitute a dangerous situation for children. After three late pick-ups, a conference with administration will be held. The Greenville County Sheriff's Department may be contacted for extremely late pick ups, or for parents who are consistently late picking up their child from school.

### • CODE OF CONDUCT ON SCHOOL BUSES (as determined by GCSD)

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

#### Level I Offenses-Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- Possession of tobacco products, e-cigarettes, or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- General horseplay
- Profanity/Obscene gestures
- Making loud noises
- Littering

*\*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

#### Level I Consequences

- 1<sup>st</sup> Referral - Warning and parent contact
- 2<sup>nd</sup> Referral - In-school punishment, parent contact and/or one (1) day bus suspension

- 3<sup>rd</sup> Referral - Suspended from bus three (3) days and parent conference
- 4<sup>th</sup> Referral - Suspended from bus up to five (5) days and parent conference
- Additional Level I referrals will result in administrative review and may be accelerated to a Level II offense

#### **Level II Offenses**

- Use of tobacco products, e-cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism (restitution may be required)
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

*\*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

#### **Level II Consequences**

- 1<sup>st</sup> Referral - Suspension from bus up to ten (10) days and parent conference
- 2<sup>nd</sup> Referral - Suspension from bus ten (10) days and parent conference
- 3<sup>rd</sup> Referral - Suspension from bus thirty (30) days, possible removal, and parent conference

#### **Level III Offenses**

- Possession, use, or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

#### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference

### **• SCHOOL BUS TRANSPORTATION (as determined by GCSD)**

#### **Greenville County Schools**

#### **General Procedures for Transporting 4K, 5K, and 1st Grade Students**

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



required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

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

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

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

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

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

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

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

The student bus tag shall include the following information:

Front:	Back: Student Address
Student Name	
Unique number	
Parent or Student designee name (4 <sup>th</sup> grade or higher)	
Route number	

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

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

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

**First Incident:** Parent conference - warning and explanation of consequences.

**Second Incident:** Parent conference with (3) days loss of bus privileges.

**Third Incident:** Parent conference with (5) days loss of bus privileges.

**Fourth Incident:** Parent conference with (10) days loss of bus privileges.

**Fifth Incident:** Loss of bus privileges for the remainder of the school year.

The school administration will implement the above schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

#### **Driver Responsibilities:**

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

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

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

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

#### **Summary of Tag Procedure**

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

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

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

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

**BUS CONTACT:** School Level - Charlotte Sauls, Assistant Principal 355-5911  
Bus Office - Zena Graham, Transportation Supervisor 355-5280



**GROVE ELEMENTARY**  
A school where we  
Believe, Achieve, and SOAR  
with  
...every child, every day.